

Fairmount Dental  
715 Hammond Street  
Bangor, Maine 04401  
(207)945-6493

### MISSED APPOINTMENT POLICY

When we schedule your appointment, a specific amount of time is reserved especially for you. If for any reason you must cancel or change your appointment, it is important that you give our office at least 24 – 48 hours notice so that we may offer that time to someone else.

- **First Missed Appointment:** If an appointment is missed or cancelled within the 24 – 48 hour window, a letter will be sent reminding you of our policy.
- **Any missed appointments following the first:** You will be placed on a short call list and will be notified when there is a cancellation or opening in the schedule.
- **For New Patients:** You will not be reappointed if your appointment is cancelled with less than 24 hours notice or if you do not show for your initial appointment.

We understand that emergencies happen and sometimes prevent us from keeping appointments. If you had an emergency or an issue that caused you to miss an appointment, let us know and the “missed appointment” will be removed from your record.

I have read the above policy, understand it and agree to abide by the terms listed above.

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