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Confirmation, Cancellation and No-Show Policy

Office Hours are by appointment and we do value your time. This office is a private practice and not a dental "clinic". **Appointment time is reserved for you alone.** Where appropriate, we prefer to schedule longer appointments so we can complete as much dental treatment as possible during one appointment. We feel this type of scheduling will cause minimal disruption to your daily schedule and will provide efficiency in completing your dental care. When you make an appointment, please be sure that you will be able to keep it. Morning appointments are best for more complicated or extended procedures.

Emergency and unforeseen patient treatment problems may arise causing schedule changes. Emergencies are expected and seem to come at the most inconvenient times. If you have a dental emergency that needs immediate attention, we will always offer to see you at once. We expect that other patients may be slightly inconvenienced by this but, will understand that it is an emergency situation. At some point, **they may need the same courtesy too!**

We understand that scheduling conflict may arise prohibiting you from keeping your appointment. If you cannot make your scheduled appointment please notify the office as soon as possible. We do not take cancellations after hours with messages left on the answering machine. **There will be a charge of \$50.00 for a broken appointment or cancellation with less than 24 hour notice to the office.**

All appointments must be confirmed at least 24 hours before your appointment. We confirm through phone, email and text alerts. Failure to confirm your appointment may result in you losing your appointment time.

If you have any questions about our appointment cancellation and no-show policy please free to ask us.

I understand the above mentioned policy.

Print Name: _____

Signature: _____

Date: ___/___/___