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## Patient Treatment Policies

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Orthodontic treatment requires cooperation by both patient and parent in order to achieve the best possible results. We ask that you adhere to the following patient treatment policies in order to make you or your child's treatment go as smoothly as possible.

We always do our best to respect the valuable time of our patients by running our schedule on time. Please be prompt for your visits. Arriving late for an appointed procedure will limit the amount of time we have for your appointment that day. This could affect the procedures we were scheduled to perform and consequently affect your treatment time. Our office reserves the right to reschedule an appointment in the event you arrive 10 minutes after your scheduled appointment time. If an appointment time is no longer convenient, please contact our office at least 48 hours in advance. This will enable other patients who are seeking appointments to be accommodated. Excessive appointment breakage may result in additional fees.

Appointments must be kept as recommended. In most instances, appointment frequency is scheduled in four to six week intervals. We have found this to be the most effective time frame for moving teeth. Brace and appliance adjustments are by appointment only. Emergency appointments are scheduled to alleviate any pain or discomfort. If appliances are damaged or broken, we ask that you notify the office as soon as possible. A repair visit requires a longer appointment time than a regular adjustment visit. Broken appliances discovered during a routine adjustment visit will need to be repaired at a subsequent appointment.

We make every effort to schedule appointments after school hours, however there are times when longer appointments necessitate visits during school hours.

These include but are not limited to:

- Orthodontic records
- Braces going on
- Braces coming off
- Repair of broken braces
- Appliance insertion
- Impressions

Braces will be removed when they are not being treated as instructed. For example, recurring poor oral hygiene which leads to decalcification ("white spots") or chewing gum / eating hard candies which can lead to appliance breakage. Excessive broken brackets increase treatment time. If broken brackets occur due to non-compliance, additional fees may be assessed. If a bracket is broken, please notify us in advance so that additional time can be scheduled for the repair. Additionally, not following instructions with auxiliary appliances will also increase treatment time - for example, wearing rubber bands. If treatment time goes beyond the original estimate due to lack of cooperation, a monthly adjustment fee of \$150 will be charged until treatment is complete.

Retainers after braces are just as important as the braces themselves. Without compliance to the recommendations provided by our office, teeth may shift. The orthodontic fee includes the initial set of retention appliance(s) and approximately six months of retention visits. Patients are always welcome to come back after that, however there will be a fee for the office visit.

Remedial treatment may be recommended if orthodontic relapse occurs that cannot be corrected by wearing the original retainers or if the orthodontic correction is outgrown. In either case, additional fees may apply

An adult is expected to be present at every visit.

I have read, understand, and agree to abide by the Office Policies regarding Patient Treatment.

Patient \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
Signature Print Date