 Office Policies and Information

Neo Dentistry welcomes you to our family and look forward to helping you get the healthy, beautiful smile you’ve always wanted. If there is anything we can do to make your visits here more pleasant, please don’t hesitate to ask one of our friendly staff members.

Broken Appointments: A specific amount of time is reserved especially for you and we strongly encourage all patients to keep their appointments. If you must change your appointment, we require at least **24 hour** **notice** to avoid a **$50/HOUR cancellation fee**. (Emergencies are an exception.) We now will require that **after the 2nd canceled/no show appointment**, patients will have to **PAY IN ADVANCE** to secure their amount of time for treatment.

After Hours/Weekend Emergencies: In the event of an emergency after regular business hours a **$75 emergency fee** will be charged for established patients in addition to the necessary treatment fees.

**Patients who are not established in the practice will be charged $150 after hour emergency fee in addition to the necessary treatment fees.**

Neo Dentistry is here to give you dental care and we respect your choice to wait on any treatment you are shown. However, we want to prevent additional treatment by having you complete your treatment as quickly as possible.

Dr. Alamo and Dr. Gonzalez share in the philosophy that your oral health is yours and respect each of their patient’s wishes. They both are always available for questions at any time.

Patient Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party (if patient is a child): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_