

# Broken Appointment Policy

A broken appointment is a loss to three people:

The patient who missed the valuable time

A patient who could have used the valuable time

The dentist who was fully staffed and prepared for the appointment

This practice considers a broken appointment to be:

A cancellation with less than 24 hours notice

If a patient does not show up at all

If a patient shows up 15 minutes past the appointment time without notice

Our practice is dedicated to your quality care and is pleased to reserve appointment time for you. Should a change be necessary, we require a minimum of 24 hours notification. This permits another patient to receive dental care in your absence. If proper notice is not given, a fee based on your appointment time, which is \$25 for every 30 minutes you are appointed, will be charged to your account.

I, the undersigned, agree that in the event of default of the payment of any amount due, and if this account is placed in the hands of a collection agency or attorney for collection or legal action, to pay an additional charge equal to the cost of collection including collection agency, attorney fees, and court costs incurred.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Parent Signature if patient is a minor