

Welcome to *Mid-Missouri Dental Center (MMDC)*. We are a private practice established in 1995 to serve the needs of children in the third county Mid-Missouri area, In order to serve you better we would like you to take this opportunity to review our office policies.

LATE POLICY

As a courtesy to all patients we reserve the right to reschedule a patient that is more than fifteen minutes late for an appointment. For patients driving a considerable distance to their appointment we recommend you allow yourself an additional 30 minutes for unforeseen circumstances (car trouble, lost, etc.) Due to the high number of patients that live outside of Boone County we cannot make exceptions for patients that drive long distances.

CANCELLATION/MISSED APPOINTMENT POLICY

We kindly ask that you give our office at least 24 hours advance notice prior to canceling your appointment. Patients that give 24 hours' notice are given priority when being rescheduled. If you have not called 24 hours in advance to cancel your appointment, and you wish to reschedule, you will be given the next available appointment. Patients that miss their appointment without calling to cancel will have their missed appointment indicated in their record. Three recorded missed appointments in a 1-year time period may result in dismissal from the practice. This means that you will not be seen by MMDC, and will have to receive dental care from another dentist.

PARENTS/GUARDIANS WITH CHILDREN

Mid-Missouri allows a parent to be present with a child during the child's exam. However, due to space limitations we will only allow **ONE** parent to accompany the child to the exam room. If the parent has additional children, then the parent will need to stay in the waiting room with the other children. If you are bringing more than one child to the appointment we recommend you bring another responsible adult to watch the additional children while you accompany your child to the exam room. We **cannot** be responsible for children left unattended in the waiting room. **For all other procedures and/or I.V. sedation parents must wait in the waiting room.** Due to safety requirements, adult patients will not be able to bring children into the treatment room while the adult is being treated. A parent or guardian is expected to be present when a minor (17 or under unless emancipated) presents for treatment planning. Guardians **must** supply written proof of legal guardianship before Mid-Missouri Dental will begin treatment. Only a parent or legal guardian may sign for the treatment of a minor, therefore treatment will not be rendered to minors without written signature of parent or guardian; in this situation the minor will be rescheduled.

PREGNANT PATIENTS

Please inform the front desk if you are currently pregnant. Pregnant patients require a consult with the Obstetrician prior to treatment.

GENERAL POLICIES

- * Food and drink are not permitted in the waiting room.
- * Restrooms are located at the main entrance to the building. If you need to leave the waiting room momentarily and you are waiting for your appointment, please advise the front desk. If the patient is not in the waiting room when their name is called we will move on to the next patient.
- * Shoes are required at all times.
- * Mid-Missouri Dental Center does not tolerate abusive or disruptive behavior or foul language. Patients exhibiting such behavior will be dismissed from the practice. Threats are taken seriously and will be turned over to the Columbia Police Dept.

I acknowledge I have read and understand the above policies, and I agree to comply with these policies. I also understand that if I fail to comply with these policies I may be dismissed as a patient of MMDC

Patient/Parent/Guardian: _____ Date: ____/____/____
(Signature)

Patient/Parent/Guardian: _____ Date: ____/____/____
(Print)