

# NEELEY

## DENTAL GROUP

It is with the greatest pleasure that I welcome you to our dental practice in Dallas. I appreciate you choosing our practice for your dental needs. Please feel free to ask my dental team any questions and concerns you may have. I also can cover any questions you may have at the time of your visit. I look forward to caring for you and your family's dental needs.

**Hours of Operation:** Our office is opened Monday, Tuesday and Thursday 8am to 5pm, Wednesday 8am to 1pm and Fridays are reserved for surgical procedures only. Emergencies are a phone call away. Office phone number is 214-521-3148 and fax number is 214-521-3186. Our website is [dallasdds.net](http://dallasdds.net) and e-mail address is [dallasdds@gmail.com](mailto:dallasdds@gmail.com).

**Appointments:** We will make every effort to see you on time. Please arrive at the office 10 minutes before your first scheduled appointment. This will allow the front office staff to do their part prior to the visit. If applicable, please bring your Dental Insurance Card with you at the time of your visit.

**Financial Policies:** Your payment is due at the time services are rendered. We accept all major credit cards, checks and cash. A \$35.00 fee will result in a returned check. **As a courtesy to our patients with dental insurance, we will file your insurance claims. We accept all PPO dental plans. We do our best to ESTIMATE your patient portion with your treatment estimate; however, you will be responsible for any outstanding balance your insurance does not pay. What your insurance will pay is directly dependent on the policy you/your employer chose. The best way to know your insurance policy is to contact your insurance company directly. Your co-pay and insurance portion will be collected at the time of service.** Also, we are happy to offer Care Credit as an option for payment.

My dental team and I are very proud of our full line of dental services and products that we offer, including the dental laser and digital x-ray technology. We look forward to providing you and your family quality dental care in a warm and friendly environment.

Warm Regards,

Michael J. Neeley DDS