

## *Attendance Guideline*

We require a two-business day advanced notice for any changes or cancellations of your appointment. This allows us the time we initially reserved especially for you in our schedule to be filled by another patient who may have been waiting for this appointment time. We do however understand that illness and emergencies occur.

We reserve the right to charge your account for not honoring this policy. For an appointment scheduled with our Hygienists, we will be charging a fee of \$50.00. If this appointment is for any periodontal procedure taking longer than one hour's time then a fee of \$100 will apply. For an appointment scheduled with Dr. Potocsky, we will be charging a fee of \$100.00. However, we do understand that illness and emergencies occur.

We reserve time in our schedule for you in advance in order to accommodate your busy schedule. We ask that you give us the same consideration when needing to change or cancel your appointment.

Thank you so much for putting your faith and trust in us.

Sincerely,

The Potocsky Dental Team

Signature \_\_\_\_\_