



Orthodontic Appointment Policy

We do our very best to see every patient on time, to have you in and out as quickly as possible and appreciate the same courtesy on your part. This policy is our way of sticking to our goal and we ask for your cooperation with the following:

Please initial each section of the following to acknowledge understanding.

_____ **Appointment Times:** We strive to schedule as many before and after school/work and lunch time appointments for you as possible. **It will be necessary to schedule some appointments during school or work hours due to the length and complexity of the procedure.**

_____ **Appointment intervals:** Range from 2 to 10 weeks between visits with most appointments being 6 to 8 weeks apart. We do provide excuse slips for any missed classes or work.

_____ **Punctuality:** If you are running late please call us and let us know ahead of time, as to accommodate you if possible. **If you are more than 15 minutes late for an appointment, we may have to reschedule the appointment as a courtesy to our other scheduled patients.**

_____ **Canceled, Missed, or Rescheduled Appointments:** Canceling or changing an appointment less than 24 hours prior to the scheduled appointment could result in a cancellation or change fee charged to your account. A missed appointment may also result in a fee charged to your account.

If you cancel an early morning or afterschool appointment, it could be a month or more before another similar time is available. Please keep in mind that missed, cancelled, or changed appointments could delay treatment progress significantly.

_____ **Scheduling Appointments:** As a courtesy we call/text/email before your scheduled appointment. We suggest that you schedule your next appointment before you leave the office to obtain the most ideal time for your needs. We do not always have the time to call you to schedule your appointment and when we do it is as a courtesy to you. **If you miss or do not schedule an appointment, it is your responsibility to call or come in and make the new appointment.**

Signature

Date