

APPOINTMENT POLICY

In order to insure quality orthodontic care, it is imperative that our parents and patients understand the manner in which we schedule our appointments.

We value your time and make every effort to stay on or ahead of schedule.

Please help us by attempting to arrive on time or a few minutes early for your scheduled appointment.

We reserve before and after work and school appointments for appliance checks and progress check ups since we can accommodate many patients for these short appointments. **Longer appointments and repair appointments are scheduled during school or work hours.** Thus, our afternoon appointments are booked very heavily so as many patients as possible do not have to miss school or work for every visit to our office.

We feel that it would be a fair estimation to expect appointments **4-6 times per year during school hours for regular treatment appointments. Extra appointments for repairs will increase this number.** We are happy to work around certain classes that are important to you or one in which your child may be having problems.

All **missed appointments** or those not cancelled 48 hours prior to the appointment must be **rescheduled** as soon as our office schedule allows. It is the patient's responsibility to contact us as soon as possible to rebook any missed appointments. Since our "after school" appointments are usually booked 5-7 weeks in advance, **it will be necessary to reschedule the missed appointment during school hours.** We are always trying to move teeth as efficiently as possible, and these force systems need to be monitored regularly. Frequent missed appointments can increase the length of treatment and treatment cost.

In case of emergencies such as bleeding, swelling or significant pain, we want to see you as soon as possible. In the case of trauma to the face or mouth due to an accident, you may be referred to another specialist for treatment.

We appreciate and thank you for your understanding regarding the appointment policy.

Parent's Signature

Date