

**CHAPEL HILL DENTAL ARTS
BROKEN APPOINTMENT POLICY**

When we give patients an appointment, we commit our time to them. Given the nature of dental treatment, we may commit several hours of our staff and dentist time for any given appointment. Therefore, we consider that when patients accept an appointment they have entered a contractual agreement to honor our time.

Nevertheless, we understand that there are times when circumstances beyond an individuals control may necessitate cancellation of an appointment. In those circumstances, we request the courtesy of 48 hours notice for cancellation so that we can schedule other patients who are waiting for necessary treatment.

We try to make allowances for unforeseen events that may take place in an individual's life. However, we are unable to maintain an efficient practice if patients break appointments on short notice or fail to show for appointments. Therefore, if patients have proven unreliable in keeping their appointments, it is our policy to request that they seek treatment elsewhere.

We request that you keep this in mind and that you choose appointment times that you are absolutely certain will not interfere with work or family obligations.

I have reviewed the policy on broken appointments.

PATIENT SIGNATURE

DATE