

Just Smiles Appointment Policy

To our valued patients,

A scheduled appointment is a commitment of time between you and our practice. We realize that your time is valuable; therefore, we make every effort possible to eliminate your wait. We reserve time specifically for each patient and we will do everything in our power to get you in and out on time. We request the same courtesy from our patients.

We understand that on occasion last minute schedule changes are unavoidable. It is important for you to understand that when you make an appointment, you have engaged the services of at least three professionals. When a patient misses an appointment, they often think that the doctor has other patients to see. Typically, this is not true because we **do not double book** appointments in our practice. When an appointment is missed or cancelled on short notice, four things happen:

1. The treatment is delayed and in some cases, further complicating the condition and lowering the chances of success of the treatment.
2. Another patient who needed treatment could not be seen because we were not given the time to make appropriate arrangements.
3. All instruments set up for your procedure must be removed and resterilized and non reusable supplies must be disposed promptly.
4. The Doctor and Staff must wait for the next scheduled patient to arrive.

Therefore, appointments not cancelled within 48 hours and multiple *cancelled or no show* appointments will be, at our discretion, charged a **\$50.00** operatory fee.

*** We understand that emergencies do occur and reserve the right to make exceptions to the above policy if warranted ***

As the responsible party I understand this policy and that it applies to everyone on my account.

Print Name _____

Signature _____

Date _____