

C. CROWLEY CORRELL, DDS M. KATHERINE MOORE, DMD

Carmel Professional Center
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Appointment Policy

Trying to accommodate every patient's individual needs and work/school schedules can be very difficult, but we always try to do our best. We work very hard to stay on schedule so that our valuable patients will not spend time in our reception area waiting for an appointment.

A scheduled appointment is a commitment of time between you and our practice. We have reserved that time *just for you*. When appointments are missed or cancelled, that time is permanently lost.

We ask that when you schedule an appointment, you make every effort to keep that commitment. We understand that personal emergencies sometimes occur, and we will always take that into consideration when receiving a last minute cancellation.

If you find that you cannot keep your scheduled appointment, we ask that you provide a minimum of two (2) business days notice to us so that we may schedule another patient in need of treatment. For your convenience, we have an appointment secretary available Monday through Friday from 8:00 AM to 6:00 PM. Our answering service is not equipped to accept cancellations or reschedule appointments.

It is our policy that with less than forty eight (48) hours notice on a change of commitment, a charge of \$50.00 will be applied to your account.

If you have any questions regarding this policy, please do not hesitate to contact us.

We sincerely appreciate your understanding and cooperation in this matter.

Signature of Patient or Personal Representative

Date