



## BROKEN APPOINTMENT POLICY

Oakton Family Dentistry knows your time is valuable, and we respect that! In fact, we make it a point to schedule all of our patients with this in mind. Our daily goal is to seat all of our patients on time. In an effort to provide timely service to our patients we never over-book our schedule like so many other health care facilities. This makes our time very valuable to us as well.

Therefore, the following is the broken appointment policy:

1. All cancellations or rescheduled appointments must be arranged **2 business days prior** to the appointment date.
2. There is a \$75.00 per hour fee for all broken and cancelled appointments with less than 2 business days notice.\*  
\*A higher fee will apply to Saturday cancellations.

Thank you for understanding and respecting our time and policy.

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Patient / Guardian Signature

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Date