

## MISSED APPOINTMENT POLICY

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Your scheduled appointment time is reserved just for you. We try not to overbook appointment times in order to provide excellent dental care and ensure we have sufficient time to adequately treat our patients.

We will make every effort to accommodate your scheduling needs. In return, we ask that you help us by keeping your scheduled appointments, arriving on time and notifying us a minimum of 24 hours in advance if you are unable to keep your appointment.

When we receive advanced notice of cancellation, we are able to avoid loss of revenue and misspent employee time, which keeps our overhead down and our fees reasonable. More importantly, we are able to accommodate other patients needing care. A patient who could have used your appointment time now may not and the time is wasted.

Our office participates in several insurance fee schedules in order to give our patients affordable dental care. By doing so our office agrees to discount our regular fees. This discount is substantial and these patients will pay considerably less than a patient without insurance. In order to continue to participate in these plans we ask that you follow our missed appointment policy.

Failure to comply with this policy may result in a charge for the missed or cancelled appointment. If a charge occurs we will not be able to reappoint a patient until the balance is cleared. The missed appointment charge will be left to the doctor's discretion.

**I have read, and understand this policy. I agree to comply and realize that if I do not I may be charged.**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_