

### **Patient Appointment Responsibilities**

1. Sufficient notice to change an appointment is 48 hours.
2. At Southside Dental we do not double book appointment times. Your appointment time is reserved exclusively for you. Should you fail to keep the appointment we will require a \$150.00 deposit to book your next appointment. Deposits are only lost when the appointments are not kept on the rebooked appointment.
3. An appointment cancelled with less than 48 hours notice we will require a deposit of \$150.00 in order to book your next appointment.
4. We understand emergencies happen. Should you fail to show for your booked appointment and not provide the office with a reasonable explanation within 48 hours a new appointment will only be booked with a \$150.00 deposit. Should you fail to keep this appointment the deposit will be lost.
5. We strive to be on time with our appointments. We understand that your time is valuable. However, emergency procedures and complicated procedures can sometimes cause us to run behind. We will keep you informed should it affect your appointment. Our goal is to provide the most thorough and comprehensive care to each patient.

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**I understand the above policy and I am aware of my responsibilities as a courtesy to other patients and to Southside Dental Centre.**

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

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

**Signed:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

Patient copy 1  
Chart copy 2