



## Burns Family Dentistry, P.C.

Dr. G. Preston Burns III, D.D.S.

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### Patient Missed Appointment Agreement

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Trying to accommodate every patient's individual needs and work schedules can be difficult, but we always try to do our best. We work very hard to stay on schedule so that our valuable patients will not spend time in our reception area waiting for an appointment.

A scheduled appointment is a commitment of time between you and our practice. We have reserved that time *just for you*. When appointments are missed or cancelled, that time is permanently lost and other patients that have needed treatment are put off unnecessarily.

We ask when you schedule an appointment that you make every effort to keep that commitment. We understand that personal emergencies sometimes occur, and we always take that into consideration when receiving a last minute cancellation.

If you find that you cannot keep your scheduled appointment, we ask you to provide a minimum of forty-eight hours notice to us so we may schedule another patient in need of treatment. For your convenience, we have an appointment secretary available Monday through Friday, 8:15 to 5:00, as well as an answering machine to take messages after business hours.

It is our policy that with less than forty-eight hours notice on a change of commitment, a charge of \$75.00 will be applied to your account. Multiple missed appointments will result in the need to place a \$100.00 deposit before rescheduling. If you keep your appointment this will be applied towards your treatment, however, if you again miss your appointment it will be applied towards lost office production.

If you have any questions regarding this policy please do not hesitate to contact us. We sincerely appreciate your understanding and cooperation with this matter.

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Patient Signature

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Date