



### **Updated Appointment Policy for Beaufort Family Dentistry (April 26, 2023)**

Thank you for trusting your dental care to Beaufort Family Dentistry. When you schedule an appointment with us, we set aside enough time to provide the highest quality of care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. To ensure the highest standard of care, we have to enforce appointment policies.

1. **If you arrive more than 10 minutes late to your scheduled appointment, you may be asked to reschedule.** Each minute of the time we have scheduled for you is needed to complete treatment.
2. **If you are running late for an appointment, call immediately!** We will then let you know whether or not we can still see you for the appointment. **(If more than 10 minutes late, you may have to reschedule.)**
3. **Two no shows or last-minute cancellations can result in dismissal from the practice.**
4. We require **verbal confirmation** to confirm scheduled appointments within 24 hours of the appointment time. Without confirmation, you may be removed from the schedule.
5. Cancellation of appointments less than **24 hours prior and appointment no shows result in a \$45 fee** that must be paid **before** future appointments can be rescheduled.

As a courtesy, we send text message and email appointment reminders. We also call to confirm appointment times. We understand emergencies occur, and should an unforeseeable event happen that causes you to miss your appointment, please let us know. In the case of a true emergency, the office manager may waive the \$45 fee.

By signing below, I acknowledge the appointment policy of Beaufort Family Dentistry.

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**Print Patient's Name**

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**Signature of Patient OR Responsible Party**

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**Today's Date**