

Dental Appointment Agreement

It is important for patients to keep their dental appointments, because broken appointments result in lost time that could have been used to treat other patients.

Rescheduling Appointments

The dental staff understand that sometimes situations arise that require rescheduling of your appointment. If you need to reschedule, please call the dental clinic as soon as you know that you will not be able to keep the appointment. We will need at least 24 hours notice if you are unable to keep your appointment for any reason.

Broken Appointments

If you miss a scheduled appointment or cancel it at the last minute, a broken appointment will be recorded in your dental chart. If you are more than 10 minutes late for an appointment, this will be considered a broken appointment, a broken appointment will be recorded, and you may have to be rescheduled if there is not enough time to complete your procedure. It is not fair to keep other patients waiting because someone showed up late.

If you acquire 2 broken appointments, you will not be able to make a regular appointment for a period of 6 months from the date of the second broken appointment. You are still eligible for emergency dental care during that time, but you will be required to come in to the office in person, and will have to wait until we are able to see you if possible. If you have 3 broken appointments, we will no longer be willing to see you for regular dental care, and you will need to contact a local dental referral service, regional dental society, or the yellow pages of your telephone book to find another dentist for your treatment.

I understand the Dental Appointment Agreement and agree to follow the terms of the broken appointment policy.

Patient Name (please print)

Date

Patient or Guardian Signature

Interpreter (if applicable)