

## Appointment Confirmation Policy

When we schedule an appointment for you time is reserved with your provider especially for you. We understand your time is valuable as is ours. We use a **CONFIRMATION** system and not a reminder system. We ask that you confirm your appointment via phone, voicemail, text or email. We require 24 hours (business day) notice to reschedule an appointment. Should you **NOT** call us back within 24 hours of the scheduled appointment We reserve the right to cancel your appointment if it is not confirmed within 24 hours of the appointment time. This will require you to reschedule your appointment and a fee will be charged for the missed appointment.

Due to the increasing number of cancellations and no-show appointments we are revising our policy. Should our office not receive a 24 -hour notice, a rate of \$50 per hygiene appointment time will be billed to your account and \$100 per Dr. Butts' appointment time (i.e. Filling, bridge, crown, extraction, Root Canal, etc)

This fee may be waived (at our discretion) depending on the circumstance.

Please help us serve your dental needs more efficiently by keeping your scheduled appointments

If you receive too many messages from us we can reduce these, please talk to our staff. If you need to be added back to our system for your messages please let us know as well.

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PATIENT'S NAME- Printed

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DATE

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PATIENTS SIGNATURE