



Appointment Scheduling Guidelines

How will I fit orthodontics into my busy schedule?

Our goal is to minimize your time away from work or school and to provide you with the shortest possible treatment time as efficiently as possible! Inevitably, some appointments are bound to conflict with other obligations you may have. To limit the inconveniences to your schedule, here are some helpful tips:

We recommend scheduling your next appointment before you leave the office. Since most appointments are scheduled 4-10 weeks in advance, our schedule tends to fill quickly. Booking your appointment early is helpful in avoiding conflict.

Unforeseen circumstances arise which necessitate change in appointment times. Should a conflict arise, please reschedule your appointment as soon as possible, to allow us to find an alternate time for you.

Be sure to arrive on time for your scheduled appointments. We have carefully crafted a staggered schedule which we feel will best suit the type of appointments you will be scheduled for. If you arrive late for your appointment, in fairness to our other patients, we may not be able to perform the scheduled procedures, or it might be necessary to postpone your appointment.

Missed appointments or numerous rescheduling of appointments can cause a delay in your treatment time. Since orthodontics is an ongoing process, we are careful to use our expertise to let you know the optimal time between each procedure. Not all appointments will be the same duration or equally spaced over the weeks throughout your treatment. Maintaining some flexibility will help us in providing you with the best possible care, particularly since most appointments are scheduled so far in advance. If you, or your child is sick, please consider rescheduling.

Our approach to scheduling.

To ensure that as many patients can be accommodated during peak hours as possible, a few of the longer appointments must be scheduled during non-peak hours (between 9:00 am- 1:00 pm). Before and after-school/work times tend to be the most popular. If you prefer to come during a quieter part of our day, please let us know and we can accommodate you by scheduling a late morning or early afternoon appointment! Some appointments will be blissfully short, while others may take several hours. Since the longer appointments are fewer in number, we schedule these during non-peak hours so that most of our shorter appointments will be available for our patients during peak times. This is also true of emergency appointments since they must often be "squeezed" into our existing busy schedule. Since we are trying our best to accommodate you and to successfully complete your orthodontic treatment on time we request that you limit the number of rescheduled and missed appointments. Appliance breakage takes time to repair. If you, or your child, have broken appliances please let us know in advance of



your visit because a longer appointment or change in scheduled time to accommodate the repair may be necessary. Excessive breakage and missed appointments may result in additional fees.

Office hours:

Monday	8:00 am-5:00 pm
Tuesday	8:00 am-5:00 pm
Wednesday	8:00 am-5:00 pm
Thursday	7:30 am-4:30 pm
Lunch daily	1:00-2:00 pm
Summer hours	7:30 am- 4:00 pm