

Wood Park Dental-Missed Appointment Policy

At Wood Park Dental, we are committed to creating a daily appointment schedule that best fits the needs of our patients and our staff. Trying to accommodate each patient's individual needs and schedules can be difficult, but we always try to do our best. We work hard to stay on schedule so that our patients will not spend valuable time waiting in our reception area for an appointment.

We realize that appointments cannot always be kept due to various emergencies. We do ask our patients to understand that when an appointment has been scheduled, the time is reserved exclusively for you. If that appointment is missed and the patient does not give us sufficient notice (at least 24 hours) or 48 hour notice for periodontal appointments, it results in wasted time for the doctor and staff, as well as a missed opportunity to schedule another patient in need of dental care. For patient convenience, our answering service is available after clinic hours.

With the above considerations, we have created the following policy regarding missed appointments at Wood Park Dental. Patients will be allowed one missed appointment. If a second appointment is missed or cancelled without at least 24 hour notice, there will be a missed appointment charge of \$50.00 (except in the case of periodontal appointments) which must be paid prior to the scheduling of another appointment. If a third appointment is missed, the patient's relationship with Wood Park Dental will be terminated.

If you have questions regarding our missed appointment policy, please do not hesitate to ask. We are committed to providing you with the most positive experience in dental care.

Signature

Date

Print Name