



### **Privacy Practices Acknowledgement/HIPAA**

You have the right to read our Notice of Privacy Practices before you decide whether to sign this consent. On the laminated sheet attached to the clipboard, we have provided a description of our policies regarding the limited disclosure we may make of your protected health information and of other important matters about your protected health information. We encourage you to read it carefully before signing this consent.

By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations. This includes, but is not limited to, submission of insurance claims and consultation with dental specialists (endodontists, oral surgeons, periodontists, etc.) if necessary.

I acknowledge that I have had full opportunity to read and consider the contents of the Notice of Privacy Practices. I understand that, by signing this form, I am giving my consent to Canon Family Dental to the use and disclosure of my protected health information to carry out treatment, payment activities, and health care operations.

Patient Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Missed or Failed Appointment Policy**

Canon Family Dental takes great pride in offering quality, comprehensive care for every patient. We are careful in scheduling each appointment so that each patient receives their recommended treatment in a reasonable amount of time while still accommodating individual needs. In order to consistently provide this type of care, it is important for our patients to be on time for their scheduled appointments so we can keep our schedule running smoothly.

Based upon this practice philosophy, Canon Family Dental has adopted a policy regarding no-show or last minute cancellations. Once you have missed two appointments, you will only be allowed to make a same-day- appointment. A same-day-appointment will require you to call our office on the day you are available and we will fit you in if there is availability.

Canon Family Dental understands the busy lives of our families and offer family appointments to better accommodate your needs. However, if a family appointment is missed, we will only be able to accommodate you on an individual basis in the future.

If you move or change phone numbers without informing our office, we may be unable to contact you in order to confirm an appointment. In such an instance, your appointment time will not be held for you.

I acknowledge that I have had full opportunity to read the “Missed or Failed Appointment Policy”.

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