

Maggie A. Kleem D.D.S. Appointment Policy

Appointment times are “reserved”. This mean that we do not “double book” our appointment. This is an advantage to you because it allows you to be seen at a specific time. We respect your time and we make a special effort to be on time.

Confirmations

All appointments must be confirmed 24 hours in advance. We will make a courtesy call the day before your appointment. We also send out text messages, and e-mail reminders, please be sure we have current information on file. We reserve the right to double-book your appointment, if it not confirmed.

Arriving Late

We strive to see all patients on time for their scheduled appointment, In order to keep our schedule running on time we will be unable to see patients who arrive late for their appointments.

Failed Appointments

We try to remind patients by telephone, text message, and e-mail prior to the appointments, but **please do not depend on this courtesy**. If a cancellation is unavoidable, please call the office at least 24 hours in advance so that we may give your appointment to another patient. If you do not cancel your appointment within 24 hours or more notice or you do not come to the appointment, we will consider this to be a broken/missed appointment. Broken or missed appointments will be charge \$50.00 fee per occurrence and must be paid before we can schedule your next appointment.

I have read and understand the appointment policy of Maggie A. Kleem D.D.S.

**SIGNATURE OF PATIENT OR
RESPONSIBLE PARTY**

DATE