

## ROCKY TOP DENTISTRY

# APPOINTMENT CHANGE/CANCELLATION POLICY

---

Rocky Top Dentistry requires a **48-hour notice** for appointment changes or cancellations. This allows us to use that time for other patients who need our care.

- First broken appointment without proper notice, the broken appointment fee will be waived.
- Second broken appointment will require payment/copay for appointment to be scheduled **and** a \$50.00 fee for 1 hour appointment and \$150 fee for 2 or more-hour appointment will be charged without 48-hour notice.
- Third broken appointment will result in patient being placed on a call list only or could be dismissed from the practice.

## TUESDAY EVENING APPOINTMENT POLICY

Due to the popularity of our Tuesday evening hours, we require **48-hour notice** on appointment changes or cancellation.

- Tuesday evening appointment changed or cancelled without proper notice *will not* be able to schedule their next appointment on a Tuesday evening and may incur broken appointment fees.

By signing below, I acknowledge and agree to the above policies.

Patient Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

