



Dr. Sudha Gutti  
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<http://www.comfortplusfamilydental.com/>

### Scheduling Policy

We work hard to meet and accommodate the needs of all our patients and we are dedicated to providing you with the best dentistry and service available.

Time is specifically reserved for you on our schedule. Therefore, when sufficient notice is not given to change an appointment, it does not give us enough time to contact another patient on our waiting list who would benefit from coming in earlier.

If you need to rearrange your reserved appointment, 24 hours notice (business hours) is required to prevent a broken appointment charge of \$50 from being applied to your account and due immediately.

We do understand emergencies come up and illnesses occur and will take that into consideration and to be fair, if you have an unavoidable conflict and cannot give 24 hours notice to change the appointment, there will be no charge the first time this happens. The second subsequent failure to notify us before 24 hours will incur a fee of \$50, a third subsequent offense will require prepayment of the appointment (the fee would be forfeited if the appointment is not kept) or possible dismissal from the practice.

For your convenience, we do have an answering machine available that you can leave messages on if you need to call after hours to reach us about your appointment.

I, \_\_\_\_\_, understand and agree with the above office policies.  
(Please Print Patient Name)

\_\_\_\_\_  
Patient Signature/Guardian Signature

\_\_\_\_\_  
Date