

## **Appointment Policy**

Welcome to Restoration Dental. We are so excited to have you as our dental patient. We look forward to taking care of all your dental needs and making you a part of our family. To enable us to provide efficient care we ask for your cooperation with the following guidelines:

### **On Time Arrival**

Please arrive at, or just before your appointment time. As a courtesy to others, we reserve the right to reschedule your appointment if you are more than ten minutes late.

### **Late Arrival**

If you are running late, please contact the office so we may try and handle the schedule as best as possible. There may be times where we may need to reschedule the appointment.

### **Rescheduling**

We require 24 hour notice for rescheduling an appointment.

### **Cancellations and Missed Appointments:**

Our goal is to provide individualized dental care in a timely manner. Missed appointments and late cancellations inconvenience those individuals who need access to care. In order to be respectful of the needs of other patients, please be courteous and call us promptly if you are unable to show up for an appointment. If it is necessary to cancel your scheduled appointment, **we ask that you call at least 24 hours in advance**. A failure to be present at the time of a scheduled appointment will be recorded in your medical record. We reserve the right to charge a \$50.00 fee for a missed appointment.

It is our sincere hope that we can have a long, friendly, fun relationship with you and your family. If you should have any questions concerning this or any other matters please feel free to contact any of our front desk coordinators at (210)523-2400. Thank you!

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_