



Evergreen Hills DENTAL GROUP

Appointment Policy

Our office strives to have timely appointments available to patients who need to be seen quickly. Therefore, we need to know as soon as possible if you are unable to keep a scheduled appointment so we may offer that time to other patients who have an immediate need. Missed appointments create an inconvenience to our office since we keep staff and other resources available for appointments that are not kept. As a result, our office established an Appointment Policy, effective January 1, 2015. There will be a \$25 fee assessed for every appointment missed or cancelled less than 48 hours in advance.

Certainly, emergencies such as illness, etc., do occur and we do not wish to penalize patients for unavoidable situations. However, we want to discourage repeated abuse of our scheduling process, which is ultimately unfair to those patients diligent about keeping their appointments.

If you have any questions at all about this policy, please do not hesitate to ask. We appreciate your understanding of the need for this policy.

I have read the above information regarding the Appointment Cancellation Policy and agree to its terms.

Name (please print): _____

Signature: _____ **Date:** _____

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