



Shannon M. Sawyer DMD

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We, at Children's Dental Health of Lynchburg, know how valuable your time is and we hope you feel the same about us. Consequently, we have a policy to protect our appointment schedule.

### Sickness Policy

If your child is sick in any way either the night before or the day of a scheduled appointment, or if you have an emergent situation, please call our office at your earliest convenience to reschedule.

### Cancellation Policy

If you must cancel an appointment for other reasons, we require a call at least **24 hours** prior to your scheduled visit, so that we may accommodate other patients. If you fail to provide proper notice, you may be subjected to a **\$35 cancellation fee**.

### Missed Appointment Policy

A missed appointment is defined as simply failure to arrive at an appointment without providing notification. Patients who miss appointments may also be subjected to a **\$35 missed appointment fee**.

Also, if a second appointment is missed during the same **12 month** period, **the patient will be dismissed from our practice**.

**By signing this form, you acknowledge that you have read the policy, understand it, and accept it. You should also share this information with all persons who are responsible for bringing the patient to their visit.**

Patient's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to patient \_\_\_\_\_

