**Appointment Policy**

Our Appointment Policy

A mutual commitment is made between us when you schedule an appointment with our dental practice. We reserve this time specifically for you as our staff prepares the treatment room and instrument setup before your arrival. Additionally, we hold a daily staff conference where we discuss all aspects of your treatment scheduled for that day.

Your commitment in this relationship is to honor the time scheduled exclusively for you. As your time is important, so is the time that is scheduled specifically for you.

**The following understanding will be in effect for all appointments with our office:**

* If you arrive more than 10 minutes late from your scheduled time, your appointment may need to be rescheduled.
* If you must reschedule and appointment, a 48-hour notification is required. We realize that situations may arise at the last minute that can prevent you from keeping your appointed time.
* If you have failed to keep an appointment or cancel appointments without 48-hours notice, you may be charged a $75.00 missed appointment fee.
* Family appointments that are missed will only allow us to schedule each member individually for all future appointments.

When you no-show or fail to cancel your appointment, this creates an inconvenience for other patients who are waiting for an appointment.

As a courtesy we offer text message and email reminders to remind you of your scheduled appointment. You may contact us 24 hours a day, 7 days a week at (330) 633-4595 or send us a text message. If it is outside of our regular hours, please leave us a message.

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