



# TriMark Dental Clinic, LLP



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[www.TriMarkDental.com](http://www.TriMarkDental.com)

## MISSED APPOINTMENT POLICY

The following procedures will be implemented for all patients concerning a missed appointment.

1. **24 hours notice** must be given to this office if an appointment must be changed or cannot be kept. If we do not receive 24 hours notice, it will be considered a missed appointment.
2. If you cannot call during regular business hours, you may leave a message on our answering machine.
3. **There will be a charge of \$25** per family member for a second and all subsequent missed or cancelled appointments.
4. **After a third missed or cancelled** appointment without 24 hour notice, **the patient may be dismissed** from the practice at our discretion.

There are many patients waiting for treatment, so please extend the courtesy to allow them to be seen if you cannot make your scheduled appointment.