

Children's Dentistry of Pocatello, P.C.

Ross N. Hugues, D.D.S.

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APPOINTMENT POLICY

The scheduled appointment is reserved specifically for your child. Any change in this appointment affects many patients. If a cancellation is unavoidable, please call the office at least 48 hours in advance so that we may give that time to another patient.

- ***We strive to see all patients on time*** for their scheduled appointment. There are times when our schedule is delayed in order to accommodate an injured child or an emergency. Please accept our apology in advance should this occur during your appointment. We will do the exact same if your child is in need of emergency treatment.
- ***Please plan to arrive 5 minutes or more before your scheduled appointment.*** This will allow time to complete any additional paperwork and see your child on time.
- ***If you arrive 10-15 minutes late for your appointment, you may be asked to reschedule for the next available appointment time.***
- ***Again, please call at least 48 hours in advance if a cancellation is unavoidable so we can give that time to another patient.***
- ***Broken or missed appointments affect many people.*** If two (2) broken/missed appointments occur, or two (2) cancellations without 48 hour notice in a 12 month period, our office reserves the right to charge a \$50.00 refundable scheduling fee (returned after at least three consecutive appointments are attended with no rescheduling or cancellations to establish good attendance with our office) or **NOT** to schedule any subsequent appointments.

If at any time you have questions, please feel free to ask our staff or call our office. We are here to help in any way we can. We appreciate you entrusting your child's dental health to us.

Thank you!

Parent/Legal Guardian

Date

Witness

Date