

Kempeinen Dentistry, PC
1103 S. Cedar St. Suite 100
Mason, Michigan 48854
517.676.5900

MISSED/LATE APPOINTMENT POLICY

In order to provide quality care to our patients, and minimize waiting for appointments, Kempeinen Dentistry, PC has adopted the following policy regarding missed appointments.

I understand that if I should fail to keep a scheduled appointment three (3) times, it will be necessary for me to make arrangements to receive my dental care elsewhere.

I further understand that the procedure works as follows:

- **A telephone call made 48 hours prior to the scheduled appointment is required to avoid a missed appointment fee.**
- Upon failing to keep a **THIRD** scheduled appointment, a letter will be sent indicating that three (3) scheduled appointments have been missed. Within thirty (30) days I will no longer be able to receive care at Kempeinen Dentistry, PC and will make arrangements to receive dental care from another source. I understand that I will be removed from the active patient list. We will forward your records to a dental office of your choice.
- Parents and/or legal guardians will be held responsible for the appointments of minor children.
- There is a fee for missed appointments. The current fee for a missed hygiene appointment is \$50.00, and the fee for a missed operative appointment (appointment with the doctor) is \$100.00.
- If you arrive **10 minutes** or more late for your scheduled appointment you may be rescheduled. Your late arrival may affect patients scheduled after your appointment!

I have read the missed/late appointment policy and fully understand that the above information relates to me and to my family members.

Patient / Parent-Guardian Signature _____

Date _____

Witness Signature _____