

**SOPHIA PARPIA, D.D.S., P.L.L.C.**  
**Family and Cosmetic Dentistry**  
**777 DOUGLAS AVE.**  
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### **BROKEN APPOINTMENT POLICY**

Every effort is made to keep on schedule so we respectfully ask patients to be prompt and keep their appointments. Our standard office policy regarding appointments is as follows:

After we send out the appointment reminder cards, we try to remind patients by telephone prior to the appointment, but please do not depend on this courtesy. If we are unable to reach you, your appointment card will serve as the confirmation of your appointment and implies your obligation to be present. That time has been reserved especially for you. We reserve the right to charge for office visits canceled or broken with out 48 hours advanced notice. Exceptions to this policy can be determined only on an individual basis according to the circumstances.

The broken appointment charge will depend on the procedure and time reserved. These charges are allowed by your insurance company and considered as your responsibility.

If you have any questions about this policy, do not hesitate to ask any member of our staff. They will be glad to answer your questions. We believe that good communications is the key to excellence in healthcare.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_