

Missed appointment policy 2023

At the office of Shawn G. Scott, DDS, we make every effort to accommodate your scheduling needs. In return, we ask that you help us by keeping your scheduled appointments. This includes arriving on time and notifying us a minimum of **24 hours** in advance if you are unable to make your appointment. When we receive advanced notice of cancellation, we are able to fill your appointment slot with another patient allowing our practice to keep overhead down and fees reasonable. There will continue to be a confirmation call in advance from our office to serve as a reminder of your appointment. Please let us know the best way to reach you.

- A grace period, will be allowed, for the first two missed appointments without 24 hour notice to account for emergencies that we all encounter at some point in our daily schedule.

• After a third missed appointment without a 24 hour advance notice, you will receive a charge of \$50.00(We will not be able to schedule any future appointments until this is paid)

The above agreement should comfort our long-term committed patients of available appointments and decrease wait times.

Please sign and date below, and provide the best way to contact you prior to appointment so that we can ensure you receive a timely reminder.

Thank you,

The office of: Shawn G. Scott, DDS

Print name _____

Sign name: _____ Date: _____

Phone number for confirmation of appointments: _____

Email address: _____