

Missed Appointment Agreement

We value you as our patient and need your cooperation with keeping appointments so that we can provide your care. Missing or cancelling an appointment with less than 24 hours' notice means we are unable to fill this appointment time with another patient who desperately needs care.

Our policy requires:

Appointment Confirmation: We will contact you one or two days before your scheduled appointment to confirm that you will be keeping the appointment. If we are unable to reach you in person, we may give your appointment away to another patient.

Initials:

Timely Cancellations: If you need to cancel or reschedule your appointment, you must give us at least 24 hours' notice. Cancellations made with less than 24 hours' notice will be considered a missed appointment.

Initials:

On Time Arrivals: If you are more than 15 minutes late to your appointment, we may need to reschedule you for another time.

Initials:

Compliance: Patients are only allowed two missed appointments. After the second missed appointment, you will be placed on "same day" only status.

Initials:

Many Patients utilize Tri-County Community Action Agency's dental services. Your help in keeping your appointments enables us to provide better and timelier care to all our patients.

Name _____

Patient or Parent/ Guardian Signature _____ Date _____