

Broken Appointment Policy

Patient first name _____ Patient last name _____

Birthdate: _____

We understand that sometimes situations arise that require rescheduling of your appointment. If you need to reschedule, please call us as soon as you know you will not be able to keep the appointment, preferably 48 hours before your appointment time.

If you miss a scheduled appointment or cancel with less than 24 hours notice, the appointment will be recorded as a broken appointment. If you are more than 15 minutes late for an appointment, a broken appointment will also be recorded and you may need to be rescheduled if there is not enough time to complete your treatment.

By signing below, you are stating that you understand that by having 3 broken appointments in your family's chart, the family will be inactivated from the practice and all future appointments will be cancelled.

Signature & Date