

COLINDALE DENTAL

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

Our appointment system supports timely access to care and treatment, allows patients to access services at a time that suits them and minimises the length of time people have to wait. Appointments can be made or rescheduled by calling our dedicated appointments line on 0208 205 0337 / 5636 or by emailing us info@colindaledental.co.uk (monitored during our opening hours only).

Reminders

E-mail / Text reminders are sent to patients 1 day before any appointment and patients are requested to inform the practice of any changes to their contact details. Reminders are a computer-based automated system and may not always be sent - patients are reminded it is their responsibility to make a note of their appointment time and date.

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: 0208 2055636/ 0208 205 5636. 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.

We do not make a charge for NHS patients for a late cancellation or missed appointment. However, we reserve the right to ask a patient to find another dental practice if they continue to miss appointments. If more than TWO NHS dental appointments are missed or cancelled with less than 24 hours' notice, we do not guarantee being able to complete a patient's NHS treatment or offer them NHS treatment in the future.

There is a fee for private dental appointments that are missed or cancelled with less than 24 hours notice. The fee is based on the length of the appointment. 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.

Patients arriving too late to be seen

This is officially recorded as a failure to Attend. If you are more than 10 minutes late, the dentist will not have enough time to treat you safely without delaying other patients. Discretion: If you are less than 10 minutes late, the receptionist will usually check if the dentist can still fit you in, though you may face a wait. Repeated Lateness: If you miss or arrive too late for two appointments within a 12-to-24 month window, the practice has the right to remove you from their NHS patient list entirely. The computer system accurately records patients arrival and exit from the practice.

Any appeals about missed or cancelled appointment decisions by a patient should be made in writing to the Practice Manager, Nikky Patel or Principal Dr K Patel.

Policy available on practice website and reviewed annually.