

NO SHOW/MISSED APPOINTMENT POLICY

We, at Fidel Delgadillo D.D.S, understand that sometimes you need to cancel or reschedule your appointment and that there are emergencies. If you are unable to keep your appointment, please call us as soon as possible (with at least a 24-hour notice). You can reschedule appointments by calling 707-963-9429.

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time. As a courtesy, an appointment reminder call is made/attempted one business day prior to your scheduled appointment. However, it is the responsibility of the patient to arrive for their appointment on time.

Please Review the Following Policy:

1. Please cancel/reschedule your appointment with at least 24 hours' notice.
2. If less than a 24-hour cancellation is given or if you do not present yourself to your appointment this will be documented as a "No-Show" appointment.
3. After the first "No-Show/Missed" appointment, you will receive a phone call that you have broken our "No-Show" policy and you will receive a \$50 fee.
4. If you have 2 or more "No-Show/Missed" appointments within a one-year time, you will receive a no show charge of \$75. Dismissal from the practice will be considered.

I have read and understand Fidel Delgadillo D.D.S. No Show/Missed Appointment Policy and understand my responsibility to plan accordingly and notify Fidel Delgadillo D.D.S. appropriately if I have difficulty keeping scheduled appointments.

Patient Name

Date

Patient Signature or Parent/Guardian (if minor)

Relationship to patient