



## Broad St Smiles

### CANCELLATION AND BROKEN APPOINTMENT POLICY

A reserved appointment time in any dental office is limited and valuable. It is extremely important that all patients honor their reserved dental appointments. Failure to do so takes time away to help our other patients from receiving their dental care in a timely fashion. Our dental policy stipulates that failure to give sufficient notice to keep a scheduled appointment will result in a fee being charged regardless of the reason. We understand that unforeseeable circumstances arise and for that we will apply a one-time courtesy adjustment.

- Cancellation or rescheduling of an appointment with 48-hour notice or more notification - **no charge**.
- Cancellation, rescheduling, or failure to show-up for a scheduled appointment with less than 48-hour notice will be charged the following:

**\$50 for a hygiene appointment**

**\$75 for a doctor's appointment**

Every effort is made to contact patients to confirm. Our staff will contact you 2-3 days prior to your scheduled appointment to confirm with you. Please understand that this is a courtesy call, text, or email. If we are unable to reach you, we will assume the appointment no longer works for your schedule and will have to remove it from ours.

Print Patient Name: \_\_\_\_\_ Birthdate \_\_\_\_\_

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caretaker Signature (other than patient) \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_