

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

## **Important Notice for All Patients**

**We request that a 24hr. notice be given, if unable to keep your scheduled appointment.**

### **Broken & No Show Appointments**

We consider an appointment broken when a patient fails to give a **24 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, email or text of their first missed appointment. This will be recorded in the patients chart.

**2<sup>nd</sup> Missed Appointment**– Due to an increase in patient no shows and last-minute cancellations the office has implemented a no show/cancellation fee of \$30. If you cannot make your appointment you must contact our office and cancel 24 hours or more in advance or you will be charged a fee of \$30.

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

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