Laurie A. Rosato, DMD, PLLC

PATIENT MISSED APPOINTMENT POLICY

Just as your time is valuable to you, our time is valuable to us. When we schedule your appointment, we reserve this time just for you—we do not double book.

We require a 48 hour notice when rescheduling appointments. We are committed to your oral health and hope you intend to keep your scheduled appointments. Only make appointments with a full understanding of the treatment, and hence cost involved. When you miss an appointment, you delay needed treatment for yourself as well as other patients who may have been in need of that appointment time.

We will make every effort to confirm your appointment at least 48 hours in advance. An appointment is considered confirmed when you have received a message from our office AND you have responded to confirm you are coming.

We will not charge for your first missed appointment. However, if you miss an appointment a second time, or fail to notify us 48 hours in advance, we will charge a **non-refundable $50.00 broken appointment fee** to be applied toward administrative costs.

We are happy to reserve long appointments (90 minutes or more) as a convenience to our patients who need extensive work. Reserving long appointments for patients who do not keep them can be very costly. Therefore we will request a deposit in the amount of $75 to hold these reservations. When you keep the appointment, the entire cost will be applied towards treatment. However, if you miss the appointment (do not show, or fail to give the office the required 48 hour notice), the deposit is non-refundable and is applied toward added administrative costs.

It is our philosophy to continue to put our patients first and to make your experience a positive one. Your understanding of this agreement allows us to provide you with the best possible dental care. Thank you for allowing us to share our missed appointment policy with you and please let us know if you have any questions.

Patient name (please print):_____

_____
Patient Signature   **Date**