

Wyoming Smile Center
David Scott Lipps, DDS Inc.
Appointment Policies

The staff of Dr. David Scott Lipps, DDS Inc. is dedicated to providing the very highest quality of oral health to our patients. Dental procedures require certain amounts of time that are known and defined. Therefore, we must allot time bases on availability and urgency of need.

CANCELLATIONS

- We require cancellation notification of 48 business hours **before** the scheduled appointment (761-1900).
- Family emergencies will be taken into consideration.
- Chronic cancellations will be considered a broken appointment

BROKEN APPOINTMENTS

- Failure to cancel or to appear for previously made appointments or consistently late cancellations will be considered a broken appointment. The next appointment will not be scheduled until the chart is reviewed for history of late or broken appointments.
- **New patients** who break their first appointment will **not** be rescheduled.
- **New patients, under 18**, must be accompanied by a parent or legal guardian to initial visit. Thereafter, informed consent from the parent or legal guardian must be established prior to the visit if someone other than the parent or legal guardian is accompanying the child.
- We reserve the right to refer patients out of our practice following 2 broken appointments within a 12 month period. Referred out patients can have their charts reviewed for reinstatement 2 calendar years after the last broken appointment. If a patient is reinstated, the next broken appointment will result in permanent dismissal from our office.

LATE APPOINTMENTS

- If the dentist determines that treatment cannot be rendered in the remaining time after a late arrival, this will be considered a broken appointment. A new appointment will not be scheduled until the chart is reviewed for history of late and broken appointments.
- Every effort will be made to accommodate the patient, but quality of care will not be compromised.
- Consistent lateness will be a reason for discharge.

EMERGENCY APPOINTMENTS

- Patients with acute oral/dental problems will be worked into the daily schedule, if possible.

We sincerely thank you for your understanding and cooperation in helping us provide the best possible dental care to our patient.

I have read and understand the above appointment policies and will strive to uphold these policies.

Patient/Guardian: «FName» «MI» «LName»