



NEWTOWN Family Dentistry

FAILED APPOINTMENT POLICY

We, at Newtown Family Dentistry, understand that sometimes you need to change or reschedule your appointment due to an unexpected situation or an emergency. If you are unable to keep your reserved appointment, please call us as soon as possible with **at least 24-hour notice**. You can change your reserved appointments by calling our office during regular business hours

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit **on time**. As a courtesy, appointment reminders and confirmation calls/texts/emails will be made. However, it is your responsibility to arrive to your appointment on time.

PLEASE REVIEW

1. If you need to change your reserved appointment, please do so with at least 24 hours of your appointment. Doctor and Hygienist appointment times are in high demand! We will reserve another appointment for you, but cannot guarantee how soon it will be.
2. If you fail to show or change your appointment without 24-hour advance notice, a fee of \$75.00 per appointment hour will be charged to your account. You will not be able to make another appointment until the fee is paid in full.
3. If your children have Delaware Medicaid and you need to change their reserved appointment, call us to change it to a time when you know you can make it. If you fail your appointment or cancel your reserved appointment without 24-hour advance notice, you will be dismissed from the practice. **NO EXCEPTIONS.**

Patient/Parents _____ Date _____