

Brenda R. Gentry DDS, PA

302 N. Heatherwilde Blvd, Suite 100

Pflugerville, Texas 78660

Exceeding Expectations

(512)252-SMILE

Missed Appointment Requirements

We schedule our patients to maximize their convenience and to allow opportunities for patients with emergencies to be seen as soon as possible. To do this, we need to know of any schedule changes as soon as possible.

We reserve the right to charge a **No-Show fee of \$70 per scheduled hour** for appointments missed without giving us at least **24 hours notice**. We will continue to provide confirmation calls as a courtesy to you, but an appointment is your responsibility. And please, if an emergency comes up and you are unable to make your scheduled appointment, just let us know.

As a courtesy our office will file your insurance for you. Legally insurance companies must address all claims within 30 days after filing. All insurance correspondence thereafter is between you and your insurance carrier. Therefore all accounts must be paid 60 days after appointment.

Returned Check Policy

There will be a \$30.00 service charge for all returned checks.

Thank you for your consideration and cooperation.

Sincerely,

Mary Spakes
Administrative Assistant

Signature

Date

Witness

Date