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APPOINTMENT SCHEDULING GUIDELINES

*We are pleased to have you as a patient in our practice.
Here are some guidelines we use in appointment scheduling to keep patient treatment on schedule.*

APPOINTMENT SCHEDULING

1. Our initial appointments (the records appointment and the appointment to put braces on) are long appointments and are always scheduled in the morning. After the braces are placed, the monthly adjustments appointments are 15 to 30 minutes long and will be scheduled at all times of the day at 4 to 8 week intervals.
Orthodontic appointment slips and excuse slips are prepared in our office for you to indicate to the teachers and principal that the absence due to the orthodontic appointment is scheduled and legitimate. Please ask for one of these at each appointment.
Orthodontic appointments are legitimate, excused absences. These absences should not be counted against the student as long as class requirements are made up. Alternating appointment times between morning and afternoon will help students avoid missing too much time in any one class.
2. Please understand that we cannot honor all requests for after school appointments. At this time, patients entering this practice must understand that it is absolutely impossible to avoid missing any school and that the majority of appointment times are during school hours. Insistence upon after school appointments will not only create scheduling problems for us, but will cause the patient's treatment to progress slower and take longer. In order to treat all the patients in the practice in a timely fashion, the entire day must be utilized for appointments.

LATE ARRIVALS

We appreciate your effort to be on time for every appointment: therefore we resolve to do our best to be on time as well. If you arrive more than 10 minutes late for your appointment, we will have to evaluate our schedule for that day before we can commit to seeing you. In most cases, you will have to be rescheduled to another day. Please call the office if you are going to be late or absent - we can reschedule over the phone.

REPAIRS TO APPLIANCES

Please call our office immediately if the appliances are loose or broken. We set aside time in our schedule to treat repairs. If for some reason our repair appointments are filled, we may find it necessary to get you in right away to alleviate the discomfort, and then to make a separate appointment for the actual repair.

I have read and understand the appointment guidelines that will be followed during my orthodontic treatment.

Patient

Parent/Guardian

