

BROKEN APPOINTMENT POLICY

We are pleased to welcome you to our practice. Please take a moment to familiarize yourself with this policy.

A parent or legal guardian must accompany any child under the age 18 to all appointments.

Our office is maintained on a schedule; therefore if you are unable to keep an appointment, a 24 hour advance notice is required. This allows the staff time to schedule a patient in need of dental care. We strive to schedule appointments that are convenient for you. Since we try to accommodate so many busy schedules, it can be a very difficult task. It is extremely important that all patients honor their reserved dental appointments. Failure to do so deprives other patients from receiving needed dental care.

A call is appreciated if you are going to be late, we will do our best to work you into the schedule. Coming in 15 minutes late for any appointment will require rescheduling so we do not keep other patients waiting. **If for any reason you fail to keep or cancel your appointment without 24 hour notice or come in late, a broken appointment fee of \$50.00 will be charged to your account.**

We understand that emergencies arise unexpectedly and we will carefully assess each instance before applying any broken appointment fees. I'm sure you understand that we must have policies along these lines. We appreciate you as a patient and thank you in advance for understanding our policy.

I, the undersigned, have read and understand the above policy. I agree to pay any fees that may be charged, should I fail to keep an appointment without giving a 24 hour notice.

Patient/Guardian _____

Date _____