



1200 Montlimar Drive  
Mobile, AL 36609  
251-342-0380

## **BROKEN APPOINTMENT/ LATE POLICY**

As a dental office, our reserved appointment times are limited and valuable. Your scheduled appointment time is reserved just for you. We try not to overlook appointment times in order to provide excellent dental care and ensure we have sufficient time to adequately treat our patients.

We will 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 24 hours in advance if you are unable to keep your appointment.

It is extremely important that all patients honor their reserved dental appointments. Failure to do so deprives our other patients from receiving needed dental care in a timely fashion.

Our dental policy stipulates that failure to give sufficient notice to keep a scheduled appointment (1 working day notice) will result in a fee being charged. That charge is in accordance with our dental office's broken appointment policy for all of our patients. The patient is responsible for payment of the charge.

**\*\*If you have an e-mail address registered with our office you will be sent an e-mail reminder and you can confirm online. Otherwise, our staff will call one day prior to our scheduled appointment to confirm with you. We will attempt all numbers that you have provided us. If we have to leave a message on your machine or cell phone, it is your responsibility to call us back to confirm your appointment. Remember that we are closed early on Fridays so cancellations of Monday appointments must be called into us on Thursday.**

The usual and customary fee for broken appointments is \$40.00.

Patients who arrive more than 15 minutes late to their scheduled appointment time may be asked to reschedule as a courtesy to our other scheduled patients. \_\_\_\_\_ (Initial here)

\_\_\_\_\_  
*Patient Name*

\_\_\_\_\_  
*Patient, Parent, Guardian Signature*

\_\_\_\_\_  
*Date*