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**Broken Appointment Policy**

Since your appointment time with us is very precious and lost time is irretrievable, we must charge for broken appointments when we have not been notified at least 24 hours in advance.

**Our broken appointment policy:**

*(Please initial)*

- \_\_\_\_ 1st Broken Appointment = \$39
- \_\_\_\_ 2nd Broken Appointment= \$75
- \_\_\_\_ 3rd Broken Appointment is Dismissal from Office

\*Patients arriving more than ten minutes late may be re-scheduled at the discretion of the office. \*

To avoid raising our dental fees and allow for all of our patients to reserve appointment Times when desired, we find it necessary to implement and remind our patients of the importance of keeping your scheduled appointment and being on time.

Thank you for understanding and respecting our time and policy. If you have any questions regarding this matter, please contact us at (412)828-3311.

Please sign: \_\_\_\_\_ Date: \_\_\_\_\_