

APPOINTMENT POLICY

Effective immediately, we will charge a \$35.00 fee for EXCESSIVE (3 or more) cancellations, OR no show appointments. We understand that your time is very important, and want you to know that when you schedule an appointment with our dentists or hygienists, that we reserve that time especially for you. If you are unable to keep your appointment, please call within 24 hours so that we may re-schedule for a time that is more convenient for you.

In the event the account becomes past due and must be placed for collections, I sign below to be responsible for collection fees and other expenses including 35% of the amount sent for collection.

Name: _____

Date: _____

T.LINK

We are now using T.LINK, an online patient portal, which allows the following advantages:

Access to detailed appointment information

View account balance information, payment history, insurance coverage, and next payment due date and amount.

Receive appointment reminders via e-mail

Update patient information.

Allows 24/7 online access to your account information

All you need to do is allow us to add your e-mail address to the website, and within 24 hours you will have access.

You will NOT receive SPAM e-mails, or junk mail, you may unsubscribe at any time, and there is no cost to you.

E-mail address _____

In order to better serve you, we ask that you fill out a "patient update" form on a yearly basis. We do apologize for any inconvenience this may cause, however, it is very important that we have updated phone numbers in order to confirm your appointments, as well as follow up after dental procedures. Medical updates are extremely important when it comes to your oral hygiene; please list any changes in medical history or medications when updating your personal information.

Thanking you in advance,

Dr. Gregory L. Stafford