

**Mansfield Dental Center**  
**23659 Columbus Road, Suite 1**  
**Columbus, NJ 08022**  
**609-298-5800**

**Dr. Rockwell & Associates**  
**176 Madison Avenue**  
**Mount Holly, NJ 08060**  
**609-267-2396**

## **APPOINTMENT POLICY**

Every effort is made to keep on schedule so we respectfully ask patients to be prompt and to keep their appointments. Our standard office policy regarding appointments is as follows:

We will confirm your appointment by email or text message one week prior to your appointment if you provide us with that information. We will attempt to confirm by telephone two business days prior if we have not confirmed it by any other means. Please do not depend on this courtesy. It is helpful if you can call us the day before. All appointments must be confirmed!! What time may we call and what is the best number to reach you with: \_\_\_\_\_

Your appointment card also serves as the reminder of your appointment and implies your obligation to be present. That time has been reserved especially for you. If you need to change your appointment we require at least 2 business days notice to avoid a \$50 charge for our lost time. Exceptions to this rule can be determined only on an individual basis according to circumstances.

Inform your employer in advance that you are not available for work at the time of your scheduled appointment.

If you have any questions or wish to inform us of some problem of which we may not have been aware, please let us know. Thank you for your future cooperation!

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Patient or Guardian Signature

Date