



Office Policy

Our goal is to provide high quality care to our patients and respect their schedule as well. In fairness to other patients, and the office staff, we require advanced notice when changing or cancelling an appointment.

When you schedule an appointment, we reserve that time and prepare in anticipation of serving you. We ask that you please **confirm your appointment at least 48 hours before your scheduled appointment time.** You can do this by replying to the automated text message or email you receive or by calling the office. Failure to do so may result in us cancelling your appointment in order to have adequate time to fill it. **We also kindly request that if you should need to reschedule, that you contact us with a minimum of 48 hours' advanced notice.** We understand that conflicts arise; however failing to show at your appointment or canceling without adequate notice more than once may result in a charge.

Patients who continue to no-show and/or cancel without notice may be dismissed from the practice and asked to find another dentist.

Any patient who is late may be considered a "no show" for their appointment and may need to be rescheduled.

As with any dental treatment, there may be unforeseen treatment adjustments and/or complications. The clinic will make an effort to anticipate any changes in the treatment plan and advise me at that time. However, such events are unpredictable. Likewise, the timing or spacing of appointments may need to be modified as needed to accomplish the best result possible.

I have read, understand and agree to the above appointment policy.

Date _____

Patient Signature (or Legal Guardian if a minor)