



# APPOINTMENT GUIDELINES

When school is in session, careful scheduling of orthodontic appointments is particularly important. Most of our patients attend school or work outside the home so we understandably cannot accommodate everyone during before and/or after school hours. **Our goal is to minimize each student's time out of class and complete orthodontic treatment in the shortest possible time.** So that we can work with you in achieving these goals, please consider the following:

- Longer appointments and procedures that require a greater amount of time with the doctor, such as; placing, repositioning, and removing orthodontic appliances, are generally scheduled between the hours of 10:00 AM and 1:00 PM. This allows us to see a larger number of patients for short appointments before and after school.
- The more frequent, shorter appointments, such as adjustments and observation check-ups are scheduled throughout the day with the majority of them being in the afternoon.
- Please schedule your next appointment before you leave the office. This will give you the greatest choice of appointment times. If scheduling is deferred, there may be difficulty in finding a time that meets your needs and treatment duration may be extended.
- In order to assure that we can provide the best possible treatment, it is critical that each appointment be kept as scheduled. Please provide 24 hours notice in the event that an appointment must be changed.
- As a courtesy to all our patients, if you or your child is experiencing the following symptoms; fever, cough, colds, sore throat, or stomach viruses, we would prefer you to reschedule.
- There may be additional fees for excessive missed visits and/or late cancellations.

<b>OFFICE HOURS:</b>	Monday, Tuesday, Thursday	7:30 AM—4:30 PM
	Wednesday	7:30 AM—5:00 PM
	Lunch Daily	1:00 PM—2:00 PM
	Summer Hours (Mon.—Thur.)	7:30 AM—4:00 PM
	Summer Lunch Daily	1:00 PM—1:30 PM

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