

Scheduling Policy

- **Treatment:** Some appointments for treatment require prior payment to reserve/schedule the appointment. INITIAL:_____

- **Mobile Phones:** Out of respect for all of our patients and our staff, cell phones must be turned off once you check in and may be turned on once you check out. INITIAL_____

- **Cancellations:** In our practice we do not rush patients in and out. One of the nice amenities is your set appointment time is reserved for you. Therefore, if you cancel your appointment, it leaves us in a bind by having a hygienist here with no patient and it also keeps someone else who may have wanted that appointment from being seen. If you have to cancel your appointment, be sure to call us at least 48 hours before your scheduled appointment time. There will be a \$50 fee, which will be applied to your account each time you cancel an appointment without 48 hours notice unless you have a true emergency. Failing to keep your appointment with Dr. Porter is a \$50 per hour missed fee. This will be your personal responsibility and is subject to the same collection policy. INITIAL_____

- **Appointment Time:** We ask that our patients arrive on time for their appointment; this will facilitate our ability to see you as scheduled. Patients arriving past their appointment time may be rescheduled. Additionally, if you fail to confirm your appointment, it may be rescheduled. INITIAL_____

- **Changes:** For our records and billing purposes, please let the front desk know if you have changed your address, phone numbers, insurance or email address. INITIAL:_____

- **Financial Questions:** We respectfully ask for your cooperation in not directing financial questions to the doctor, assistants, and hygienists. Our front desk or billing coordinator is glad to help you with questions on costs or financial issues. INITIAL_____