



## **Acknowledgement of Appointment Policy**

### **Appointment Notification and Confirmation Procedure**

Our office uses a notification service that sends patient reminders via email, texting, and phone. Patients should confirm appointments when receiving reminders, which will stop future reminders from coming until the day of the appointment.

Patients who have not confirmed by 3 days before their appointment will receive a call from our office giving 24 hours to confirm the appointment. If patients do not confirm by 48 hours before their appointment, we will release the appointment.

### **Cancellation and Missed Appointment Policy**

Our appointment cancellation policy requires that patients notify us at least 48 hours before their appointment so that we have enough time to put someone else in the schedule.

Our office will assess a missed appointment fee of \$50 to a patient who does not show for their appointment. Please note this fee is not covered by insurance and will be the patient's responsibility to pay. This fee must be paid before any future office visits.

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I acknowledge that I have been made aware of the Hawkins Dentistry Appointment Policy.

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Signature

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Date