

## **PATIENT ATTENDANCE POLICY**

Children's Dentistry of Rancho Cucamonga  
8004 Haven Ave. Ste. 100 Rancho Cucamonga, CA 91730

Please be aware of the following attendance policy that will be effective immediately. In order for us to provide the best service to our patients it is important that every patient attend their appointments as scheduled. Poor attendance will no longer be acceptable and we will sadly have to dismiss those who continue to be unreliable.

### **OUR EXPECTATIONS**

If you are unable to make your appointment as scheduled we will expect you to inform us **AT LEAST 24 HOURS BEFORE** your appointment. We understand that emergencies and unexpected changes will occur at the last minute, and therefore, we have provided some leniency in our policy.

### **"MISSED APPOINTMENT"**

It will be considered a "missed appointment" if you miss your appointment without notifying us in advance. **Two "missed appointments" within any 12 month period will result in dismissal from our office.**

### **"LESS THAN 24 HOUR CANCELLATION"**

If you call to cancel your appointment less than 24 hours before your appointment it will be considered a "less than 24 hour cancellation". **Three "less than 24 hour cancellations" in any 12 month period will result in dismissal from our office.**

### **FEE FOR "MISSED APPOINTMENT & LESS THAN 24 HOUR CANCELLATION"**

A \$25.00 fee will be charged for each "missed appointment" or "less than 24 hour cancellation appointment".

I have read and understand the policies listed above.

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Parent/guardian signature

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date