



Missed Appointment Policy

At Choice One Dental Care of Cartersville, we put our faith in you to keep your appointment. When we set up an appointment, a specific amount of time is reserved especially for you. Missed appointments are costly and do not allow other patients to be seen. It is our policy to require 24 hours advance notice for all appointment cancellations to allow maximum availability to other patients that require attention. To ensure our time is managed properly, it is necessary for us to have the following policy for missed appointments.

First Missed Appointment:

- If an appointment is missed or cancelled less than 24 hours from your scheduled appointment time, a letter will be sent to your home reminding you of our policy and the effects of your missed appointment.

Second Missed Appointment:

- After your second missed appointment, another letter will be sent to your home along with a bill with a failed appointment charge of \$30.00. This charge is not covered by insurance and is the patient's responsibility. The failed appointment fee must be paid prior to scheduling future office visits.
- *New patients* who miss a second scheduled appointment will not be permitted to schedule for future appointments.

Third Missed Appointment:

- At the time of your third missed or cancelled less than 24 hours from your scheduled appointment, you will be dismissed from the practice.

We understand that true emergencies arise. If this is the case, the failed appointment/fee may be waived at our discretion.

Thank you for your understanding and willingness to abide by our missed appointment policy. We look forward to providing you with the best care possible.

Patient Printed Name

Signature of Financially Responsible Party (if different)

Date