

Office Policies

Our office policies are designed with you, the patient, in mind. They should answer any questions you may have regarding how our office treats scheduled appointments, cancelled appointments, late arrivals, dental emergencies, and weekend emergencies.

Appointments

We are dedicated to staying on schedule and seeing all of our patients on time for their appointments. We do ask that our patients be on time for scheduled appointments, planning extra time for travel or filling out forms. We recommend arriving 5-10 minutes early to ease the check in process. Please be aware that dental emergencies do arise throughout the day which may delay or extend your appointment. We are committed to treating all true dental emergencies and will advise you immediately as to the status of your appointment.

Late Policy

We expect our patients to arrive on time for their scheduled appointment. Please note that we will have to reschedule your appointment if you arrive more than 10 minutes late. If you are habitually late, your appointment will need to be rescheduled, and you will be charged a fee of at least \$50.00 for the appointment you forfeited.

Cancellations

We reserve time especially for you. If you need to change your appointment, we ask for a minimum notice of 48 hours. According to our office policies, please be advised that you can be charged for a missed appointment fee from \$70.00-\$300.00. The fee is depending on the length of the appointment missed. Consecutive missed appointments can result in being dismissed as a patient.

Emergencies

If you have an urgent problem, please call our office immediately so we may see you as soon as possible. If you have an emergency after hours, please call our office for information on how to contact the doctor on call. If your after- hours emergency is unrelated to any recent dental care, you will be charged an additional fee for the after- hours care.

Thank you for your cooperation in helping us provide the best care possible to you!!!

Patient Name

Patient, Parent/Guardian Signature

Date