

# DALE ALLEN DMD

## General Policies

### **Office Hours**

Monday-Thursday 8AM - 5PM

We close for lunch from 1PM - 2PM

### **After Hour Emergencies**

Call the doctors exchange at 256-424-9182. They will need your name, phone number and nature of your emergency. The exchange will page Dr. Allen or the doctor on call and someone will call you back.

### **Broken Appointment Policy**

Appointments that are missed without a 24 hour notice of cancellation or reschedule are considered broken appointments. We will review these appointments with consideration for sickness, family emergencies or job related conflicts. **We reserve the right to charge for appointments cancelled or broken without 24 hours notice.**

**I understand that in the event I miss an appointment, this office may charge me a broken appointment fee of \$25 for each scheduled hour.**

Date \_\_\_\_\_ Signature \_\_\_\_\_