



**MARIANNE MORELLI, D.M.D.**

BROOKFIELD FAMILY DENTISTRY, LLC

## Missed Appointment Fee Update

*Effective April 15, 2024 Brookfield Family Dentistry LLC will have the following policy in place for all appointments cancelled with less than 24 hours' notice or scheduled appointments that are not presented to.*

Appointments must be cancelled **before 4:00pm** the day prior to your scheduled appointment, or by **3:00pm on Friday** for a Monday appointment. You may cancel an appointment by calling the office at 203-775-6167 and/or by replying to the appointment reminder sent to you via text or email.

Cancelling appointments after 4:00pm the day prior or after 3:00pm on Friday will be considered a "Missed Appointment." Not showing up to a scheduled appointment will be considered a "No Show."

Missed Appointments or No Show Appointments will be subject to a Cancellation Fee of \$85.00 per occurrence. The Cancellation Fee is not covered by insurance and is your responsibility. Any cancellation fees incurred must be paid in full before the office will reschedule the missed/no show visit.

Should you be assessed with 3 or more "Missed/No Show" Appointments the office reserves the right to end the patient/doctor relationship.

As a courtesy, appointment reminders are made multiple times to the contact information on file. It is the patient/guardian's responsibility to inform the office of any changes to the contact information.

I have read and understand Brookfield Family Dentistry, LLC's No Show / Missed Appointment Policy and understand my responsibility to plan appointments accordingly and notify the office appropriately if I have difficulty keeping my scheduled appointments.

Patient Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

