



Appointment Policy Agreement

Conner Dentistry is dedicated to your quality care and is pleased to reserve your appointment time. We reserve time exclusively for each patient and ask that you make every effort to keep your reserved time. In order for us to accept your cancellation or last minute change without a fee, please contact our office during our business hours on the day **prior** to your scheduled appointment. To maintain the most efficient schedule for all our patients, our Appointment Policy is as follows:

As a courtesy, our staff attempts to confirm appointments before the scheduled date by a phone call, a text message &/or email two days prior to your reserved time.

Late arrivals cause schedule delays for those patients who arrive promptly at their appointment time. Late arrivals will be worked into the schedule if time permits or re-appointed to another day.

Patients who **DO NOT SHOW** for their appointment or **RESCHEDULE WITHOUT 24 hour NOTICE** will be charged a fee of \$35. This will go into effect on **January 1, 2019**

By signing this policy I understand that I must give a notification per the guidelines to cancel or reschedule an appointment or I will be charged a fee.

Signature: _____ Date: _____