SMALL HANDS, BIG HEART

WILLDEN
FAMILY DENTAL

APPOINTMENT POLICY

If you need to reschedule or cancel your appointment, please let us know as soon as possible. We know that you are busy so we make an effort to confirm your appointment by calling 3 business days in advance and/or sending postcard reminders. In turn, we request **48 hours notice to change an appointment.**

We would like our patients to understand that missed or broken appointments are hurtful in many ways. First, they delay your treatment and our ability to keep your oral health at an optimum level. Second, they may prevent another patient who needs treatment from getting the necessary care in a timely manner. In order for us to provide you with the highest quality of dentistry at affordable prices, we must reduce the amount of missed appointments and no-show appointments. With this in mind, we want you to be informed of our appointment policy:

We strive to be on-time and prepared for your appointment. For this reason, our goal is to confirm all appointments. We understand that on occasion, emergencies come up and you cannot give us adequate notice to change your appointment. We consider 48 hours as adequate notice to change an appointment. After two missed or changed appointments without notice, a $50 fee will be applied to your account and future unconfirmed appointments may be made available to other patients. After three missed appointments we reserve the right to dismiss you from our practice or we may require a non-refundable deposit before scheduling.

Thank you for your cooperation. We remain committed to your oral health.

Patient Signature _____ Date _____

Legal Guardian Name (if applicable) _____

Legal Guardian Signature (if applicable) _____

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