

MISSED APPOINTMENT POLICY

At our office your scheduled appointment time is reserved just for you. We try not to overbook appointment times in order to provide excellent dental care and to be sure we have sufficient time to adequately meet your dental needs.

We make every effort to accommodate your scheduling needs. In return, we ask that you help us by keeping your scheduled appointments, arriving on time and notifying us a minimum of twenty-four (24) hours in advance if you are unable to do so. Failure to comply with this policy will necessitate the assessment of the following fees:

First missed appointment: Our staff will call to ensure you are all right and to reschedule your appointment.

Second missed appointment: You will be charged a missed appointment fee of \$25.00.

Third missed appointment: You will be charged a missed appointment fee of \$50.00. At this time, we will require payment **prior** to any future appointments. Further lateness or missed appointments will, unfortunately, terminate our relationship.

Should your account become delinquent with our office, your account will be turn over to our collection agency. You agree to reimburse us the fees of any collection agency, which may be based on a percentage at a maximum of 33.33% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Please sign below that you have read and understand this policy.

Sign: _____ **Date:** _____