

APPOINTMENT POLICY

Effective Date: March 2014

At Addison Dental Care, appointments are made in advance by reserving the doctor's time to accommodate you and the treatment to be performed.

Additionally, our staff spends time meticulously preparing for each appointment by sterilizing, organizing, and arranging the appropriate instruments and materials prior to your arrival. This ensures the highest standard of dentistry of which we pride ourselves.

We, therefore, **require no less than 48 hours' notice** prior to canceling or rescheduling appointments. Patients that cancel or reschedule their appointments without proper notice will be assessed a \$50.00 per hour charge to offset lost time, effort, and materials that the staff has spent preparing for your appointment.

We look forward to accomplishing all of your treatment needs in a comfortable and caring environment. Thank you in advance for your cooperation.

Patient Name: _____

(PRINT)

Patient Signature: _____

(If patient is a minor, parent must sign)

Date: _____