

WHAT DR. ADAMS & HIS STAFF WOULD LIKE YOU TO KNOW:

- You as our patient are top priority and we take pride in providing you with quality dental care.
- We allow more time for appointments than the average dental office because it is important to us that you not feel rushed through your appointment and have time to discuss any concerns you may have.
- Our staff meets every morning to review scheduled patients for the day and how to best prepare for their appointments.
- Treatment rooms are prepared for your specific appointment needs prior to your arrival.
- We do not “double book” patients, the time of your appointment is reserved exclusively for you.
- We always try to schedule appointments at a time that is convenient for you.
- Understanding how easy it is to forget an appointment with the busy schedules we all keep, our office sends reminder postcards, e-mails (if requested) and confirmation calls a day or two before your scheduled appointment.
- We understand your time is as valuable as ours and we respect the appointment time you scheduled by not having you wait. It is very seldom that a true emergency prevents us from seeing a patient at their scheduled time.
- We encourage you to share any concerns you may have and offer suggestions to help us better serve you.

IN RETURN WE ASK:

- You arrive for your scheduled appointment on time.
- Turn off your cell phone while in the treatment room.
- Make arrangements to have any young children accompanying you supervised.
- If you know you cannot keep a scheduled appointment please give our office at least a **48 hour notice**. Failure to keep your appointment creates a disruption for our staff as well as other patients. By extending our office this courtesy you provide us the time to offer the appointment to another patient and the opportunity to reschedule yours. Please do not wait until you receive your confirmation call to inform us of a change in your schedule.

We understand there are times when circumstances beyond your control may cause you to miss a scheduled appointment. When possible please give our office a call as soon as you know.

Our office reserves the right to charge a \$ 45.00 (\$75.00 for Saturdays) broken appointment fee should you cancel your appointment with less than a 48 hour notice.

Signature: _____ Date: _____