



Appointment Policy & Agreement

At Kennon Dental Associates, we strive to provide the best care to all our patients in a timely, professional manner. We reserve specific time blocks to meet patient schedules and the urgency of dental needs. Your appointment is time reserved exclusively for you and we have prepared in advance for your visit.

Please Be Advised of the Following Requirements:

- We require 24 hours' notice for cancellation of a scheduled appointment.
- We reserve the right to charge a cancellation fee for appointments that are missed/cancelled with less than 24 hours' notice. **The minimum fee that will be applied is \$35.**
- Fees for missed/cancelled appointments must be paid prior to scheduling any other appointments.
- Emergencies/illnesses will be taken into consideration.
- If there are two or more missed/cancelled appointments without 24 hours' notice in 12 consecutive months, we reserve the right to require a deposit to schedule any future appointments.
- Arriving more than 10 minutes late to an appointment may result in the appointment being rescheduled.

*Please note that our hygiene schedule is booked 6 months in advance, so if you need to cancel or reschedule your cleaning appointment, we will book you in the next available time slot and place you on our waiting list for sooner openings.

We will be happy to answer any questions you have regarding this policy.

By signing below, you agree that you have read and understand our Appointment Policy & Agreement.

Print Patient Name: _____

Patient Signature: _____

Date: _____