



## APPOINTMENT CANCELLATION POLICY

Trenton Dental Center strives to deliver excellent dental care to you, along with all of our patients. Our doctors and hygienists want to be available to all our patients when the need arises. When a patient does not show up for a scheduled appointment, another patient loses the opportunity to be seen. We understand that unplanned issues can come up and you may need to cancel an appointment. If that happens, we respectfully ask for scheduled appointments to be cancelled at least 24 hours in advance.

In an attempt to be consistent with this, and although we have always had a cancellation policy, circumstances have caused us to **enforce a policy of charging for appointments that are no show appointments along with appointments cancelled without 24-hour notice. As of June 1, 2022 there will be a fee of \$15.00 per appointment assessed if we do not receive proper notification within the required time.** You will be directly responsible for this cost.

**\*\*After 2 failed appointments the patient will be required to prepay in full any appointments prior to being put on the schedule.**

**\*\*For any patient with 5 failed appointments, the patient's relationship with Trenton Dental Center will be terminated.**

Your health is our first concern and we believe it to be in your best interest to commit to the appointments you make in our office to minimize your dental needs.

I, \_\_\_\_\_ (print name), have read and understand Trenton Dental Center's cancellations policy.

\_\_\_\_\_ (SIGNATURE)                      \_\_\_\_\_ (DATE)