



## Carver Smiles, PC

### **NO SHOW/MISSED APPOINTMENT POLICY**

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is important for each patient to be on time. As a courtesy, an appointment reminder call or text is made 2 business days prior to your scheduled appointment. However, it is the responsibility of the patient to confirm appointments or to reschedule if needed.

#### **PLEASE REVIEW THE FOLLOWING POLICY**

1. If you need to cancel your appointment, please allow us a 24 hour notice. There is a waiting list to see the dentists and hygienists and whenever possible we would like to fill cancelled time slots to shorten the waiting period for our patients.
2. If less than a 24 hour cancellation is given, or if you do not present yourself to the office this will be noted as a “No-Show” or “Missed” appointment.
3. After the first “No-Show/Missed” appointment, you will receive a phone call or letter stating that you have broken this policy. Carver Smiles will assist you to reschedule this appointment if needed.
4. Once you have reached 2 (two) “No-Show/Missed” appointments within a one year time period, dismissal from the practice will be suggested. You will be notified by letter if the dismissal was approved.

**I have read and understand the Carver Smiles No Show/Missed Policy and understand my responsibility to plan appointments accordingly and to notify Carver Smiles if I have difficulty keeping my scheduled appointments.**

**Patient Name:** \_\_\_\_\_

**Patient/Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_