



## **Late and Missed Appointment Policy**

At Nikodem Dental, we put our faith in you to keep your appointment. When we set up an appointment, a specific amount of time is reserved especially for you with our providers.

If for any reason you must cancel or change your appointment, we ask that you give our office **at least 24-hour notice** to offer that spot to someone else.

- **1<sup>st</sup> missed appointment:** If an appointment is missed or canceled within the 24-hour window, we will reach out to you by phone and letter to remind you of our policy and to reschedule your appointment.
- **2<sup>nd</sup> missed appointment:** After your second missed appointment, we will inform you by mail of the status change of your account. Going forward, for you to schedule a future appointment with our doctors, a deposit must be made. The deposit is \$50 which will be applied to your treatment cost. If you miss that appointment the \$50 deposit will be retained for the broken/cancellation appointment fee.
- **3<sup>rd</sup> missed appointment:** If a third missed appointment occurs you will be charged \$50 and released from our practice. We will be available to see you on an emergency basis for 30 days while you find a new dental provider.

I have read the policy above. I understand and agree to abide by the listed terms.

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Signature of Financially Responsible Party

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Date