



## STAGECOACH CHILDREN'S DENTAL CENTER

Keith M. Coe, D.D.S.

32931 Decker Prairie Road • Magnolia, TX 77355

phone (281) 259-5444 fax (281) 259-5425

### APPOINTMENT POLICIES

Welcome to the Stagecoach! We hope to establish a long term relationship with your family. Due to a significant increase in the amount of broken appointments, we have had to implement the following policies:

1. A “broken” or “failed” appointment is any appointment not cancelled with at **LEAST 48 hours** notice. Broken appointments prevent us from seeing another patient in the time reserved for your child.
2. After the first failed appointment, you will be reminded of our policy. We realize children get sick, people sometimes forget, or another emergency arises. As soon as you know you can't make the appointment, call us – even late at night.
3. After the second and subsequent failed appointments in a six month period, we reserve the right to charge a broken appointment fee. If the appointment is for an exam, the fee is **\$65 per child appointed**. If the appointment is for treatment, the fee is **\$90 per child appointed**. Please note that insurance companies will **not** pay broken appointment fees. These fees will have to be paid prior to any further appointments being made for your child.
4. If your child is scheduled for a sedation appointment, we will collect half of the sedation fee when the appointment is scheduled. We will do everything possible to ensure the success of treatment. However, if your child is still unable to cooperate for treatment, we will retain this deposit as compensation for the appointment.

I UNDERSTAND THE APPOINTMENT POLICIES OF THE **STAGECOACH CHILDREN'S DENTAL CENTER** AND AGREE TO ABIDE BY THEM. ANY QUESTIONS I HAVE ABOUT THESE POLICIES HAVE BEEN EXPLAINED BY THE OFFICE STAFF.

\_\_\_\_\_  
Parent's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness