



Central Ohio's Premier Family Dental Care

LATE/MISSED APPOINTMENT POLICY

We strive to render excellent dental care to you and the rest of our patients. In an attempt to be consistent with this, we have an Appointment Cancellation Policy that allows us to schedule appointments for all patients. When an appointment is scheduled, that time has been set aside for you and when it is missed, that time cannot be used to treat another patient.

Our policy is as follows: We require that you give our office 48 hours notice in the event that you need to reschedule your appointment. This allows for other patients to be scheduled into that appointment. If you miss an appointment without contacting our office within the required time, this is considered a missed appointment. A fee of \$50.00 will be charged to you; this fee cannot be billed to your insurance company and will be your direct responsibility. No future appointments can be scheduled nor can records be transferred without the payment of this fee. Additionally, if a patient is more than 15 minutes late without prior notice for a scheduled appointment, we cannot guarantee that we will have enough time for your procedure and will possibly reschedule your appointment.

I have read and understand the late/missed appointment policy of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

I, _____ (print name), have received a copy of Centerburg Dental Care's Late/Missed appointment policy.

Signature of Patient

Date