



Appointment Policy

Our staff at Riversbend Dental is committed to providing the very highest quality of dental care and service for all of our patients. Dental procedures require preparation and planning that includes appropriate staffing, treatment room availability and material preparation at specific times during our work day. We reserve specific time blocks in an attempt to meet patient schedules and the urgency of the dental need. If you have made an appointment with us, that time has been reserved exclusively for you and we have prepared in advance for your visit. If you miss (or cancel with less than 24 hours notice) an appointment, this results in a loss to 3 people: you, the patient, who missed the valuable time we reserved specifically for you; another patient, that was waiting for the next available appointment; and your providers, who were fully staffed and prepared for your visit. Please be advised of the following requirements:

- **Family emergencies will be taken into consideration.**
- **We require 24 hours notice for cancellation of a scheduled appointment.**
- **A cancellation fee will be added for all missed appointments or cancellation with less than 24 hours notice.**
- **If there are three missed or cancelled (with less than 24 hours notice) appointments in one year's time, we reserve the right to not schedule any further appointments or require a deposit in order to schedule a future appointment.**

Signature of patient (or responsible party)

Date