

PARKWAY DENTAL

“LATE TO APPOINTMENT” POLICY

If you are an established patient and you arrive 15 minutes late or more to your appointment you will likely be asked to reschedule, unless the office schedule can still accommodate you. Priority will be given to the patients who arrive on time and you may have to be worked in between them. This may mean you will have a considerable wait. If this is not convenient for you, you may choose to reschedule. One or two late patients cause the entire daily schedule to fall behind. This is an inconvenience to everyone. We strive to see every patient as close to their appointment time as possible.

If you are a new patient and you arrive at the scheduled appointment time and not early to complete your forms (if you haven't printed from our website and completed ahead of time) **and if it takes you more than 15 minutes to complete the forms, you may also be asked to reschedule.**

“MISSED APPOINTMENT” POLICY

While we make every effort to provide a reminder call, email or text message at least 24 hours before your appointment, it is your responsibility to remember your appointment. We may charge a \$65 missed appointment fee to patients who do not keep their scheduled appointment time or who cancel less than 24 hours in advance. All fees must be paid before a new appointment can be scheduled. After three (3) missed appointments, the practice may at its discretion choose to discontinue your care.

I have been informed and understand the importance of PARKWAY DENTAL'S "late to appointment" and "missed appointment" policies.

Signature of patient

Date