



**ODESSA**  
DENTAL CLINIC

#### APPOINTMENT/ NO-SHOW POLICY

Odessa Dental Clinic is dedicated in providing you with the best dental care possible in a timely manner. In order to do this, we have implemented an appointment/ no-show policy.

#### Reminder/ Confirmations

A text and/or email message will be sent to you reminding you of your scheduled appointment 2 days in advance. You will receive a confirmation text/email or phone call 24 hours before your scheduled appointment. It is your responsibility to call/ text or email to confirm your appointment.

If we are unable to speak with you and have to leave a voicemail, you will need to contact Odessa Dental by 2 p.m the business day before the appointment to confirm.

#### No Show/ Missed Appointments

- If you short notice cancel or no show to your appointment, ONE No Show will be permitted and your appointment will be rescheduled.
- SECOND no show or short notice cancellation, your appointment will not be rescheduled and you may be placed on a standby list for open appointments.

Please remember that we reserve these times just for you. If you are unable to make your appointment please give us 24 hour notice, that way it gives us an opportunity to schedule an appointment for another patient in need.

\_\_\_\_\_ Patient/Parent/Guardian Signature

\_\_\_\_\_ Date