

Middleburg Family Dental Care

Appointment Confirmation Policy

At Middleburg Family Dental Care, 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 voice mail please call us back. If a confirmation is not received within 24 hours of your scheduled appointment time your appointment may be canceled 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 your 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, you are stating that you have read and understand our Appointment Confirmation Policy.

PATIENT NAME (PLEASE PRINT)

PATIENT OR PARENT SIGNATURE IF PATIENT IS MINOR

DATE