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APPOINTMENT & CANCELLATION POLICIES

In an effort to efficiently provide the best dental care for you, we have established the following policies for our appointment and cancellation requirements.

Please read them carefully and feel free to present any questions you may have regarding these policies to our office manager.

- ◆ When scheduling your appointments, we will make every effort to accommodate you to the best of our ability.
- ◆ Keep in mind that appointment times vary according to the type of treatment you will be seen for that day, so please arrive on time to insure that we are able to stay on schedule.
- ◆ Keep in mind that our first and last appointment times of the day are most popular. If you require these times, please understand it may take several weeks before we can schedule that time for you.
- ◆ Again, we make every effort to stay on task with your appointments, so it is imperative, as a courtesy to our other patients as well, that you arrive on time. If you find that you will be more than 10 minutes late to your appointment, please contact our office as soon as possible. Often times we are still be able to accommodate you, but may also need to reschedule your appointment, depending on the procedure(s) being done.
- ◆ Should you need to cancel and reschedule your appointment, please allow a minimum of 24 hours to contact us. This will enable us to fill your cancelled time with another appointment. If you do not contact us at least 24 hrs prior to your appointment, a service charge will be assessed. Exceptions will be made for illnesses or unexpected emergencies only.

Service Charges are as follows:

Appointments 1 hour or less	\$50
Appointments over 1 hour	\$120

The time you schedule is reserved just for you and your dental needs. Doctor and staff prepare in advance for this time.

- ◆ Should you miss your appointment with no notice, the above mentioned fees will also be assessed.
- ◆ For cancellations made the night before via our answering machine due to illness or emergency only, we will not assess a service charge.
- ◆ It is customary for us to schedule your return check up and cleaning visit in advance. We offer appointment cards, courtesy calls and emails (upon request), as reminders. Ultimately, it is your responsibility to remember your appointments. Please be sure we always have your correct phone number and/or email address so that we are able to provide this courtesy.

Thank you for taking the time to read through our appointment and cancellation policies. We appreciate and respect your time.

Patient/Responsible Party Signature

(Date)

Your Friendly Laguna Beach Dentist