

ANTOINE E. CHIHA D.D.S.

APPOINTMENT POLICY

We are committed to providing you with the highest quality dental care in the most efficient manner possible. In order to accomplish this goal we place an emphasis on our ability to meet our patients' time needs.

Firstly, we reserve sufficient time in our schedule for our patients on an appointment basis only. We will always do our best to find an appointment that is most convenient for you. We schedule only one patient in an appointment slot in order to ensure that you receive the highest quality treatment in the shortest time possible.

Secondly, should an emergency arise in our office that may necessitate postponing or delaying your appointment we will do our best to give you sufficient advance notice to rearrange your schedule. We realize that a schedule conflict may arise, precluding you from being able to meet the commitment of your appointment with Dr. Chiha or the Hygienist. Should this occur, we would greatly appreciate 48 hours notice of intent to cancel so we may offer the time to a waiting patient. In addition, should a cancellation occur on more than one occasion, it will be necessary to charge you a fee in accordance with the length of the appointment scheduled. If you are canceling an appointment scheduled for a Monday, we must be notified no later than Thursday, 5:00 P.M. prior to the Monday appointment.

We hope that in communicating our commitment to you, you will appreciate a policy mutually beneficial and time sensitive to all.

Signature