

Cancellation and Missed Appointment Policy

Taylor Family Dentistry is a private practice dental office. Office hours are by appointment. Appointment time is reserved for you alone. When appropriate, we prefer to schedule longer appointments so we can complete as much needed dental treatment as possible during one appointment. We feel this type of scheduling will cause minimal disruption to your daily schedule and will provide efficiency in completing your dental care. When you make an appointment this is a commitment we make to you and you to us. We respect your time and hope that our patients will also respect our time.

An appointment is considered broken if:

The patient fails to show up for the appointment.

The patient is more than 10 minutes late for their scheduled appointment

The patient call to cancel their appointment ***without giving 24hr notice.***

Leaving a message on the answering machine the night before the scheduled Appointment will be viewed as a ***missed or broken appointment.***

We use an appointment reminder system to help our patients track their appointments. This helps our patients avoid the missed or late cancellation fees. This system starts the day you book the appointment with a save the date which you can enter into your electronic calendar or home calendar. The next reminder comes 2 weeks before your scheduled appointment, then 3 days before and finally 2 hours before your scheduled appointment. We understand that on occasion, emergency situations do arise for all of us and we ask you let us know as soon as possible.

We truly enjoy providing the best dental care possible for our patients and we hope you will understand and respect the need for this policy.

I have read and understand the policies noted above for Taylor Family Dentistry.

Patient Name

Date

Patient or Guardian Signature