

Appointment Policy

Our goal is to maintain a high level of service and convenience for all of our patients. Your scheduled appointment is time reserved just for you. In order to keep our schedule efficient and running on time, it is necessary for us to confirm your appointment. This will be done by through an email, text message, or a phone call. We ask that you confirm your appointment with us as soon as possible after receiving our message.

If you are unable to keep a scheduled appointment, please give us two (2) working days' notice to avoid a "broken appointment fee" of \$45. While this charge does not begin to cover the cost of a lost appointment, we hope that it will serve as a reminder for you to be courteous to other patients who could have been seen at that time. We will be unable to schedule other appointments with you until that fee is paid. Appointments scheduled for two (2) hours or longer may require a \$75 deposit per hour to reserve your appointment time. If you need to reschedule this appointment and give our office two (2) working days notice, the deposit is either 100% refundable, or may be kept as a credit on your account for future appointments.

Despite careful scheduling, emergencies *can* cause delays. We try our very best to stay on time. If your appointment time is affected by one of these unforeseen emergencies, we'll try to notify you ahead of time, as we know that your time is valuable too. Please know that you will ALWAYS receive the same quality dental care no matter how our schedule is running.

Signature_____Date_____