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## **OFFICE POLICIES FOR NEW AND EXISISTING PATIENTS**

To promote wonderful dental office/patient rapport through open and clear communication, we appreciate the opportunity to go over some of our Dental Care of Fremont policies.

### **Cancellation/Rescheduling**

- We reserve time specifically for your appointment
- To run efficiently and keep our fees affordable, we discourage last minute changes.
- We require 2 business days notice of cancellation or schedule change in order to avoid a charge.
- Monday appointments require notification by the Wednesday prior due to the office being closed Fridays.
- Missed appointment fee is \$75 for one hour hygiene appointments.
- Missed appointment fee is \$100/per hour for dental treatment.
- Persons canceling frequently due to their work schedules may be required ot make deposits and/or may chose to be called to fill appointments with last minute availability.

Our goal isto provide quality dental care in a friendly and warm setting. We hope to eliminate any confusion and to be fair to you, other patients and our office staff by complying with office policies. We look forward to a long lasting dental realationship.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_