



Simpson & Adkisson
COSMETIC • FAMILY DENTISTRY

PATIENT APPOINTMENT INFORMATION

We at Simpson & Adkisson recognize that in today's busy world, adhering to a schedule is important for everyone to meet the many demands of daily life. With this in mind, we have developed appointment practices to help keep you on your schedule and us on our schedule.

Every minute of our workday, we work diligently to see you at your appointed time. We do everything possible to contact you several days ahead of your appointment by email, text, or phone to assure we both have the same date and time scheduled. It is important to respond to these contacts promptly.

Unfortunately when patients cancel or reschedule their appointment with fewer than 48 hours notice, miss appointments, or arrive late for their appointments; it creates a scheduling earthquake that affects the entire practice and other patients being seen that day. Therefore, to respect everyone's time, we request *48 working hours notice for appointment changes*.

In the case that you do not show up at all for a scheduled appointment, you may be charged a fee for the missed appointment and asked to confirm your future appointments with a credit/debit card. Of course, we hope this is never the case for you or your family.

We appreciate the opportunity to be the provider for your oral health, and we look forward to working together to achieve the goals that you have for your teeth and smile.

Thank you for helping us stay on time for your appointments.

I hereby acknowledge that I have read and understand the scheduling guidelines.

Signature

Date