



Excellent results in orthodontic treatment are facilitated by great teamwork in the area of appointment scheduling. Our appointment coordinators, parents, and patients work together to plan orthodontic visits that work well for everyone. Because it is occasionally necessary to schedule an appointment during school hours, our appointment coordinators maintain current calendars of all local schools. We ask that the student and parent have a copy or working knowledge of that child’s daily school schedule (and exam schedule) to allow us to select an appointment that will least conflict with academic classes.

APPOINTMENT SCHEDULING POLICY

An appointment is regarded as a contract of time reserved to evaluate progress and to make necessary adjustments to the orthodontic appliances or braces. We respect your valuable time and will make every effort to be on schedule upon your arrival. We request the same courtesy from our patients. *Honoring scheduled appointments will avoid delays in your treatment.* If you are unable to come at your scheduled appointment time, **please notify us at least 24 hours in advance. We ask for 48 hours’ notice for initial bonding (“braces start”) appointments, appliance delivery and deband appointments (removal of braces).** A missed appointment is an appointment cancelled or rescheduled with less than 24 hours’ notice (less than 48 hours’ notice for braces start appointments, appliance delivery or deband appointments). If you are 15 minutes or more late for a scheduled appointment, that appointment may need to be rescheduled and, if so, it will be considered to be a missed appointment. ***Please note that Emergency and Observation appointments are also subject to the missed appointment fee.*** After the third missed appointment, we will charge a fee for subsequent missed appointments. Any missed appointment fees assessed are due at the following appointment. _____ ****Please initial here.**

APPOINTMENT FREQUENCY AND TIME OF DAY

We make every effort to minimize the amount of school our patients miss. Regular orthodontic appointments are scheduled for thirty minutes every 4 to 8 weeks. We are generally, but not always, able to make these appointments for before or after the school day. The best way to ensure a before or after school appointment for regular orthodontic appointments is to make the appointment in advance (we encourage you to schedule your next appointment at your current appointment) and to reschedule well in advance, if necessary. Initial bonding (placing the braces), repositioning and delivery of appliance appointments are examples of appointments that require more time; therefore, these appointments are generally during the school day, if school is in session. If an appointment must be during the school day, we make every effort to schedule it during a part of the school day that students believe they may more easily miss. Therefore, it is helpful if the student knows his or her school schedule to assist us in this effort. Because the course of treatment will be determined at each visit, we are unable to schedule more than one appointment in advance.

We are looking forward to working with you to achieve a life-long, beautiful smile. Thank you for your understanding of our appointment procedures.

I have read and understand the appointment policy and procedures.

Signature _____ Date _____

Printed Name _____ Relationship to patient _____

Witness _____