



*Roger A. Holliday, D.D.S., P.L.L.C.*  
FELLOW ACADEMY OF GENERAL DENTISTRY

142 HOLLIDAY LANE  
LEWISBURG, WEST VIRGINIA 24901  
TELEPHONE (304) 645-2300

**OFFICE CANCELLATION POLICY**  
**For**  
**Roger A. Holliday, D.D.S., P.L.L.C.**

- 1) We strive to see each patient in a timely manner. Your appointment is scheduled in advance specifically for you and we value your time.
- 2) If you are unable to keep an appointment we ask that you let us know within 24 hours whenever possible. With less than 24 hours notice our staff is not able to utilize the time efficiently resulting in longer waiting times for appointments.
- 3) On occasion emergencies do arise and you will not be able to make your appointment time. We understand and will note the circumstances in your record.
- 4) If a patient should miss more than one appointment with less than 24 hours notice we may require a deposit to secure future appointments. This deposit is non-refundable but will be applied to treatment fees if the patient shows for a secured appointment. If a patient misses more than one appointment with no notice, or repeatedly misses without 24 hours notice we reserve the right to dismiss that patient from our practice.
- 5) This policy is intended to allow us to provide care efficiently and help to avoid abuse of our time.

Patient Signature \_\_\_\_\_

Date \_\_\_\_\_