



Office Policies

Our goal is to provide high quality care to our patients and respect their schedule as well. In fairness to other patients, and the office staff, we require advanced notice when changing or moving an appointment.

When you schedule an appointment, we reserve that time and prepare in anticipation of serving you. If you should need to reschedule, we kindly request that you contact us with an advanced 48 hour notice. We understand that conflicts arise; however failing your appointment or rescheduling without adequate notice more than once may result in a charge of \$125. **We do NOT accept cancellations by phone after hours or on weekends.** Your insurance company CANNOT be billed for missed appointments.

Patients who continue to no-show and/or reset without notice may be dismissed from the practice and asked to find another dentist.

Any patient who is late may be considered a "no show" for their appointment and may need to be rescheduled.

Appointments requiring more than one hour, may require a chair reservation fee (which would be half of your anticipated patient portion).

As with any dental treatment, there may be unforeseen treatment adjustments and/or complications. The practice will make an effort to anticipate any changes in the treatment plan and advise me at that time. However, such events are unpredictable. Likewise, the timing or spacing of appointments may need to be modified as needed to accomplish the best result possible.

The patient is the only person allowed in the treatment area. If your children come with you to your appointment and you do not wish to leave them alone in the waiting room, please bring someone along who can watch them while your treatment is being rendered.

Please note that Dr. Hamdan does NOT prescribe narcotic drugs after hours or on the weekends. If in pain, please go to an emergency room.

I have read, understand and agree to the above appointment policy.

First Name

Last Name

Patient or Legal Guardian Signature

Sign Here

Date