

Neeley Dental Group  
9301 N. Central Expwy., Suite #585  
Dallas, TX 75231  
214 -521 -3148

## **Important Notice for All Patients**

**We request that a 48 hr. notice be given, if unable to keep your scheduled appointment.**

### **Broken Appointments**

We consider an appointment broken when a patient fails to give a **48 hour notice** or a failure to show up for their scheduled appointment.

**1<sup>st</sup> Missed Appointment** – Given as a courtesy, we do understand things sometimes happen that are out of our control. Patients will be notified via telephone of their first missed appointment. This will be recorded in the patients chart.

**2<sup>nd</sup> Missed Appointment**– A notification of the second broken appointment will be given to the patient, and a broken appointment fee of \$25.00 will be charged to their account, and will need to be paid before scheduling again.

**3<sup>rd</sup> Missed Appointment** – A notification of the third broken appointment will be given to the patient, and a broken appointment fee of \$25.00 will be charged to their account, and will need to be paid before scheduling again. Patients may also be subject to dismissal from the practice after missing three appointments.

**Print Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Patient or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_