

DR PHILLIPS PERIODONTICS & IMPLANTS

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Appointment Guidelines

In order to be respectful of the dental needs of the patients at Dr Phillips Periodontics & Implants please be courteous and call our office promptly if you are unable to attend an appointment. We understand changes in schedule occur. Should you need to change an appointment, we kindly request 48 hours notice. This will help you avoid a broken appointment fee.

How to Change Your Appointment

To cancel appointments please call (407) 248-2828. If you do not reach a staff member on the other line you may leave a detailed message on the voicemail within **48 hours (or 2 working days)** prior to your appointment.

Broken Appointments

A "Broken Appointment" is considered to be a missed appointment without rescheduling or canceling **48 hours (or 2 working days)** prior to the appointment.

Failure to be present within 15 minutes of a scheduled appointment time will also be changed to a broken appointment.

A patient that has a "broken appointment" for a **non-surgical appointment** will be charged a **\$50.00 cancellation fee**.

A patient that has a "broken appointment" for a **surgical appointment** will be charged a **\$200.00 cancellation fee**.

We will put our best efforts to contact you to remind and confirm your appointment(s) with us, but it is ultimately your responsibility to contact us to reschedule or cancel appointments at the earliest possible time. Please let us know the best way to keep in contact with you (phone, email, etc.).

Unforeseen emergencies will be taken into consideration, but removing any cancellation charges will be under the sole discretion of Dr Phillips Periodontics & Implants.

**I have read the above information regarding the Appointment
Broken Appointment Guidelines and agree to its terms.**

Name (please print): _____

Signature: _____ Date: _____