

DENTISTRY ON THE BAY
Dr. Lori Lahti & Associates

APPOINTMENT POLICY

At Dentistry on the Bay, our office policy states that we require two (2) working days notice for appointment changes or cancellations to avoid any charges.

When you book an appointment with us, we reserve that time specifically for you to see that dentist or hygienist. Although we do everything we can to remind you of upcoming appointments in adequate time, it is still **your responsibility** to keep track of the appointments you have made. As a courtesy, we call one week ahead for hygiene appointments and make reminder/confirmation calls one day prior to your appointment with the doctor.

We will make every effort to accommodate your scheduling needs. In return we ask that you help us by keeping your reserved appointments, arriving on time and notifying our office a minimum of two (2) full working days in advance if you are unable to keep your appointment. This allows other patients awaiting treatment to be rescheduled into the time slot initially reserved for you.

Failure to comply with this policy may result in a charge of the missed or cancelled appointment. If a charge occurs, we will not be able to re-book your appointment until the balance is cleared. Minimal cancellation fee is \$50.00 depending on the length of time that was reserved for you.

Our desire is for you to have a pleasant experience in our office. Your dental health is of the utmost importance to us. Your cooperation with all of our office policies is greatly appreciated. We thank you in advance for your understanding.

I have read and I understand the policy as stated above:

Print Name

Signature

Date

Witness Signature