

Broken Appointment Dismissal

Dear Patient,

I noticed that you missed your appointment today, and that you have missed three other scheduled appointments with us in the recent past months. I'm sorry our schedule has not worked well with your schedule. We cannot, however, continue to reserve time for you and have it disregarded.

When you make an appointment with us, we reserve that time exclusively for you and prepare a treatment room for your particular treatment. This policy makes it possible to give you your reserved room immediately. Without the courtesy of a call, we have wasted valuable time and effort.

As much as we would love to continue providing your dental care, we are unable to do so under these conditions.

Our office will be available to you for 30 days for emergency treatment only; after 30 days we will no longer schedule appointments for you. This will give you adequate time to find another dental office.

We suggest you immediately make arrangements to locate another practitioner from a referral of family and friend, your local dental society, your insurance carrier, or the internet.

We will gladly forward x-rays/records to your next dentist as soon as you sign and return the enclosed authorization with their name and address.

We wish you well for your future dental care.

Respectfully,