

Missed Appointment Policy

We respect your time and make every effort to keep you from waiting to be seen, your appointment time in this office is reserved exclusively for you. We reserve the right to require a deposit for all appointments for any patient who does not reschedule with adequate notice, or who fails to keep their scheduled appointments. If it is necessary to reschedule your reserved appointment, we require that you contact our office at least 24 hours before your scheduled appointment time.

If you are unable to give us 24 hours notice to reschedule an appointment or if you do not show to your reserved appointment, this will be recorded in your chart and you will be required to pay a \$50 reservation fee to reschedule. This \$50 fee will be applied to any out of pocket you may have at your next appointment; refunded if you successfully make it to that appointment and don't have any out of pocket amount due; or forfeited if you miss or reschedule with less than 24 hours a second time. Habitual missed or rescheduled appointments will result in suspension of services and dismissal from our dental practice.

Exceptions to this policy must be approved by the Office Manager.

By signing below I certify that I have read and understand the terms and conditions of Mountain Vista Dental Care's missed appointment policy:

X _____

Print Name

X _____

Patient Signature

Date