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Dear Valued Patient,

We at Dr. Scola's dental office take pride in our warm, caring atmosphere. One aspect we really enjoy about our practice is the opportunity to offer quality care and individual attention to each and every patient. We like having personal time with you. When that time is lost due to an appointment cancellation, other patients in need of treatment cannot be seen and your treatment is delayed. For these reasons, we have the following office policy:

Appointment Cancellation Policy

We will make every effort to remind patients by telephone and/or text message prior to the appointment, but please do not depend on this courtesy. We kindly ask that you return our call, or simply text back to confirm that you have received our message. If we are unable to contact you directly, your appointment card or appointment phone call will serve as confirmation of your appointment, and it implies your obligation to be present. That time has been reserved especially for you and we strongly encourage all patients to keep their appointments.

If you must change your appointment, **we require at least 24 hours notice to avoid a \$50.00 cancellation fee.** Any appointment changes **MUST** be done during our normal business hours. **Initial: _____**

We hope you understand that broken appointments delay treatment. It is our goal to help you achieve optimum dental health. We can do that best when you are here spending that quality time with us.

I have read and understand the appointment cancellation policy.

Signature

Date