



A broken appointment is a loss to three people:

- The patient who missed the valuable time.
- A patient who could have used the valuable time.
- The dentist who was fully staffed and prepared for the appointment

Our office considers a broken appointment to be a cancellation with less than 24 hours notice or when a patient does not show up at all.

Occasionally children's illnesses or other unexpected emergencies make it necessary to cancel an appointment with less than 24 hours notice. Please contact our office immediately and we will do our best to accommodate your situation.

Failure to give 24 hours advanced notice for patients of record:

- We allow for one broken appointment within a 12 month period.
- Any additional broken appointments within a 12 month period will be charged a \$35 broken appointment fee.

Failure to give 24 hours advance notice for first time patients:

- No additional appointments will be scheduled

We strive to provide each child with the highest quality treatment. Providing services in a timely manner is critical to accomplishing that goal. We appreciate your understanding and consideration regarding our appointment policy and if you have any questions or concerns, never hesitate to contact us.

I have read and understand the above mentioned policy.

Parent or Guardian

Signature Date

Child's Name / Children's Names