

## Planning Your Appointments

Orthodontic care involves a significant commitment of time and energy both from you and your orthodontic team. While we do our best to keep your appointments to a minimum, we are committed to maximizing your results and keeping your case moving along.

Since many of our patients prefer not to miss work or school, we have adjusted our schedule to see as many patients as possible during the late afternoon and weekend hours. To help us provide you with these "prime time" appointments as often as possible, please plan for your appointments as follows:

1. Short appointments, such as routine adjustments, progress checks, and retainer checks will be scheduled during "prime time" whenever possible. These appointments are generally scheduled six weeks in advance, so appointments scheduled with shorter notice will most likely be during non-prime times.
2. Longer appointments, including initial braces placement, and the removal of braces will be scheduled in the mid morning or early afternoon. These lengthy appointments are infrequent and we do our best to minimize the number of times you will need them during the course of your treatment.
3. Repair visits, since they can be lengthy, are also scheduled outside prime time. When you come for a routine adjustment, any broken appliances will be repaired at another visit outside of prime time to ensure that other scheduled patients are not made to wait. Please call us in advance to report broken appliances so we may reschedule your appointments and save you a trip.
4. If an appointment is missed or cancelled, we will want to see you within two weeks of the original appointment. This means it is very unlikely that a prime time appointment will be available, but delaying your appointment another four to six weeks for a prime time appointment is an unacceptable treatment standard in our office. We ask that you make every effort to keep your original appointment time.
5. If you must arrive late for your appointment because of unforeseen traffic problems or emergencies, we will do our best to work you in as breaks in the schedule occur. In fairness to others who have arrived on time, we may not be able to see you right away. You may choose to reschedule your appointment instead of waiting, if you prefer.

If at any time you have questions or suggestions that would improve our appointment guidelines, we would like to know. We appreciate your understanding and respect for others as you plan your appointments with us.

