



## Office Policy Regarding Appointments

It is the goal of our team to provide each of our patients with prompt and quality care. We understand that there are times when you must cancel an appointment due to emergencies or illness. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. **If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty dollar (\$50) fee per patient appointment.** This will not be covered by your insurance company. **We may not be able to reappoint patients that do not cancel within 24 hours prior, no-show, or arrive late to their appointment.** Appointments are scheduled so that your child has a reserved time with Dr. Brooke and our hygienists and assistants. All appointments cancelled due to illness will be rescheduled a minimum of 2 weeks out. Thank you for your understanding and cooperation.

\_\_\_\_\_ I have read this agreement and have a clear understanding of my responsibility to keep my family's appointments and arrive on time. If we cannot make an appointment, we will notify the office immediately. I understand that breaking appointments will result in a \$50 fee per patient appointment, and may result in being unable to continue my child's care at West Mobile Children's Dentistry.

Patient Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_