

WEST HAVEN DENTAL CARE LLC

Anthony D. Bellucci, D.M.D.

APPOINTMENT SCHEDULING

Here at West Haven Dental Care our primary goal is to provide exceptional dental healthcare for our patients. When appointments are made, that time is reserved for the patient and the doctor.

If a patient does not show up for a scheduled appointment that reserved time is generally wasted for other patients and the doctor. Every effort is always made to make appointments that are convenient for the patient and to provide reminder phone calls.

We take our responsibility of providing high quality dental healthcare very seriously. We ask that our patients take their responsibility to attend scheduled appointments just as serious.

GUIDELINES

- ❖ We require at least 48 HOURS NOTICE to cancel an appointment. If earlier notice can be given, please do so. If it is **ABSOLUTELY NECESSARY** to cancel a Tuesday appointment, please call the office by Saturday. If you need to call on a Sunday or Monday, call Dr. Bellucci directly at 203-668-6653.
- ❖ We understand that emergencies happen. If an actual emergency occurs and you are unable to keep your appointment, please call us as soon as possible.
- ❖ Reminder phone calls are generally made one to three days prior to an appointment, but it is ultimately the responsibility of the patient to keep an appointment.
- ❖ If a patient does not show up for an appointment or cancels last minute a \$35.00 FEE PER HALF-HOUR of appointment time may be applied to the account.
- ❖ Patients who regularly miss scheduled appointments without giving notice or frequently cancel with minimum notice will be dismissed from the practice.

We only ask for courtesy and responsibility when making appointments so that we can provide outstanding dental care. Thank you for your understanding and cooperation.

“I have read the above statement, received a copy, and it has been reviewed and explained by a member of the staff.”

Patient Signature

Date

Staff Signature

Date