

JAMES S. TRICHAK DENTISTRY
16841 N. 31st AVE., #140
Phoenix, AZ 85053

APPOINTMENT POLICY

OUR APPOINTMENT POLICY IS NECESSARY TO PROVIDE AVAILABLE APPOINTMENTS FOR ALL OUR PATIENTS IN NEED, TO REDUCE STRESS AND TO CONTAIN PATIENT FEES.

WE REQUIRE A MINIMUM OF 24 HOURS NOTICE TO CANCEL OR RESCHEDULE AN APPOINTMENT FOR ANY REASON. \$50.00 PER HOUR WILL BE CHARGED TO YOUR ACCOUNT FOR ANY APPOINTMENT CANCELLED, FAILED OR RESCHEDULED WITHOUT THIS 24 HOURS NOTICE.

YOUR INSURANCE WILL NOT COVER THIS CHARGE IT MUST BE PAID BY THE RESPONSIBLE PARTY.

FAILING AN APPOINTMENT OR CANCELING WITHOUT THE REQUIRED NOTICE A THIRD TIME WILL RESULT IN DISMISSAL FROM OUR PRACTICE.

OUR PRIME TIME APPOINTMENTS ARE RESERVED FOR ESTABLISHED PATIENTS WHO HAVE CONSISTENTLY KEPT EVERY APPOINTMENT.

I HAVE READ AND UNDERSTAND THIS POLICY.

PRINT NAME

SIGNATURE

DATE

REVISED2010