



*Advanced Smiles Dental, P.A.*

Excellence in Cosmetic and Family Dentistry

## **Broken Appointment Policy**

We work hard to meet and accommodate the needs of all our patients and we are dedicated to providing you with the best dentistry and service available.

Time is specifically reserved for you on our schedule. Therefore, when sufficient notice is not given to cancel or change an appointment, it does not give us enough time to contact another patient on our waiting list who would benefit from coming in earlier.

If you do need to cancel an appointment, 24 hours notice (business hours) is required to prevent a broken appointment charge of \$50 per hour from being applied to your account and due immediately.

We do understand that emergencies come up and illnesses occur and will take that into consideration. For your convenience, we do have an answering machine available if you need to call after hours to cancel an appointment.

I, \_\_\_\_\_, understand and agree with the above office policies.  
(PLEASE PRINT PATIENT NAME)

\_\_\_\_\_  
Patient Signature/Guardian Signature

\_\_\_\_\_  
Date

*Julie Eivens, D.D.S. ~ Jennifer Laubach, D.D.S.*

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