

**GOLDEN RULE DENTAL CENTER**  
GIBBS M. PREVOST, JR., D.D.S.

## OFFICE APPOINTMENT POLICIES

We believe your time is valuable, and we believe that our time is equally valuable. Our appointments are made at the time we expect to be able to see you. Your appointment may first include time with our office manager or receptionist to update your medical history. We see patients by appointment only, and this time is held especially for you. We make every attempt to be on time so that we can see you at your appointed time. If we are late, it is because of unavoidable circumstances, such as patient emergency or patient tardiness. If you have a dental emergency, please call our office as early in the day as possible so we can try to make an appointment that same day, if possible.

Additional policies are:

- Please be on time for your appointment. Please sign the sign-in list at the reception desk so that we will know that you are here.
- Please notify us 48 hours in advance if you must change your appointment. This will enable us to fill that time with another patient.
- Please notify our office if an unavoidable circumstance has caused you to be late for your appointment.
- Emergency patients will be seen at our earliest available time, but at no inconvenience to our other patients with previously scheduled appointments.
- Patients who come with no scheduled appointment will be seen if we can do so with no inconvenience to our previously scheduled patients.
- A seventy dollar (\$70.00) charge will be assessed for appointments you have missed or canceled less than 24 hours before your appointment time. Broken appointments ultimately cause your dental fees to increase because of lost work time.