
BROKEN APPOINTMENT POLICY

We have more patients who need dental care than we have room in our daily schedule to provide. When a patient does not show up for their appointment or cancels too close to their scheduled time, we are unable to fill this appointment time with another patient who desperately needs dental care. This policy is our attempt to ensure that both you and our other patients receive the dental care that you need.

Broken Appointments: Patients are only allowed ONE broken appointment in a 12-month time.

- Broken appointments are any time you are scheduled for an appointment and you do not show for that appointment.
- Late cancelations are considered broken appointments. If you need to cancel your appointment, we ask that you please call us at least 24 hours before your appointment time.
- Late arrivals are also considered broken appointments. If you do not arrive by 10 minutes after the start time of your appointment, it will be given to another patient.

Appointment Confirmation: You must call to confirm your appointment the business day before. Our practice closes at 5:00pm. It is your responsibility to call. If you do not call to confirm at least 24 hours before the start of your appointment, we will give your appointment away to another patient. This will be considered a broken appointment.

If for any reason, a patient misses their appointment or cancels late for a second time within a 12-month period, they will not be scheduled another appointment for a minimum of a six-month period after the second broken appointment was made. However, these patients are still welcome to receive their dental care from us. Patients who have broken two appointments with us can either call us in the morning for a “same day appointment,” or they may come to our clinic as a “walk-in patient.” We always do our best to work our walk-in patients into the schedule as long as it does not interfere with the care of previously scheduled patients; but please understand there is no guarantee that you will receive an appointment as a “walk-in.”

Patient Signature

Date



The Dental Studio, LLC®

DENTAL PRACTICE MISSED APPOINTMENT AGREEMENT

We value you as our patient and need your cooperation with keeping appointments so that we can provide your care. Missing or late canceling an appointment means we are unable to fill this appointment time with another patient who desperately needs care.

Our policy requires:

- Appointment Confirmation: You must call to confirm your appointment the business day before. Our practice closes at 5:00pm. It is your responsibility to call. If you do not call to confirm we will give your appointment away to another patient. This will be considered a missed appointment.

Initials

- Timely Cancellations: If you need to cancel or reschedule your appointment, you must give us at least 24 hours' notice. Cancellations made with less than 24 hours' notice will be considered a missed appointment.

Initials

- On Time Arrivals: If you are more than 10 minutes late to your appointment, we will give your appointment away to another patient. This will be considered a missed appointment.

Initials

- Compliance: Patients are only allowed ONE missed appointment in a 12-month period. After the second missed appointment, you will not be scheduled appointments, but are welcome to use our clinic as a "walk-in" patient.

Initials

Many patients use the Dental Studio's services. Your help in keeping your appointments enables us to provide better and timelier care for all our patients.

Patient or Parent/Guardian Signature

Date