



Late Arrival/Cancellation/Missed Appointment Policy

At K&E Family Dental, we pride ourselves in offering you personalized care and reserve appointment times to accommodate your needs. Late arrivals, missed appointments or cancelled appointments without sufficient notice, create a gap in our providers' schedule. These are appointments that could have been utilized to offer care to another patient.

Late Arrivals:

If a patient presents to the office late for a scheduled appointment with our providers, the patient will be rescheduled their appointment due to the Late Arrival Policy.

When a patient arrives late, the time spent with the patient is minimized and does not allow for a full assessment. It also disrupts the schedules of our providers and other patients.

At K&E Family Dental patients who arrive 15 minutes late of scheduled appointment time will be rescheduled.

Last Minute Cancellations and Missed Appointments:

We do require a 48 hours notice on all cancellations. As a courtesy to our patients, we try to confirm all appointments. We do recognize that situations arise that are out of your control; however it is imperative that you contact our office immediately to notify us of your cancellation in a timely manner.

Appointments cancelled with less than a 48 hours notice or appointments not kept will be subject to a \$50.00 fee. If it is your first time cancelling with less than 48 hours notice or missing an appointment with our office, there will be no charge. Any future last minute cancellations or missed appointments will be assessed a fee of \$50.00.

We ask your consideration and cooperation in scheduling your next appointment. Please understand that we are partners in your health care and we are committed to offering you appropriate care when you need it.

My signature below certifies that I understand and acknowledge this policy.

Patient's Signature

Date