

To all my patients:

One of the main concepts that I have tried to adhere to in my office policy is to offer affordable dentistry to all my patients. With the cost of health care on this area rising at the current rates, I feel that I have continued to do my share at fighting this problem.

While there will always be fee increases that reflect the increase in the cost of living and operating the practice, I feel that it is unfair to raise fees in order to compensate for broken appointments and last minute cancellations. In light of this problem I have incorporated a broken appointment policy in this office as outlined below. This policy is effective immediately and I am asking that all patients sign and date this form to verify that they were informed of the office policy for broken and last minute cancellations.

I \_\_\_\_\_, understand that if I fail to keep a scheduled appointment or cancel a scheduled appointment with less than 24 hours notice for myself or one of my dependants, I may, at Dr. Thayer's discretion, be charged a "Broken Appointment" fee of \$25.00 for each appointment missed or cancelled. I understand that this policy is effective immediately.

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

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

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