

APPOINTMENT SCHEDULING POLICY

All dental appointments, once scheduled, are considered reserved and confirmed. We will give you a courtesy reminder call or leave a message on your answering machine 1 to 2 days prior to your dental appointment. We will also send a reminder postcard one week in advance. This call and postcard serve as a courtesy reminder of your upcoming appointment.

However, it is ultimately your responsibility to be here as scheduled. If you cannot make your appointment, we expect no less than 24 hours notice. Please note: a charge of \$25.00 per patient for hygiene appointments, and \$50.00 per patient for major procedures will be applied to your account, for appointments broken without a full 24 hour notice.

This policy is necessary due to the increasing number of patients canceling or failing their appointments. We can no longer give our patients this luxury.

Signature: _____

Date: _____