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OFFICE POLICIES FOR NEW AND EXISTING PATIENTS

To promote wonderful dental office/patient rapport through open and clear communication, we appreciate the opportunity to go over some of our *Dental Care of Fremont* policies.

Cancellation / Rescheduling

- We reserve time specifically for your appointment.
- To run efficiently and keep our fees affordable, we discourage last minute changes.
- We require 2-business days notice of cancellation or schedule change in order to avoid a charge.
- Missed appointments fee is \$80 per hour for hygiene appointments.
- Missed appointment fee is \$100 per hour for dental treatment.
- Persons canceling/rescheduling frequently due to their work schedule may be required to make deposits and/or may choose to be called to fill appointments with last minute availability.

Our goal is to provide quality dental care in a friendly and warm setting. We hope to eliminate any confusion and to be fair to you, other patients and our office staff by being up front with these office policies. We look forward to a long lasting relationship.

SIGNATURE: _____ DATE: _____