

## BROKEN APPOINTMENT/LATE PATIENT POLICY

Reserved appointment time in any dental office is limited and valuable.

It is extremely important that all patients honor their reserved dental appointments. Failure to do so deprives our other patients from receiving needed dental care in a timely fashion.

Those who fail to keep scheduled appointments should not penalize the Dentist, our staff, and mainly our other patients. Our dental policy stipulates that failure to give sufficient notice to keep a scheduled appointment (2 working day notice) will result in a fee being charged. That charge is in accordance with our dental office's broken appointment policy for all of our patients. The patient is responsible for payment of the charge.

**\*\*** If you have an e-mail address registered with our office you will be sent an e-mail reminder and you can confirm online. Otherwise, our staff will call 2 days prior to our scheduled appointment to confirm with you. We will attempt all numbers that you have provided us. If we have to leave a message on your machine or cell phone, it is your responsibility to call us back to confirm your appointment. *Remember that we are closed early on Fridays so cancellations of Monday appointments must be called into us on Thursday.*

The usual and customary fee for broken appointments is \$40.00

Patients who arrive more that 15 minutes late to their scheduled appointment time may be asked to reschedule as a courtesy to our other scheduled patients. \_\_\_\_\_ (initial here)

\_\_\_\_\_  
*Patient Name*

\_\_\_\_\_  
*Patient, Parent, Guardian Signature*

\_\_\_\_\_  
*Date*



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