



Broken/ Cancellation Notice

Dear Valued Patients:

We are a non- profit: dental center and are able to continue to provide dental care services in part from the generosity of the United Way, grants from private foundations and donations from caring citizens.

One broken appointment affects the...

- Person who breaks the appointment and misses out on dental care,
- Person who needs an appointment and has to wait to get one,
- Dental staff who care about your dental health, and
- Waterville Community Dental Center who loses money because they are unable to fill the empty space in the schedule.

Broken Appointment Policy

An appointment is considered to be broken if any of the following occur:

1. The patient fails to appear for the appointment,
2. The patient arrives more than 15 minutes late for a scheduled appointment, or
3. The patient cancels or rescheduled with less than a 48- hour notice.

Two broken appointments within a year results in the patient and all family members being dismissed from our practice.

We understand plans change and to be sure that you do not incur a broken appointment, please notify our office at least 48 hours in advance of the appointed time.

Thank you,

The staff of Waterville Community Dental Center

Patient acknowledgement

Parent/Patient name: _____

Parent/Patient sign: _____

Date: _____