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### **Office Appointment Policy**

Dr. Gamber and the staff have written this memorandum to familiarize our new patients with our office policies and to refresh our current patients with the same. It is our hope that this will prevent any problems and miscommunications.

As one patient pointed out: Time is more valuable than money. If you lose some money, you can always find a way to make it back, but if you lose time, it is gone forever.

Your appointment time is reserved for you. We require twenty-four hours notice of cancellation. We are unable to allow for any extenuating circumstances that result in less than twenty-four hours notice. This type of notice allows us to accommodate patients on our waiting list. It is our policy to charge a fee for appointments cancelled without appropriate notice. The current fee is a minimum of \$50.00 for time reserved with the Doctor or the Hygienist. We do make an effort to confirm all appointments, but please keep in mind that it is your responsibility to remember your appointments. Confirmation is simply a courtesy that we extend to you.

If it is necessary for us to reschedule appointments due to Dr. Gamber's schedule, the Hygienist's schedule or a dental emergency, we will make every effort to provide you with as much notice as possible, and reschedule the appointment at a convenient time.

I have read the appointment policy as described above and agree to abide by the terms as outlined. I understand and accept my appointment responsibility and fees that will occur for missed appointments.

Person Responsible  
(Patient/Parent) \_\_\_\_\_

Date \_\_\_\_\_