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Late and Missed Appointment Policy

The nature of our practice is to give our patients the utmost in dental care and service in a sterile and professional environment. We make every attempt to see you at your reserved appointment time. However, since we are sometimes faced with emergencies during the day we may run behind schedule. This happens only on occasion so please excuse any delays.

Late arrival:

We put our faith in you to keep your appointment. When we set up an appointment, a specific amount of time is reserved especially for you. **IF YOU ARE MORE THAN 15 MINUTES LATE, YOUR APPOINTMENT MAY BE RESCHEDULED IN ORDER TO MEET THE NEEDS OF THOSE WHO ARE ON TIME FOR THEIR PRE-RESERVED VISIT.**

If this happens it will be considered a missed appointment.

Missed appointments:

In fairness to others and to enable us to efficiently plan the day's schedule, it is necessary that you give us sufficient prior notification should you need to reschedule your dedicated appointment time. In the light of this we have established the following protocol:

OUR OFFICE RESERVES THE RIGHT TO CHARGE YOUR ACCOUNT FOR ANY MISSED OR CANCELLED APPOINTMENTS UNLESS WE HAVE BEEN GIVEN 24 HOURS PRIOR NOTICE. This charge will vary depending on the amount of time set aside for your particular appointment. **THE MINIMUM CHARGE WILL BE \$50,** and additional charges are based on the time reserved.

We thank you for helping our office run as smoothly and efficiently as possible for all patients, and by arriving for your scheduled appointment on time.

Signature: _____ Date: _____