

BROKEN APPOINTMENT POLICY

When a dental appointment is made in our office, a specific time is reserved for the patient to see the dentist or hygienist. The appointment allows the dentist to meet the patient's needs and also schedule other equally important patients. Broken appointments result in a loss of valuable time that could be spent with patients in need of treatment and they are very costly to our office.

For this reason, if a patient fails to keep an office visit he or she will be charged a fee for a broken appointment.

In addition, because we are not in the position to determine if an excuse is valid or not, **no exceptions** will be made to this policy. It is the patient's ultimate responsibility to keep their scheduled appointment.

If an appointment does need to be cancelled or rescheduled for any reason, please notify our office at least 48 hours in advance of the appointed time, and no broken appointment fee will be charged. Thank you for your anticipated cooperation.

Signed: _____ Date: _____

(Patient)