

## **Broken Appointment Policy**

Please be advised that we require a minimum of **one** business day notice when canceling an appointment. When we schedule your appointment, we are reserving time for your particular needs.

This courtesy makes it possible to give your reserved time to another patient who would like it.

**Patients who fail to provide notice and miss or cancel 3 appointments within a 3 year period will be dismissed from the practice.**

We know that your time is valuable. When your appointment is made, a room is reserved, your records are prepared, and special instruments are readied for your visit. Except in the case of emergency treatment for another patient, you can expect us to be running on schedule.

We have many different ways that your appointments may be confirmed, including email and texting to your mobile device. Please let us know your preference.

I acknowledge that I have read the above statement and agree to abide by the conditions outlined herein.

Signature of Patient: