



OFFICE POLICY REGARDING FAILED APPOINTMENTS

We enjoy serving your child's (children's) dental health needs and understand that sometimes things get in the way of the very best intentions. It is important we communicate our concerns when failed appointments happen.

We understand rescheduling is sometimes necessary. Our policy is that we require a 24-hour advance notice if you should need to change your appointment. This allows us time to offer that appointment to another child. We simply ask that for the benefit of others who are waiting for dental care, you please consider the importance of the time you reserve. It is never our desire to lose anyone from our care. However, in order to insure that failed appointments do not occur in the future, we have implemented the following policy.

1. 1st failed appointment- a verbal reminder of our policy is given.
2. 2nd failed appointment- ** \$50.00 failed appointment fee is charged.
3. 3rd failed appointment- automatic dismissal from our dental practice.

Thank you for your understanding and cooperation regarding this concern.

** We reserve the right to charge up \$100.00 for missed sedation appointments, nitrous oxide appointments and extended appointments.

Date: _____

Patient's/Patients' Name(s): _____

Parent/Guardian's Signature: _____