



# Suffolk Pediatric Dentistry and Orthodontics

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## POLICY FOR BROKEN APPOINTMENTS

Please be advised that when you make an appointment with one of our dentists or hygienists, you are reserving their time. If you choose to cancel or miss an appointment, it is important that we have sufficient notice to allow us to schedule another patient in your place.

Therefore, effective July, 1<sup>st</sup>, 2017, Suffolk pediatric Dentistry will be applying a \$25 fee for appointments missed or cancelled less than 24 hours before the scheduled time. These charges are not covered by any insurance.

This is per appointment fee, per child and must be paid prior to the next scheduled appointment.

In addition, if you are going to be 15 or more minutes late for your appointment, please call to determine whether or not your doctor will be able to see you that day.

Thank you for your understanding.

Please sign below to confirm that you have been made aware of this policy.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Date

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