

IMPORTANT POLICY TO SERVE YOU BETTER

To our patients,

We are asking for your assistance in enabling us to provide you with better care. Our practice has been experiencing a significant problem with patients failing to keep their scheduled appointments. This prevents patients who need to be seen from having an appointment. Their care must be delayed while many “fail to keep” appointment slots sit empty. Also, it increases our cost of providing your service.

In order to improve this situation, we are trying to educate our patients of the importance of keeping their scheduled appointments. Specifically, we are asking that 24 hours notice be given if an appointment cannot be kept. Of course, notice of less than 24 hours will be accepted in case of emergencies. To encourage this, we will assess a \$35.00 service charge to your account for missed appointments if proper notice is not provided to our office.

Please understand that this policy is NOT meant to be punitive. Our sincere hope is that everyone keeps his or her scheduled appointment. If they cannot, we ask that they be courteous and allow us enough notice so that another person in need of dental care may be seen.

If you must miss an appointment, please call our office at (812) 372-5568 as soon as possible. For any questions regarding policy, please do not hesitate to call and speak to Caitlin Greiner, our business manager.

I agree to the terms of this policy as stated above.

Name

Date

Thank you for your advance cooperation in this matter.

Dr. Kathryn L. Watts & Dr. H. William Watts, III
Watts Family Dentistry