

Appointment Policy

At our office we know that your time is valuable and we make sure that the time-slot we reserve for you is yours to keep so you can get the best service possible. Your oral care is important. We book time in our schedule to serve you.

To enable patients to keep up on their appointments we offer convenient ways to confirm appointments, **through email, text or calls**. Upon booking we will set all contact as you wish. We will contact you **two weeks before** to confirm any appointments. As a courtesy only, we will send a **reminder two days prior**.

To keep everything running smoothly we have a cancellation policy in place. We ask to give us a minimum of **two business days** if not able to make it to the office. Our time is highly requested and we want to make sure patients can be seen in a timely manner.

Additionally, if a patient is late it is up to the office to determine if there is no longer sufficient time to accomplish proper care and this maybe considered a missed appointment.

We plan to work around your schedule as best as we can and look forward to working with your needs. Any question regarding our office expectation/policies please feel free to inquire at any time. We will be glad to keep all communication open.

I have read and understand the appointment expectations for confirming and agree with the terms set in place.

Print Name

Date

Signature