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Appointment Policy Statement of Understanding

When an appointment is scheduled with you, a mutual commitment is made. We reserve this time specifically for you as our team prepares the treatment room and instrument setup before your arrival. A team treatment conference is also completed each day with a review of your records to coordinate all aspects of your visit.

Your commitment in this relationship is to honor the time we give exclusively to you. As your time is important, so also is the time that is appointed for you. In fairness to other clients who have waited weeks for a dental appointment, a failure to show results in a loss to those that would have valued the time reserved for you.

The following understanding will be in effect for all appointments with this office:

- **When an appointment is made, we consider it confirmed.** Please plan your schedule to honor this time. A courtesy text, email, and/or phone call will be made at least 2 business days prior to your appointment as a friendly reminder.
- **If you must reschedule an appointment, a 2 business day prior notification is required.** We realize situations do arise at the last minute that can prevent you from keeping your appointed time. Our team will consider this on a per situation basis.
- **If you arrive more than 10 minutes past your appointed time, your appointment may be rescheduled.**
- **If you have a failed appointment, late cancellation (less than 2 business days) or arrive late 2 or more times, you may be asked to find another dental office for your continued care.**
- **Family appointments that are missed will only allow us to schedule each member individually for future appointments.**

With my signature, I understand and agree to the appointment policy stated above.

Patient/Parent/Guardian Signature

Date

Patient Name (Please Print)