



Dr. Lina Garcia

— Holistic Dentistry for Total Health —

Scheduling Policy

Our schedule is created with the utmost care and respect for the needs of our patients. Different appointment types are scheduled at different times to better serve our patients. We understand that patients have a schedule to keep as well, and we will always do our best to accommodate each patient.

It is your responsibility to keep your scheduled appointment time. Our scheduling policy states that 48 business hours' notice must be given in order to avoid a **cancellation fee**. Our office hours are Monday 8-1, Tuesday 12-8, Wednesday 12-8, Thursday 7-3, Friday 10-12, and some Saturdays. Our cancellation policy is in place in order to make our patients aware of the careful planning that goes into each and every appointment. For every appointment you have scheduled, Dr. Garcia is here, ready and waiting, along with our Dental Assistant, Hygienist, and staff. Also, every appointment you have scheduled is an appointment we were unable to offer other patients. Please, make the decision to keep your scheduled appointment.

OUR SCHEDULING POLICY

A credit card number will be taken at your first appointment, and a **\$75.00** fee will be charged automatically if **48 business hours'** notice is not given if you cancel or reschedule your appointment. If your appointment exceeds one hour in length, our office will charge **10%** of the total fee of the appointment.

For appointments with Dr. Garcia or our Hygienist that are over 1 hour, 10% of the scheduled appointment will be charged to your credit card at the time the appointment is made. This amount will be applied toward the work unless you cancel or reschedule your appointment without **48 business hours'** notice.

If you have any questions or comments, please feel free to let any of us know. We are here to help you.

Patient, Parent, or Guardian Signature

Date

Patient Name (Please Print)

Credit Card Number

Expiration Date

Security Code

Updated July 1, 2015. Fees are subject to change without notice.