

## Missed Appointment Policy

Your appointment time is reserved exclusively for you. In order to maintain this level of commitment to our patients, we require at least 48-hour notification if you need to change or cancel your reserved appointment time.

We strive to see our patients in a timely manner. We respect your time and ask you to respect our time and other patients' needs by keeping your scheduled appointments. Each appointment time slot is important and cannot be recovered if a patient chooses not to keep their appointment. Please keep in mind that each skipped or missed appointment time is not just time lost but also prevents us from providing care to other patients.

Please refer to the guidelines below to learn more about our Missed Appointment policy:

- It is your responsibility to provide us with a working telephone number to allow us to communicate important information. An email address may also be provided as well.
- We send courtesy appointment reminder via email, text and/or phone calls. Please keep in mind these are COURTESY reminders and it is your responsibility to remember your appointment times.
- If you arrive 20 minutes late for your scheduled appointment, without prior notification to our office, this may also be considered a missed appointment. Please remember that communicating with our office is critical to providing you with quality dental care.
- We reserve the right to charge for missed appointment time if proper notification time is not given. This missed appointment fee is based on the length of the appointment time and can range anywhere from \$75 to \$500.
- We understand that occasionally urgent circumstances may occur which do not allow you to keep a scheduled appointment. If this is the case, please call and discuss this with the office staff as soon as possible. We will waive the cancellation fee for this appointment as long as you do not have a history of missed appointments.

Name of Patient: \_\_\_\_\_

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