



Appointment Management and Cancellation Policy

It is the aim of this practice to provide quality dental care to our patients and to use clinical time effectively. To achieve this aim, we have an appointment management and cancellation policy.

Management of appointments

We invest in the latest technology, including modern telephone equipment, to allow our patients to make or reschedule appointments easily. Appointments can be made or rescheduled by calling our practice on 01905 773111 or email info@spadentalclinic.co.uk.

Reminders

Email reminders are sent out 4 weeks and 5 days before any appointment.

Text reminders are sent to patients 3 days before any appointment and patients are requested to inform the practice of any changes to their contact details.

Cancellation or delay of an appointment by the practice

We will only cancel or delay a patient's appointment in unavoidable circumstances. In such cases, we will take the following steps:

- The patient will be contacted as soon as the practice is aware of the need to cancel or delay the appointment. We will explain the reason for the cancellation or delay
- At the time of contact, the patient will be offered a new appointment at the earliest time available
- If the patient is unable to commit to a new appointment during that contact, we will ask them to get in touch at a later time, when we will offer them a priority appointment

Cancellation of an appointment or missed appointment by a patient

Patients are requested to give at least 24 hours' notice to cancel a dental appointment. Cancellations should be made by telephone on: 01905 773111 or email at info@spadentalclinic.co.uk. Late cancellations and missed appointments may represent a cost to the practice, when other patients could have been seen in the time set aside for the patient. Therefore patients may lose their deposits they paid prior to booking their appointment.

We reserve the right to ask a patient to find another dental practice if they continue to miss appointments.

If three or more dental appointments are missed or cancelled with less than 24 hours' notice, and within a year, we do not guarantee being able to complete a patient's treatment or offer them treatment at Spa Dental Clinic in the future.

It is our aim to telephone or write to patients after a missed appointment to understand the reason for non-attendance and to inform them about any fee or decision about their NHS dental care. We understand that cancellations are sometimes unavoidable due to illness or emergencies and we will take account of all valid circumstances.

Any appeals about missed or cancelled appointment decisions by a patient should be made in writing to the Practice Manager, Phoebe Stanley email is info@spadentalclinic.co.uk.