



## Policies and Procedures

Welcome Hurstbourne Dental Care! We are proud to be your Family and Cosmetic Dental Office.

This letter is to explain our office policies and practices designed to provide you with the best quality care.

1. No Show Policy: No shows are a huge burden to our practice. We ask that you notify us 48 hours before your scheduled appointment if you need to cancel or reschedule. If you have more than 3 no shows or a history of late cancellations you will be dismissed from the practice. You may also be charged a \$25.00 fee for no showing or cancelling your appointment in less than 24 hours.

2. Late Policy: We ask you to be on time for your appointments. If you are late we will reschedule your appointment in order to keep the office on schedule for the other patients who arrived on time.

Please sign that you have read and understand the office policies.

Signature: \_\_\_\_\_

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