APPOINTMENT POLICY

Welcome to the Dental Studio. We take great pride in the quality of care that we deliver. In effort to maintain this high-level of care, we have instituted guidelines regarding cancellations/no-show/lateness. Compliance with this policy will allow patients to receive their treatment in a timely and efficient manner, promotion optimal care.

- 1. Once appointments are scheduled, <u>patients are expected to attend each session</u> at the appointed time.
- 2. If you are going to be <u>more than 15 minutes late</u> for a scheduled appointment, <u>please call</u> to determine whether your doctor will be able to see you that day.
- 3. All cancellations must be communicated to the Dental Studio.
- 4. If you fail to keep your appointment without notifying us or cancel in under 24 hours, you will receive your FIRST NOTICE regarding our Appointment Policy and will further detail what actions will happen if it is to happen again.
- 5. If you <u>cancel or fail to show for 2 consecutive visits</u>, you will be dropped as a <u>scheduled patient from the Dental Studio</u> for no less than 6 months. (You may review the Broken Appointment Policy that was signed at initial appointment located in your Patient folder)
- 6. The Dental Studio reserves the right not to reschedule patients who have been discharged for failing to show for prior scheduled appointments, but ALL patients are able to be considered a "walk-in", but no guarantee treatment can be made that day due to permitted time.

We appreciate your understanding and corporation with this policy. If, you have ANY questions please feel free to contact us for further explanation.

