

# \*\*\* IMPORTANT \*\*\*

## Dental Patient Policies

All patients of Rice Regional Dental Clinic are important to us!

All patients **Must Call the Dental Clinic at 320-214-2620**  
48 hours before their scheduled time.

**If you do not call us your appointment will be given to another patient.**

Anyone wishing to cancel or change an appointment  
**MUST call 320-214-2620** twenty-four (24) hours in advance.

**NEW! Please use the voice mail box to leave a message after hours.**

Patients, including children, who fail to keep an appointment without calling  
the clinic 24 hours in advance will not be able  
to schedule an appointment for six (6) months.

**Emergency** patients who fail to arrive for an emergency appointment  
will also be restricted for six (6) months.

## Dental Appointment Fail Policy

**Please arrive on time for your Dental appointments.**

Patients who arrive late (anytime past the scheduled time) will be  
considered a “Fail” and your time will be given to another patient.

If you fail an appointment,  
you will not be able to schedule again for six (6) months.

**New Patients** must arrive **30 minutes early** for their appointment.

**All returning patients** should arrive **10 minutes early.**

## Sliding Fee Patients:

**All sliding fee payments are due date of service.**

*Thank you for respecting these policies.*

**\*\*\* IMPORTANT \*\*\***

**Attention Rice Regional Dental Clinic Patients:**

**Please Remain in the Waiting Room Area**

- After checking in, you **MUST** be here when your name is called for your appointment.
- A parent or guardian must check in all patients less than 18 years of age.
- If you need to use the rest room, please let the receptionist know.
- Failure to be present when your name is called will cause you to lose your appointment and you **MAY** not schedule another appointment for six (6) months.

**Please Be Respectful**

- Rice Regional Dental Clinic does **NOT** allow *cursing, yelling or rudeness* toward anyone in the clinic.
- If you break this rule, you **will** lose your appointment and you will not be able to schedule another.
- **Please, No Food or Drink** in the waiting room area!

**PLEASE TURN OFF YOUR CELL PHONE**



*Thank you for respecting these policies.*