

## BROKEN APPOINTMENT POLICY

Every morning, our team meets to discuss how we will provide each scheduled patient with our very best care. To provide this level of service, your appointment time is reserved exclusively for you.

Missed appointments and short-notice cancellations affect several people:

- You are not receiving your treatment in a timely manner (problems often worsen when treatment is delayed)
- Our Team, who has reserved the time and made preparations for your appointment
- Another Patient, who could have used your appointment time to complete their necessary treatment

For these reasons, a \$50 fee applies to all appointments cancelled, moved or missed with notification of less than 2 business days. Thank you for your understanding.

I, \_\_\_\_\_ (*print name*) have read and understand the Broken Appointment policy at Smileworx Dental. I have been given an opportunity to ask questions, and they have been answered to my satisfaction. My signature below signifies my agreement and understanding of the above statements and policies.

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Patient's Signature

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Date (DD/MM/YY)