



**ARIZONA PEDIATRIC DENTAL CARE**

**Dr. Jared Welch  
Dr. Matthew Herring**

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**APPOINTMENT POLICY**

We realize your time is valuable and appreciate every effort made to be punctual. We see nearly all of our patients on time because we adhere to the following guidelines:

- **Please arrive 5 minutes early for all scheduled appointments and 15 minutes early for a New Patient visit.**
- **Patients who arrive more than 10 minutes late for their appointment time may be rescheduled** in consideration of our other patients' reserved appointment times.
- If you anticipate being late to your reserved appointment time, please call our office to see if your child's appointment will still be available.
- **Appointments for young children and dental treatment are typically scheduled in the morning. Afternoon appointments are reserved for our older patients.** Continuing Care appointments are typically made six months in advance for your convenience
- If cancellation is unavoidable, we require **48 HOURS** notice prior to cancelling an appointment. Appointments which are broken without the required **48 HOURS** notice may be subject to a broken appointment fee. We also may be required to notify AHCCCS of all insured patients who have chosen to break their appointment.
- Appointments cancelled with less than 48 hours' notice on a school holiday, or during an after-school time **may not be rescheduled on another school holiday or during an after-school appointment time, as these are our most sought after appointment times.**

Patients in Family: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Gilbert Location: 3011 S. Lindsay Rd Suite 108, Gilbert, AZ 85295 Phone: (480)917-9339 Fax: (480)821-2980**

**Mesa Location: 9101 E. Brown Rd Suite 102 Mesa, AZ 85207 (480)565-8555**

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