



ATTENDANCE POLICY

Your success with healthy oral hygiene is a direct result of the regular attendance to your dental office (by not missing any appointments), communicating openly with your hygienist or doctor, and following your home oral care as instructed by your hygienist or doctor.

Mitchell Family Dental has an attendance policy to monitor and ensure that patients regularly attend their scheduled appointments for an overall successful healthy mouth. The policy states that patients may be discharged from Mitchell Family Dental for any of the following reasons:

- Excessive missed or canceled appointments,
- Excessive no shows (i.e. missed appointments without a telephone call to cancel), or
- Erratic and/or inconsistent attendance (including, arriving late for appointments).

All of the above may adversely affect your oral health care. In the event of any of the above reasons, dental patients may be discharged. Missed/canceled visits or other unusual attendance problems are also documented in the patient's medical record. If you are discharged because of attendance problems, any re-admission to Mitchell Family Dental will require approval by the treating hygienist and dentist.

A minimum of forty-eight (48) hours notice must be given for any cancellation or to reschedule appointments. Patients must be on time for their scheduled appointment. If you are 10 minutes or more late, you may not be able to be seen at that time and could have to wait until your next scheduled appointment.

I, _____, have read the above Attendance Policy and understand that my cooperation and active participation directly relates to the success of my oral health.

Patient's Signature

Date