

**DR. DENNIS SCHULZE, D.D.S., P.C.**

**OFFICE POLICY REGARDING MISSED APPOINTMENTS**

**Effective 10/17/2011**

We enjoy serving your dental needs and understand that sometimes things get in the way of the very best intentions. It is important that we communicate our concerns when missed appointments occur.

We understand that rescheduling is sometimes necessary. Our policy is that we require advance notice the business day prior to your appointment should you need to reschedule or cancel. This allows us time to offer that appointment to another patient.

We simply ask that for the benefit of others, who are waiting for dental care, you please consider the importance of the time you reserve. It is never our desire to lose anyone from our care. However, in order to insure that missed appointments do not occur in the future, we are now updating the following policy:

- ◆ **1<sup>st</sup> Missed Appointment-A letter is mailed reminding of our policy**
- ◆ **2<sup>ND</sup> Missed Appointment-A letter again mailed concerning policy**
- ◆ **3<sup>rd</sup> Missed Appointment-Automatic dismissal from our office.**

Thank you for understanding and cooperation regarding this concern

My signature below confirms that I have received a copy of this policy.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

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