



## APPOINTMENT POLICY

In an effort to provide the highest quality dentistry and to appoint patients at the earliest appointment possible, we require a 24 to 36 hour notice for any schedule changes that you may have. Our office understands that sometimes emergency situations arise and we will handle each circumstance on an individual basis. We would like our patients to understand that missed or broken appointments are a loss to everyone, they delay treatment that is necessary for you our patient, and they may prevent another patient who needs treatment from getting the necessary care in a timely manner. With this in mind we want you to be informed of our new appointment policy so there will be no misunderstanding in the future.

- All patients are required to confirm their appointments, either by phone call or text.
- Each patient may miss one appointment due to emergency without a 24 hour notice in a 12 month period.
- After a second broken appointment occurs we will not pre-appoint you for any future appointments without pre-payment to hold the appointment.
- A third missed appointment will result in your dismissal from our practice. We will forward your records to the dentist of your choice.

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SIGNATURE OF PATIENT/GUARDIAN

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DATE

