

Broken Appointment Policy

Dear Parents/Guardians,

To ensure the quality of service and provide efficient patient scheduling for you and all of our patients we have instilled a broken appointment policy. A broken appointment (a missed dental appointment without prior notification) not only causes undue hardships for my employees but also leaves a space in our appointment schedule that could be filled by a child with significant and urgent dental needs.

For every appointment missed without prior notification, you will incur a charge of \$50.00 (one charge per family). This fee must be paid prior to your next appointment.

We truly value you and your family as well as the trust that you have given me. All we ask, is that you give us a call if you can't make your appointment. We would like you to sign below and return this to our front office staff.

Mahalo,

Kapolei Keiki Dental

From this day forward, I understand and agree to the terms stated above.

Print Your Name _____

Your Signature _____

Today's Date _____