

Patient Name \_\_\_\_\_

Date \_\_\_\_\_

### APPOINTMENT PREFERENCE INFORMATION

Appointment Preference?     Morning     Afternoon \_\_\_\_\_

What days to you prefer?     Monday     Tuesday     Wednesday     Thursday     Friday

Would you like us to call you if any sooner opening becomes available before your next scheduled appointment?  
 Yes     No

Can we call you on short notice regarding an opening?     Yes     No

Which is the best number to reach you at?     Home     Cell     Work     Other \_\_\_\_\_

I give consent to Town Center Dental Office to use my cell phone number to call or text regarding appointments and to call regarding treatment, insurance, and my account. I understand that I can withdraw my consent at any time in writing. \_\_\_\_\_ Initial

I give consent to Town Center Dental Office to send me email communications regarding treatment, insurance, and my account. I understand that I can withdraw my consent at any time in writing. \_\_\_\_\_ Initial

My email address is \_\_\_\_\_

### MESSAGES

If unable to reach me Town Center Dental Office may:

leave a detail message     leave a message asking me to return your call

other \_\_\_\_\_

### APPOINTMENT POLICY

**We will try to contact you twice to confirm your next appointment. If we leave you a message, we REQUIRE that you please return our call/text to confirm/reschedule. If you do need cancel/reschedule our policy requires 24 hours notice. If we do not receive a 24 hour notice your account will be charged \$65.**

We strive to keep our patients' "wait time" to a minimum, as we recognize that your time is valuable. Therefore, we are able to see our patients on an appointment basis. We consider an appointment made to be an agreement and commitment between our office and our patients, and we rely on our fine patients to abide by that agreement. Since we work on a schedule we need you to be on time to your appointments. If you are more than 15 minutes late we might have to reschedule your appointment.

Signature \_\_\_\_\_

Date \_\_\_\_\_