

MIRANDA L RULEFORD FAMILY DENTISTRY PLLC
Dr Miranda Ruleford
500 East 8th Street
Okmulgee, Oklahoma 74447
918-756-9595

Patient Name: _____ Date: _____

- I have been offered and/or received a copy of the currently effective Notice of Privacy Practices for Dr Miranda Ruleford.
- I may refuse to sign.
- Expiration: 3 years from initial/last signature; insurance change; patient reaches age of 18.

- I understand that I may request a copy of the privacy policies at any time.
- I understand that my PHI (Protected Health Information) can and will be used for purposes of treatment and for payment from both myself and/or third party.

PLEASE LIST ANY OTHER PARTIES WHO CAN HAVE ACCESS TO YOUR DENTAL INFORMATION:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

I AUTHORIZE CONTACT FROM THIS OFFICE TO **CONFIRM MY DENTAL APPOINTMENTS, TREATMENT & BILLING INFORMATION AND INFORMATION ABOUT MY DENTAL HEALTH VIA:**

- Message on: Home Phone Cell Phone Work Phone
- Text
- Email
- U. S. Mail / Postcard
- Any of the above

Please ***print*** your name

Please ***sign*** your name

Patient Parent Guardian Other _____

No-Show/Short Notice Cancellation Policy

DEFINITION OF A “NO-SHOW/SHORT NOTICE CANCELLATION” APPOINTMENT:

Family Dental Care defines a “No-show/Short Notice” appointment as any scheduled appointment in which the patient either:

- Does not arrive to the appointment
- Cancels with less than 24 hours’ notice
- Arrives more than 10 minutes late and is consequently unable to be seen.

IMPACT OF A “NO-SHOW/SHORT NOTICE CANCELLATION” APPOINTMENT

Impact of a “No-Show/Short Notice Cancellation” appointments have a significant negative impact on our practice and the healthcare we provide to our patients. When a patient “no-shows/short notice cancels” a scheduled appointment it:

- Potentially jeopardizes the dental health of the patient
- Is unfair (and frustrating) to other patients that would have taken that appointment time
- Disrespects not only the provider’s time, but also the time of the entire clinic staff.

How to Avoid Getting a “No-Show/Short Notice Cancellation”

1. Confirm Your Appointment

Family Dental Care will attempt to contact you 2 weeks and again 2 days before your scheduled appointment. If you do not text back and we are unable to speak with you and have to leave a message, you will need to contact Family Dental Care by 2:30 p.m. the business day prior to your appointment- otherwise the appointment may be cancelled and/or rescheduled.

2. Arrive 5-10 Minutes Early

When you schedule an office visit with us, we ask that you to arrive at our practice 5-10 minutes prior to your scheduled visit. This allows time for you and our staff to address any insurance or billing questions and/or to complete any necessary paperwork before the scheduled visit.

3. Give 24 hours’ Notice if You Need to Cancel

When you need to cancel or rebook a scheduled visit, we ask you to contact our office no later than 24 hours before the scheduled visit. This allows us a reasonable amount of time to determine the most appropriate way to reschedule your care, as well as giving us the opportunity to rebook the now vacant appointment slot with another patient. If it is less than 24 hours before your appointment and something comes up, please give us the courtesy of a phone call.

*****Consequences of “No-Show/Short Notice Cancellation” Appointments*****

*****Could Result in a \$25 Fee*****

*****If you miss 2 or more appointments within a year, you WILL be put on a “same-day” appointment list. This means we will call you if we have an opening on a given day or you may call each day to see if we have an opening as well but will no longer be allowed to schedule out any dental appointments.

Signature: _____ Date: _____