

Inglewood Family Dentistry
Karen B. Curtis, DMD
4311 Gallatin Pike
Nashville, TN 37216
Tel (615) 228-9066
Fax (615) 228-9959

Dear Patient,

We would like to welcome you to our office and thank you for giving Dr. Karen Curtis and her staff the opportunity to serve you. We care about your needs and want to give you the best experience possible. Providing quality patient care to you and your family is a commitment that we stand behind.

We would like to provide you with some helpful information about our office. Our regular office hours are Monday through Wednesday 8am- 4:30pm with a lunch from 1pm-1:30pm, and Thursday from 7:30 am-4:00 pm with lunch from 12pm-12:30pm, unless otherwise posted.

As our patient your needs and thoughts are important to us. We are always open to suggestions. We want you to know that we will take the time to listen if you call us. Just keep in mind we can not change something if we are not aware of it, so please do not hesitate to call our office.

We appreciate the referrals of your family and friends. For every new patient that you refer to our office you will receive a \$15.00 credit on your account, which you may use towards future treatment. This is our way of thanking you for your kind referrals.

We do not “double book” appointments in an effort to keep your wait time to a minimum. If you are unable to keep your scheduled appointment, we ask that you kindly give us **2 business days notice**. If you fail to notify us in advance, a **missed appointment fee** may be assessed. This policy helps us to keep costs to a minimum and gives us the opportunity to offer the appointment to others in need of treatment. We would appreciate your understanding.

In the event of inclement weather (snow/ice) our office may be closed. **If Davidson Academy Schools Snow Care is closed, then our office will be closed.** Please call the office before your appointment to make sure that we are open. If we are unable to open the office, someone will attempt to contact you to reschedule your appointment.

Again, we thank you for giving Inglewood Family Dentistry the opportunity to take care of your dental needs. If you have any questions, please feel free to ask a staff member.

Sincerely,

Karen B. Curtis, DMD
And the Staff at Inglewood
Family Dentistry