

Dear Colleagues

In response to your feedback and to enhance and shorten the Dental Clinic patients waiting times at AKCMC (Dental Services) this new arrangement should be carefully followed, from now on, to increase appointments availability for all residents of AKC.

## Dental Appointments



1. Dental appointments should only be booked by the employee/eligible dependent sending an E-mail, **(Instead of Coming or Calling to AKCMC)**.

Send the E-mail to: [AKCMCDental@rsgas.com.qa](mailto:AKCMCDental@rsgas.com.qa) and include the details below:

**Patient Name:** \_\_\_\_\_

**Staff Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

The first available dental appointment will be sent to you via **e-mail from the Medical Centre**, within 2 working days. This will be a “do not reply” e mail.

2. Existing appointment should be kept.
3. In case of cancellation, please inform by e-mail 24hrs ahead, to allow us to book the appointment for another patient.
4. Dental emergencies will continue to be seen from 7 am to 8 am (Sunday to Thursday) without appointment. **Employees will be given priority.**
5. Any dependent under the age of 18 years must be accompanied by a parent (as per Qatar Law)

This new system is to document and minimize waiting times for AKCMC dental appointments, avoid phone call misunderstandings and long queues at the medical reception.

**All future dental appointments must be made by E-mail ONLY.**