

## Appointment and Cancellation Policy

At Emhardt Pediatric Dentistry taking care of patients in a safe and timely manner is our daily purpose. Taking a customized approach means that we must have a certain level of predictability each day. We try diligently to schedule each appointment at a time that works best for your schedule. We understand that emergencies arise, creating a change in a scheduled appointment. However, for each child to receive dedicated attention and care, we ask that patients follow the Appointment and Cancellation Policy for EPD.

- 4 days prior to appointment confirmation will be sent via
- 1 day prior to appointment confirmation will be sent via text / a confirmation call will be placed to all phone numbers on file

### Late Appointments

Because we work hard to customize every visit, it does require careful planning and the allocation of our team to specific patients. Late appointments negatively impact the schedule.

- If you are more than 10 minutes late, we reserve the right to reschedule the time
- 3 late appointments will result in restricted scheduling and/or dismissal from our practice.

### Missed Appointments

- We require 48 hours advanced notice of a cancellation
- If you have more than two missed appointments or short-notice cancellations, it could result in future appointments being cancelled by the office or dismissal from the practice.

**I have read and understand the Appointment and Cancellation Policy. I as well understand that not following this Policy may result in additional fees, and the disruption of the ability to schedule.**

\_\_\_\_\_  
Patient Name(s)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date