

# *Anne-Lise Fink, DDS*

◆ *Personalized & Comfortable Dental Care* ◆

3365 Clayton Road  
Concord, CA 94519

## SCHEDULING POLICY

Trying to accommodate every patient's individual needs and work schedules can be difficult, but we do our best. We work very hard to stay on schedule to minimize your waiting time in our office.

**A scheduled appointment is a commitment of time between the Doctor and the patient. We have reserved that time JUST FOR YOU. When appointments are missed or canceled, that time is lost.**

We ask that when you schedule your treatment, you make every effort to keep that commitment. We do understand that personal emergencies do arise, and we always take that into consideration.

If for any reason you're unable to keep your scheduled appointment, a 24-hour business notice is required to allow us to schedule another patient in need of treatment.

It's been our policy that with less than 24-hour business notice on a change of appointment, a \$75 charge will be considered and could be applied to your account. Change of a Monday appointment should take place no later than Friday preceding the appointment.

If you have any questions regarding this or any of our policies or procedures, as always we are more than happy to discuss these with you.

**Thank you for your understanding and cooperation.**

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Patient's Signature

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Date