

**MISSED APPOINTMENT POLICY**  
**COMMERCE DENTAL & ORTHODONTICS**

We are delighted you have chosen **Commerce Dental & Orthodontics** to provide you and/or your family's dental care and we want to ensure that you are getting the best care possible. This is why it is so important to keep your scheduled appointments.

Effective October 1<sup>st</sup> 2019, our missed appointment fee is **\$25.00**. This fee is not covered by insurance. A missed appointment is when you fail to show up for a scheduled appointment or when you fail to notify us of the cancellation with less than 24 hours' notice. When you miss your appointment, you compromise your care, and prevent other patients from being seen who are waiting for an open appointment. The doctor/patient relationship is built on mutual trust and respect.

As a courtesy, we make every effort to contact you 2 weeks to 48 hours prior to your scheduled appointment time. We ask that you call **(903) 246 4424**, and speak with one of our staff members, or send an e-mail to **info@commercedentalandorthodontics.com**.

We appreciate your understanding of the need for this policy.

---

**Name of Patient/ Parent/ Guardian**

**Signature**

**Date**