

CLAUDIA L. GONZALEZ

CG Dental Center
3757 Hamilton-Cleves Road
Hamilton, OH 45013

Dear Patients,

Appointments

We understand that last minute changes in your schedule may be unavoidable and we will try to accommodate those changes as best we can. Please understand that when we make an appointment we are setting aside enough time to do our best work and that each appointment is made for just one patient. We do not overbook expecting some of our patients to not show for their appointments. Therefore, a broken appointment without adequate notice results in time that we could have assisted someone else. Due to long appointments being cancelled without proper notice, we are asking you to now reserve your time slot for **one and ½ hours or more** . We now require **15%** of your co-pay when scheduling these types of appointments. In the event you cannot make your appointment, a **48-hour notice** will give us time to fill the appointment. Please kindly notify us as soon as possible if you cannot make your appointment. Otherwise we reserve the right to charge for time reserved.

Thank you for understanding

Patient Signature: _____

Date: _____