

# Appointment Confirmation Policy

At Tomoka Family Dentistry we value your time and understand that things can change in your schedule. We have reserved the doctors/hygienists time to see you. To ensure that you keep this reserved appointment, you must confirm at least **24 hours** prior to your scheduled appointment time.

We will contact you by email, text message, or phone to confirm your appointment **2-3 days** before your appointment time. Please respond to the email or text to confirm. If we leave you a voicemail please call us back. If a confirmation is not received within **24 hours** of your scheduled appointment time, your appointment may be cancelled in order to make that appointment time available to other patients.

Please indicate how you prefer to be contacted for appointment confirmations. If you select email and/or text message reminders and have not confirmed through that system, we will call you to confirm you appointment.

If you arrive more than **15 minutes** late for your appointment, we reserve the right to reschedule your appointment for a later time or another day.

By signing below, I \_\_\_\_\_

**Print Patient Name (Or guardian, if minor)**

state that I have read and understand the Appointment Confirmation Policy.

\_\_\_\_\_  
**Patient Signature (Or guardian, if minor)**

\_\_\_\_\_  
**Date**