

PRIMROSE DENTAL OFFICE POLICY

This letter is to inform our patients of the establishment of a new office policy. As some of you have noticed, our practice is growing. I want to continue to provide quality work at a reasonable cost. Wasted appointment time is a major cost to our office. To keep the cost down, I am instituting the following policy:

Effective January 1, 2016:

- > 2 Business days' notice required for cancellation or rescheduling of appointments.
- > 2 chances given for missed appointments or late rescheduling of appointments.
- > Future appointments after 2 missed or late rescheduling will require a **\$50.00 prepayment** of scheduled treatment to book an appointment time.
- > Pre-paid appointments that are missed or rescheduled late will be charged **\$50.00 per hour** of appointment time scheduled. Charges will be deducted from prepayments.

Fortunately, this will not be a problem for most. We are instituting this policy to try to eliminate costly "dead" chair time. Thank you for your understanding and cooperation. We look forward to the many years to come.

Patient Signature _____

Can we send a text message to your cell phone to confirm your appointments? Y N

OR

Can we send you an email to confirm your appointments? Y N

Email address: _____

When was your last dental visit? _____

Were x-rays taken at that visit? _____

Preferred Pharmacy: _____