

OFFICE POLICY REGARDING APPOINTMENTS

We require two working days notice for any schedule changes. This allows us time to accommodate other patients who may be waiting for availability. Any changes made on shorter notice will be subject to a missed appointment fee.

Patients who are over 15 minutes late for their appointment will be charged the missed appointment fee and the appointment will need to be rescheduled for another time.

Missed appointment fee for an appointment scheduled with the doctor is \$50.00 and for an appointment with the hygienist is \$35.00.

We understand and appreciate that a lot of our patients have been coming to our office for a long time or that many of you have sent us referrals. In adhering to this policy, we hope to be able to continue to provide you with quality care and in order to respect your schedule, it is important that we also stay on schedule.

Regretably, this has become a necessary policy due to the volume of last minute schedule changes and late arrivals.

By signing this, you acknowledge you have read and agree to our missed appointment policies.

PATIENT SIGNATURE

DATE

