

## Dolby Family Dentistry Appointment Policy

We strive to accommodate our patients by providing quality dental care in a timely manner. In order to effectively do so, our office has implemented the following appointment policy. This policy enables Dolby Family Dentistry to better utilize available appointments for our patients in need of dental care.

Our staff will attempt to make confirmation calls three days prior to your appointment. Confirmations are NOT validated unless we receive verbal confirmation. If our staff leaves a message via voicemail or with someone other than the patient/guardian, it is the patient's responsibility to call our office to confirm their appointment.

As a courtesy to our office, cancellations or time adjustments must be made two business days prior to your scheduled appointment. After first cancelled or no show appointments, we reserve the right to charge a 25.00 fee and schedule all future appointments on a walk-in basis only. As a walk in patient, our office will make every effort to deliver quality care as availability permits.

We realize there will be times when due to extraneous circumstances, you may be late for an appointment. In such cases it may be necessary to shorten the length of the service, change the procedures to be completed or reschedule for another date and time. We suggest that you arrive ten minutes prior to your appointment to enjoy the full benefits of your service.

Thank you for your consideration,

Dolby Family

---

Patient or Guardian/Date

---

DFD Staff



*Dolby*  
FAMILY DENTISTRY at Spring Branch