

Driftwood 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. We strive to provide quality care at a reasonable cost. Wasted appointment time is a major cost to our office and has become a growing issue. Because of this we are instituting the following:

- Our office asks for 48 hours notice for any cancelation or rescheduling of appointments.
- Our office will allow 2 canceled or failed appointments in a years' time.
- After 2 canceled or failed appointments, it will be required that the patient pay a \$50 prepay per hour of chair time before booking any future appointments.
- Missed or canceled appointments within 48 hours prior to the appointment time will result in the loss of the prepay.
- The prepay will always go towards services rendered or refunded if filing with insurance.

Fortunately, this will not be a problem for most. We are instituting this policy to try to eliminate costly "dead" chair time for our doctor and his staff. Thank you for understanding and cooperating. We look forward to caring for you.

Date: _____

Patient or Guardian Signature: _____