

## **ALBANY DENTAL CARE, PC**

### **APPOINTMENT POLICY**

**When you schedule an appointment we ask that you please mark it in on your calendar. Your appointment time is being specifically reserved for you. We understand that your time is valuable and we ask that you please give us the same courtesy.**

**Our goal is to give you the time and attention that you need when you are here. For that we ask you to be on time for all appointments. We, too, will always try to be on time for you. If for some reason you are running late we will appreciate a phone call to let us know.**

**Because we are a sedation practice in addition to being a general dental practice, we do book several months out for dental cleanings and appointments with Dr. Winter. If you cancel or miss an appointment the wait for another appointment may be longer than you would like.**

**If you are unable to keep your appointment time please contact the office no later than 2 business days prior to your visit to allow us time to contact another patient who also needs to be seen. Please carefully review your schedule before scheduling an appointment as we try to keep cancelations and rescheduling to a minimum. There may be a fee charged to your account if you do not give sufficient notice to cancel or if you miss an appointment.**

**We thank you ahead of time for your cooperation and assistance.**

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**Patient Signature**

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**Date**