**Appointment Confirmation Policy Agreement**

At Emhardt Pediatric Dentistry, we are committed to providing all our patients with exceptional care. We understand that unforeseen circumstances/ emergencies arise, when patient’s no-show with no form of cancellation, it delays dental care for other patients who are waiting for their treatment.

To help resolve this matter, Emhardt Pediatric Dentistry will respectfully require that **ALL** scheduled appointments are confirmed.

* Appointments need to be confirmed before 1pm the day prior to the appointment. For Monday appointments confirmation needs to be the Friday before at 1pm.
* **Appointments NOT confirmed are subject to cancellation. It’s an expectation that you confirm your appointments.**

**Late Arrivals**

Please keep in mind that we maintain a full schedule. Even one patient running late can impact the entire schedule. Please call immediately if you know that you are running late to your appointment. If you are 10 minutes or more late to your appointment, it is subject to cancellation/ rescheduling of that appointment.

* Three missed appointments without notice may result in dismissal from our practice and inactivation of your child’s account.

We greatly appreciate your understanding and cooperation with our appointment confirmation and late arrival policy.

Please sign and date below, once you have read and agree to the terms and conditions above regarding our policies.

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Name of Patient and all Siblings (Please Print)

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Patient or Parent/Guardian Signature