



Broken appointment/confirming policy

Due to the nature of our specialty we ask for a 48 hour notice for any changes to your scheduled appointment with us. We understand that emergencies do occur and will consider rescheduling a missed appointment on a case by case basis. Unfortunately, after the **second** occurrence without this notice, any appointment time reserved will need to be prepaid and is non-refundable. Families, who have scheduled together on a given day and missed their appointment, will not be allowed to schedule together on the same day again. If there is a **third** occurrence we will need to discharge you from the practice.

We understand that your time is very valuable and we do everything we can to contact you to confirm your appointments. Please make sure we have your cell phone, email and alternate phone numbers on file to ensure you receive your reminders. We require confirmation of appointments by either calling, texting or emailing a reply.

If you have not replied to one of our attempts for confirmation of your appointment, we will have no choice but to remove your appointment from our schedule and give the appointment to another patient.

Thank you,
Island Dentistry

Patient Printed Name: _____ Date: _____

Signature of Patient: _____ Date: _____