



Elmhurst Dental

Extraordinary Care

### APPOINTMENT POLICY

Effective: May 2008

At Elmhurst Dental, appointments are made in advance by reserving the doctor's time to accommodate you and the treatment to be performed.

Additionally, our staff spends time meticulously preparing for each appointment by sterilizing, organizing, and arranging the appropriate instruments and materials prior to your arrival. This insures the highest standard of dentistry for which we pride ourselves.

We therefore require no less than 48 hours notice prior to cancelling or rescheduling appointments. Patients that cancel or reschedule their appointments without prior notice will be assessed a \$50.00 per hour charge to offset lost time, effort and materials that the staff has spent preparing for your appointment.

We look forward to accomplishing all of your treatment needs in a comfortable and caring environment. Thank you in advance for your cooperation.

Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_  
*(If patient is a minor, parent must sign)*

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