



DENTAL HOUSE

DENTAL EXCELLENCE COMPASSIONATE CARE

A Dental Office of Janak B. Patel, D.D.S.
2440 Statesville Blvd., Suite 220, Salisbury, NC 28147
704-216-9153

OFFICE POLICY

Our office is dedicated to quality care and exceptional service. We respect the importance of your time and work very hard to schedule appointments that accommodate the busy scheduling needs of all of our patients. In return, we ask that patients make every effort **not** to change reserved dental appointments.

Broken and missed appointments create scheduling problems for other patients as well as the practice. In addition, we attempt to keep our fees below the average for Salisbury to help you financially. Missed appointments cause a down time for our doctor and staff thus a loss in revenue since this specific time is reserved especially for you. Finding another patient to fill your reserved appointment time at the last minute is difficult to do. Missed appointments can cause an increase in fees for all of our patients which we try not to do.

If you must change your appointment, we require a minimum of a **48 hour advanced notice** so that we may accommodate another patient. A change in your scheduled appointment must be done during regular office hours. A charge may be applied to your account for broken and missed appointments without advanced notification. Thank you for your cooperation in this matter.

Office policy requires **48-hour** notice of cancellation

- 1st missed or short notice cancellation – Reminder of our office policy
- 2nd missed or short notice cancellation – \$25 fee per ½ hour scheduled
- 3rd missed or short notice cancellation – Dismissal from our practice

****This office reserves the right to dismiss a patient after the first missed appointment****

Printed Patient Name

Patient Signature

Date