

CYPRESS DENTAL

SATURDAY APPOINTMENT POLICY

OUR GOAL IS TO PROVIDE QUALITY DENTAL CARE IN A TIMELY MANNER. IN ORDER TO DO SO, WE HAVE IMPLEMENTED AN APPOINTMENT GUIDELINE FOR SATURDAY APPOINTMENTS. THIS POLICY ENABLES US TO BETTER UTILIZE AVAILABLE APPOINTMENTS FOR PATIENTS WHO NEED SATURDAY APPOINTMENTS.

EFFECTIVE JANUARY 1, 2021: ALL PATIENTS WHO WISH TO HAVE THEIR DENTAL APPOINTMENTS SCHEDULED ON A SATURDAY WILL REQUIRE A PRE-PAYMENT FOR THE APPOINTED TREATMENT.

CANCELATION OF AN APPOINTMENT

IF IT IS NECESSARY TO CANCEL YOUR APPOINTMENT, WE REQUIRE THAT YOU CALL THE OFFICE 24 HOURS IN ADVANCE. CALLING EARLY IN THE DAY IS APPRECIATED. SATURDAY APPOINTMENTS ARE IN VERY HIGH DEMAND AND YOUR EARLY CANCELATION WILL GIVE ANOTHER PERSON THE POSSIBILITY TO HAVE ACCESS TO TIMELY DENTAL CARE. WE SCHEDULE SATURDAY APPOINTMENTS SEVERAL WEEKS IN ADVANCE AND THIS HELPS US TO MAINTAIN THE UTILIZATION IF THESE APPOINTMENTS.

LATE CANCELATION/NO SHOW

LATE CANCELATION: NOT GIVING 24 HOURS PRIOR NOTICE WILL BE CONSIDERED A "NO-SHOW"

NO SHOW POLICY: IT IS CONSIDERED A "NO-SHOW" WHEN SOMEONE MISSES AN APPOINTMENT WITHOUT CANCELING IT IN AN ADEQUATE MANNER. A FAILURE TO BE PRESENT AT THE TIME OF YOUR SATURDAY SCHEDULED APPOINTMENT WILL BE RECORDED AND FURTHER SATURDAY APPOINTMENTS WILL NOT BE SCHEDULED. PLEASE NOTE THAT THERE WILL ALSO BE A \$50.00 CHARGE BILLED TO THE PATIENT'S ACCOUNT.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE **\$50.00 FEE IF I FAIL TO MEET MY APPOINTMENT**, AND I FULLY UNDERSTAND THAT I WILL NO LONGER HAVE ACCESS TO SCHEDULE MY DENTAL CARE ON SATURDAYS.

Signature

Date