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### APPOINTMENT POLICY and AGREEMENT

Our goal at Middle Georgia Family Dentistry is to provide quality dental care in a timely manner. To allow us time to fill our schedule with patient who are waiting for treatment, we ask for a 24 hours' notice to cancel or reschedule appointments when necessary. We do understand that illness, emergencies or bad weather does occur and an occasional missed appointment is unavoidable. We appreciate your understanding and consideration regarding our cancellation and failed appointment policy.

#### NO SHOW

A "no show" is an appointment that was not canceled in advance (minimum of 24 hours in advance).

- There is no charge for appointments cancelled or rescheduled with a 24 hour notice.
- There is a \$50 charge for all new patient no shows or first time prophylaxis (cleaning) appointments.
- All other appointments are subject to a \$35 no show fee.
- After three (3) failed appointments you risk being dismissed from the practice.
- Late arrivals may need to be rescheduled and are considered broken appointments.

Fees for missed or broken appointments cannot be billed to insurance and must be paid on or before the next scheduled appointment.

It is the responsibility of the patient for keeping their scheduled appointments. Appointment reminders are sent via text, email or a phone call as a courtesy only.

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date