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APPOINTMENT & CANCELLATION POLICY

In an effort to efficiently provide the best dental care for you, we have established the following policies for our appointment and cancellation requirements.

Please read them carefully and feel free to present any questions you may have regarding these policies to our office manager.

- When scheduling your appointments, we will make every effort to accommodate you to the best of our ability.
- Keep in mind that appointment times vary according to the type of treatment you will be seen for that day, so please arrive on time to insure that we are able to stay on schedule.
- Keep in mind that our first and last appointment times of the day are most popular. If you require these times, please understand it may take several weeks before we can schedule that time for you.
- Again, we make every effort to stay on task with your appointments, so it is imperative, as a courtesy to our other patients as well, that you arrive on time. **If you are over 15 minutes late for your appointment, we reserve the right to reschedule your appointment for a later time.** The broken appointment fee will apply to this as well. Please understand that we strive to stay on time for your appointment as well as those patients that follow you.
- Should you need to cancel and reschedule your appointment, please allow a minimum of 48 hours to contact us. This will enable us to fill your cancelled time with another appointment. If you do not contact us at least 48 hours prior to your appointment, a service charge will be assessed.

Service Charges are as follows:

Appointments 1 hour or less \$150.00

Appointments over 1 hour 30% of the treatment fee

Please be advised that our office considers all appointments confirmed at the time they were made. Appointments that are missed, forgotten, or cancelled with less than 48 hours advanced notice will be subject the cancellation fee. Our office reserves the right to deny scheduling any future appointments until payment of the cancellation fee is made.

After (3) missed appointments (i.e., canceling with short notice, or a failed appointment), our office reserves the right to ask that you visit another dental provider which may be more suitable to your scheduling needs.

The time you schedule is reserved just for you and your dental needs. Doctor and staff prepare in advance for this time.

- Should you miss your appointment with no notice, the above-mentioned fees will also be assessed.
- **It is customary for us to schedule your return check up and cleaning visit in advance. We offer appointment cards, courtesy calls and emails (upon request), as reminders. Ultimately, it is your responsibility to remember your appointments. Please be sure we always have your correct phone numbers and/or email address so that we are able to provide this courtesy.**

Thank you for taking the time to read through our appointment and cancellation policies. We appreciate and respect your time.

Patient/Responsible Party Signature

Date