

Scheduling:

An appointment in our schedule is a bond of trust that we will be here to serve you and you will be present for treatment. Our office policy is firm in this regard and we will not tolerate frequent cancellations or constant short-notice changes.

Please take a few minutes to review our “No Show” policy and sign at the bottom of the form.

Avoiding a “No Show” fee:

Our office will make a courtesy reminder call and/or send text messages 3 to 4 days prior to your appointment to confirm the date and time of the appointment. Once a definitive contact with the patient is made and the patient has committed to his/her scheduled appointment, the appointment is considered “confirmed”. This courtesy reminder process allows patients the opportunity to cancel or change their appointment within the appropriate time frames as described below.

Definition of a “No Show” appointment:

Does not arrive to the scheduled appointment.

Cancels or reschedules an appointment with less than 24 hrs. notice.

Arrives more than 15 minutes late and subsequently is unable to be seen.

Fees for “No Show” Appointments:

\$50.00 for a Hygiene Appt.

\$100.00 for an appt. with the Dentist.

Patients who “No Show” more than 3 appointments within a year may be dismissed from the practice.

Impact of a “No Show” appointment:

Impacts the continuity of patient care

Impacts appointment availability for all patients.

I have read and understand the “No Show” policy as described above.

Patient Signature

Date