

# Complete Dental Care Jackson

## Dental Appointment Agreement

It is important for patients to keep their dental appointments. Broken appointments result in lost time that could have been used to treat other patients.

### **RESCHEDULING APPOINTMENTS:**

The dental staff understand that situation arise that require rescheduling of your appointment. If you need to reschedule, please call the dental clinic as soon as you know that you will not be able to keep the scheduled appointment. Our office requests a twenty-four (24) hour notice.

### **BROKEN APPOINTMENTS:**

If you miss a scheduled appointment or cancel at the last minute, a broken appointment will be recorded in your dental chart. If you are more than 15 minutes late for an appointment, a broken appointment will also be recorded. If there is not enough time on the scheduled appointment day to complete the procedure you will be asked to reschedule. It is the doctor's discretion as to whether or not the procedure will be done on that day.

If two (2) scheduled appointments are considered broken during the past six (6) months, you will not be allowed to make any further appointments at Complete Dental Care Jackson. You will still be eligible for emergency dental care during this time.

I understand Complete Dental Care Jackson's above policy and agree to follow the terms of the Broken Appointment Policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_