

James C. Blankenhorn DMD
162 Trexler Ave.
Kutztown, Pa. 19530
610-683-6677

Dear _____,

We are excited that you chose our office as your new Dental practice and are looking forward to meeting you. Most of us lead busy lives these days and we understand that from time to time, oversights can be made with appointments. We are also aware that at times people get sick and have to cancel their appointments at the last minute. When last minute cancellations or missed appointments occur, it is very difficult for our staff to fill them. We have many patients on a list waiting for open appointments, and the last minute cancellations and missed appointments do not allow enough time for these patients to utilize this open time. We would appreciate at least 24 hours notice unless there are special circumstances, and then we can certainly understand. It is our policy to charge \$30.00 for missed appointments or for appointments that are broken without 24 hours notice.

Thank you for reviewing this information. If you have any questions or concerns, please make us aware of them.

Sincerely,

James C Blankenhorn and Staff

Please acknowledge that you have read and understand the above policy:

Date _____

Signature _____