



## Missed and Late Appointment Policy

At Allred Family Dentistry, when you make an appointment, a specific amount of time is reserved especially for you. Many offices will double or even triple book appointments to prevent from being financially damaged as a result of a missed appointment. However, over booking appointments does not allow us to give the care and attention needed to provide quality dentistry and for this reason we choose to not do this. We trust that you, as our patient, will respect the time the doctors have reserved to see you.

**Cancel or change your appointment:** If for any reason you must cancel or change your appointment, it is important that you give our office **at least 48 hours notice** to offer that spot to someone else. This allows us to serve other patients in need of dental work. Our doctors' times are highly requested and we want to make sure that our patients don't have to wait for months to be treated.

**Late arrival:** When we reserve time for you, we require all of that time to provide you with the best quality work possible. When you are late it decreases our ability to accomplish this. If you arrive late, your appointment may be rescheduled in order to meet the needs of those who are on time for their appointments.

If an appointment is missed without a 48 hour notice, a **\$50.00** non-refundable fee will be charged before we will schedule another appointment.

I have and understand read the policy above.

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Signature of Financially Responsible Party

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Date