

Cancellation and Broken Appointment Policy

We understand that illness, emergencies, flat tires and bad weather due occur. We ask our patients to give us 24 hours' notice whenever possible, if they cannot keep an appointment. This allows us time to fill our schedule with other patients who may be waiting.

Policy and Fees:

Cancellation or rescheduling of an appointment with **24 hours or more** notification- no charge

Failure to give a 24 hour notice :

- We allow one (1) broken appointment within a 12 month period
- Any additional broken appointments with in a 12 month period will be charged a fee
- \$25 for a hygiene appointment
- \$75 for doctor's appointment scheduled for an hour or less, each additional hour incures an additional fee of \$50

Definition of "**Broken Appointment**": A broken appointment is when you

Cancel or **reschedule** an appointment with less than 24 hour notice

Do not show up for the scheduled appointment

Our number one concern is our patient's dental health. Providing services in a timely manner is critical to accomplish that goal. Our other goal is to keep the cost of dental services as economical as possible. The appointment you schedule for treatment is reserved for you and your treatment only. When you fail to keep your appointment without providing us adequate notice, this adds to the overall cost of care, as trained professionals and dental facilities are not being utilized.

We appreciate your understanding and consideration regarding our appointment policy and if you have any questions or concerns, never hesitate to ask us at Curtis Newsome, D.D.S., PLLC.

I have read and understand the above mentioned policy.

Patient Signature

Date