



DEAR PATIENTS AND PARENTS,

In an effort to minimize school and work disruptions, most routine appointments are accommodated before or after school or work hours.

Patients should expect long appointments including new patient, re-evaluation, appliance placement, removal, and emergency appointments to occur during school/work hours. Once appliances are placed in the mouth, routine visits are scheduled every 4 to 8 weeks. However, please be aware if you cancel or reschedule an appointment, available times may be limited. For all no-show new patient or re-evaluation appointments, our office reserves the right to not be re-schedule to ensure that consultation appointments are available for interested patients.

#### APPOINTMENT SCHEDULING

Routine Visits

Appliance Adjustments ----- Before or After School Hours

Appliance Placement/Removal

Major Appliance Adjustments ----- During School Hours

Repairing of Broken Appliance

True Emergencies

New Patient/ Re-Evaluations

Confirmation/Courtesy Calls: We will make every attempt to confirm all longer scheduled appointments. However, monthly routine visits will not be confirmed. We feel it is the responsibility of the patient and/or parent to keep your scheduled appointments.

#### **Office Hours**

**Monday ----- 8:30 a.m. to 5:00 p.m. OR CLOSED**

**Tuesday ----- 8:30 a.m. to 5:00 p.m.**

**Wednesday ----- 8:30 p.m. to 5:00 p.m**

**Thursday ----- 8:30 a.m. to 5:00 p.m. OR 7:30 a.m. to 1:30 p.m.**

**CLOSED FROM 12 – 1 PM FOR LUNCH ALL DAYS EXCEPT 7:30 A.M. THURSDAYS**