

*Where skillful dentistry, health, beauty, and luxury converge*

## APPOINTMENT POLICY

When scheduling appointments, we ask that you schedule appointment times that are most convenient for you. This time will be reserved especially for you with our doctors and we trust that no change in the appointment will be necessary once scheduled. We understand that you may occasionally be unable to keep your reserved appointment. Should this occur we require at least a **48 HOUR NOTIFICATION** so that we may reschedule your reserved time to a patient on our waiting list. Reservations that are not confirmed one day prior to scheduled arrival will be offered to patients on our waiting list.

**A\$150 fee will be charged for broken appointments. If a broken appointment is 2 hours or more, then ½ the fee for the procedure will be charged.**

The following situations are considered broken appointments:

- Canceled appointments without the necessary 48 hours prior notification.
- Late arrivals in which scheduled treatment can no longer be provided.
- No shows

We ask you to remember that the broken appointment hurts three... you, another patient, and our office. Patients that break three appointments will be inactivated and will no longer be eligible to receive treatment in our office. As a courtesy, we will attempt to confirm all appointments.

I understand and accept the above appointment policy.

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**Signature of Patient, Parent or Guardian**

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**Date**