

**BEAVERCREEK DENTAL GROUP  
APPOINTMENT POLICY**

**I give my written permission to the Beavercreek Dental Group to contact me through the following when confirming:**

Cell: \_\_\_\_\_, Text Message: \_\_\_\_\_, Email: \_\_\_\_\_, Home Phone: \_\_\_\_\_

**Note: Inability to receive confirmation prior to 24 hours of your scheduled appointment will result in possible loss of this time slot.**

At Beavercreek Dental Group, our goal is to inform our patients of our rescheduling/cancellation policy and their financial obligations in order to best serve them.

To schedule an appointment with the **doctor** that is 90 minutes or more, (for extensive treatment) a **50% down payment** of your estimated amount due will be required at time of scheduling.

To schedule an appointment with the **hygienist** that is greater than 90 minutes, (i.e. periodontal deep cleaning) a **50% down payment** of your estimated amount due will be required at time of scheduling.

Short notice appointment cancellation or missed appointments may limit the timely access to care that we and all our patients value. We desire to give each patient the individual attention they deserve. Available appointment times are limited, therefore, we require at **least 24 hour notice** to reschedule or cancel an appointment. If you reschedule or cancel within 24 hours of, or miss your scheduled appointment in which a down payment was placed, (i.e., more extensive treatment), a non-refundable fee of 40% of the down payment will be assessed.

A fee of \$50 is charged for patients who miss or cancel more than 1 time in a calendar year without a 24 hour notice. (This is for hygiene appointments or routine appointments that are with the doctor that are less than 90 minutes.)

Please sign and date below stating you understand and acknowledge our policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_