

**Sonja L. Maggard, D.M.D.**  
121 Prosperous Place, Suite 12B  
Lexington, KY 40509  
(859) 263-1888

**Cancellation Policy**

When an appointment is made, a certain amount of time is reserved for just you! We do what we can to be here when you need us, and we kindly ask that you be here when expected. Due to numerous missed appointments, we have established the following:

The office of Dr. Sonja Maggard has instituted a policy in order to reduce the number of no show or missed appointments. We require a 72 hour notice for cancellation of any appointment that you will not be able to attend. If the notice is not given, you will be charged for the appointment and unable to reschedule until this bill has been paid in full. Although we do our best to call the day prior to your appointment, this is only done as a courtesy to you. It is only a reminder call. Your appointment is considered confirmed the moment you make it.

Thank you for understanding.

*I have been made aware that a 72-hour notice must be given in order to cancel any appointment. If this notice is not given, I agree to pay the full amount and/or cost of the services for the time which was allotted for me.*

*Patient Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_