

# Appointment Change Policy

We welcome you to North Raleigh Periodontics and look forward to helping you to meet your goals in treatment. You are an integral part of your treatment, perhaps the most important.

We work on an appointment basis. Your appointment time is reserved specifically for you, and we depend on you being there for your scheduled time. If for some reason you are unable to keep your appointment, kindly give us **three business days** notice. This allows us to schedule another person for that appointment time. If necessary, please contact us for appointment changes only during business hours as we cannot accept appointment change requests via email, text, or voicemail outside of business hours. Business hours are as follows:

Monday: 8-4  
Tuesday 8-4  
Wednesday 8-4  
Thursday 8-4

Appointment changes are accepted up to **three business days** prior to your appointment without incurring a charge of 25% of the scheduled service. We understand that sickness and emergencies happen and we absolutely take that into consideration. Thank you for understanding.

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Patient Signature

Date

