



NAME: _____

APPOINTMENT POLICY

Your appointment time is reserved for you. We will make every effort to remind patients by telephone, email and text prior to the appointment, but please do not depend on this courtesy

If we are unable to contact you directly, your appointment card or appointment phone call will serve as confirmation of your scheduled appointment and it implies your obligation to be present.

Our answering machine is available for messages left after business hours, however if a message is left after business hours canceling or rescheduling a next day appointment the patient will be subject to our fee, as this is not considered adequate notice to fill the cancelled/rescheduled slot.

We understand that extreme or unavoidable emergencies or circumstances do arise (ex. death in family, hospitalization), which may require you to cancel your appointment and individual circumstances will be taken into consideration.

We reserve the right to charge for any appointment(s) broken without advanced notice. All appointments require 2 full business days notice. Our business hours are *Monday thru Thursday*. Please keep this in mind when changing or canceling an appointment. The minimum charge is 45.00. This charge is subject to increase (up to the full cost of the treatment) depending on the length and detail of the appointment that is scheduled.

If you are late for you appointment, we may not be able to accommodate you. If you think that you will be late, we do ask that you call as soon as possible so that we may advise you if your late arrival can be accommodated, or if we need to reschedule. Habitual missed/cancelled/rescheduled appointments may result in a patient being required to either pay up front prior to scheduling an appointment or this office may no longer be available to provide the optimal dental care we strive to give our patients.

I understand the terms of Dr. Adams appointment policy:

Patient

Signature _____ Date _____