

Appointment Policy

With the exception of emergencies, appointments are required for any and all treatment. If you believe you're experiencing a dental emergency, please call our office and we will work you into the schedule accordingly. Should the emergency occur after hours, please call our office and follow the directions on the voice-mail and a team member will assist you.

Our office utilizes an automated text, phone call, and e-mail confirmation system to assist you in adding your appointment to your calendar. To avoid disturbing our patients, we will not bother you with multiple phone calls to confirm an upcoming appointment. If we do not receive a confirmation through our automated system, we may attempt to reach you two business days prior to your appointment.

We do not over-book our schedule, which means that your appointment time is reserved especially for you. If you fail to show, not only are we unable to treat you but we are unable to provide care for another patient waiting for an appointment. If you need to reschedule, we require a minimum of 48-hours' notice. Failure to do so will result in a broken appointment fee. Three broken appointments are subject to dismissal from the practice.

- First offence: \$25 for a cleaning, \$50 for an appointment with Dr. Vaughan.
- Second offence: \$50 for a cleaning, \$75 for an appointment with Dr. Vaughan.
- Third offence: \$75 for a cleaning, \$100 for an appointment with Dr. Vaughan.

I have read and acknowledge the above policy.

Patient: _____

Responsible Party Signature: _____

Date: _____