## Hometown Family Dental Centers Offices of E.F. Scammon, DMD, PA & Associates

8159 Raeford Road Fayetteville, NC 28304 (910) 826-4900

327 Teal Drive Raeford, NC 28376 (910) 848-0090

115Southern Dunes Dr. Vass, NC 28394 (910) 693-8030

## **Appointment Policy**

This office has a cancellation policy. By signing this form you understand and agree to the following:

- -As a COURTESY, our staff will attempt to confirm your scheduled appointment 24-48 hours out or longer on the weekend. You are still responsible for the appointment whether you are able to be reached or not and will be held accountable.
- -Any combination of two (2) of the following WITHIN AN 18 MONTH TIME PERIOD will result in the release of the patient from the office and you will not be able to be seen in the office again:
  - 1. Cancellations made less than the day prior to the appointment. A message left on the answering machine may be left in the event that we are out of office.
  - 2. Not showing up at all for a scheduled appointment.
  - 3. Arriving more than 15 minutes late for a scheduled appointment.
- -We reserve the right to apply or withdraw this policy at our discretion based on individual circumstances as presented. If you are released from one location and have been given the option to transfer to another location, you will only be given ONE opportunity of the above-listed 3 at the new office.

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|------------------------|------------|------|
| Signature of Patient o | r Guardian | Date |

\*\*\*Please note: Patients under the age of 18 will only be seen when accompanied by a parent, legal guardian or another adult which has been given written permission to bring the patient. There will be NO EXCEPTIONS!!!