

**Glacier Community Health Center / Glacier Dental Clinic
Appointment Agreement**

It is important for patients to keep their appointments, because broken appointments result in lost time that could have been used to treat other patients.

Rescheduling Appointments

We understand that sometimes situations arise that require rescheduling of your appointment. If you need to reschedule, please call the clinic as soon as you know that you will not be able to keep the appointment, preferably at least 24 hours before the appointment time.

Broken Appointments

If you miss a scheduled appointment or cancel it less than one hour prior, a broken appointment will be recorded in your chart. If you are more than 15 minutes late for an appointment, a broken appointment will also be recorded, and you may have to be rescheduled if there is not enough time to complete your visit. It is not fair to keep other patients waiting because someone showed up late.

If you have three broken appointments during the past six months, you will not be able to make a regular appointment for a period of six months from the date of the third broken appointment. If you require medical or dental services during those six months, you may come and wait for an open appointment.

I understand this Appointment Agreement and agree to follow the terms of the broken appointment policy.

Patient Name (please print)

Date

Patient or Guardian Signature