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**It is important for patients to keep their dental appointments.**

***Rescheduling Appointments***

We understand that you may sometimes need to reschedule appointments. If you need to reschedule, please call the dental office as soon as you know that you will not be able to keep the appointment. Call at least 24 hours in advance.

***Missed Appointments***

If you miss an appointment or cancel it with less than 24 hours' notice, a missed (failed) appointment will be recorded in your record. Missed appointments result in lost time that could have been used to provide care to other patients who may need urgent care.

If you have two missed (failed) appointments, you will no longer be able to be seen at the dental office. We will not reschedule. We must enforce this policy to keep the integrity of our appointment schedule.

I understand the dental appointment agreement and agree to follow the terms of the policy.

\_\_\_\_\_  
Patient Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient or Guardian Signature