

KENNETH E. SYKES, DDS

March 9, 2017

Failure to show for your appointment will result in a charge of \$35 per hour. Keep in mind that this charge is not covered by third party payers (your insurance).

Also, please notify our office at least 1 Business day prior to your appointment time if you desire to cancel or reschedule your appointment. If your appointment is on Monday then we must hear from you by 12:00 p.m. the Friday prior to your appointment. No show appointments and appointments rescheduled or cancelled without the appropriate notice will be subject to a charge of \$35 per scheduled hour. We can be reached 24 hours a day 7 days a week by calling this number only 817-451-4911. When we are not in the office our answering service will take your message and we will get it the next business morning.

Please understand that this policy is beneficial to you as well. You are special to us, and we make special time just for you to be seen, to the exclusion of others. When you fail to show, or cancel in an untimely manner we miss seeing you and miss seeing others who might have been able to come on short notice at that time. Conversely, when others communicate with us about their changes, you may be able to fill their time on short notice without waiting for a later time.

Sincerely Yours,

Kenneth E. Sykes, DDS

I ACKNOWLEDGE THAT I HAVE READ THIS POLICY AND AGREE TO ABIDE BY THIS POLICY AND ACCEPT FULL RESPONSIBILITY FOR PAYMENT OF THE SAME.

SIGNATURE

DATE