

Welcome to Dentistry 4 Kidz

Office Policies and Procedures

March 2010

Confirmation of Procedures

INITIALS

_____ Front office personnel will contact you 1 week prior to your child's scheduled appointment to ensure the date and time are still convenient for you. We **MUST SPEAK** to a parent or Legal guardian in order to confirm the appointment.

_____ As a courtesy, front office personnel will call you the day before your child's appointment to remind you of the date and time your child is scheduled. If we cannot reach you we will simply leave a message regarding the child's appointment date and time.

_____ If we **do not** hear from you by the date and time that we've specified we will have no other choice but to remove your child from Dr. Divya Iyer's schedule. We will give this appointment to another patient waiting to be seen. **It is your responsibility to confirm your child's appointment with our office.**

_____ We **do not** accept any new patients who decline immunizations for their children.

Avoid Losing Appointments

- Confirm appointments in a timely manner at 940-691-5027
- Give us a 48 hour notice to reschedule appointment.
- Keep your appointments.
- Make sure that we have two working phone numbers.

Appointment Guidelines

INITIALS

_____ There will be absolutely NO charge for your need to reschedule an appointment provided you give us 48 hour notice and you contact us during business hours. This would allow us to give this time to another patient who is in need and waiting for an appointment.

_____ **Two or more missed appointments will result in dismissal from the practice.**

Last minute cancellations can cause hardships for many individuals. It is our sincere hope that you will accept these guidelines and join us in our efforts to provide quality time for you and each valued patient in our practice.



Thank You

Divya Iyer, DMD

Certified Specialist in Pediatric Dentistry

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