

## ROCKY TOP DENTISTRY

# APPOINTMENT CHANGE/CANCELLATION POLICY

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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/changed appointment without proper notice, the broken appointment fee will be waived.
- Second broken/changed appointment will require a credit card be placed on file to schedule and a \$50.00 fee will be charged if appointment is broken or less than 48-hour notice given.
- Third broken appointment will result in a non-refundable deposit to schedule or dismissal 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: \_\_\_\_\_