



Dr. Rex A. Whiteman, DDS  
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### **BROKEN APPOINTMENT/NO SHOW POLICY**

Patient \_\_\_\_\_ Date of Birth \_\_\_\_\_

It is our goal to provide quality dental care to our patients in a timely manner. In order to effectively accomplish this, we have to adhere to an appointment schedule.

We understand that situations may arise that may prevent you from coming into our office during your scheduled appointment. In accordance with our office policy, we request that you notify us at least 24 hours in advance to reschedule or cancel your appointment during regular business hours. This allows us to manage our appointments more efficiently and serve other patients that may need to be seen.

We reserve the right to charge a nominal fee of \$50 per hour scheduled if a patient does not provide 24 hours notice during regular business hours or fails to show up for the appointment. We will make an effort to contact you to remind you of your missed appointment to reschedule and discuss with you the broken appointment fee that will be annotated on your account and payable at your next appointment. Patients that have two or more occurrences of broken appointments without 24 hours notice will be dismissed from our care.

If you have questions regarding this policy, please contact our office.

Patient signature \_\_\_\_\_ Date \_\_\_\_\_