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MorrisCountyBraces.com

## Appointment Scheduling Guidelines

*No one wants to spend more time in orthodontic treatment than they need to. We plan each patient's treatment to take the shortest possible time, but the actual length of treatment depends largely on the patient. Patients who do their part in treatment finish fastest and have the best results.*

### **How Appointments Are Scheduled**

Our appointment scheduling system helps us provide the most convenient and fair scheduling possible for all our patients.

Adhering to our appointment guidelines is one of the most important things a patient can do to finish treatment as quickly as possible.

### **Frequency and Length of Appointments**

Appointments for braces adjustments are typically scheduled about every 8-12 weeks.

Appointments for Invisalign or other appliances might need to be scheduled more frequently and at shorter intervals.

At the end of each appointment, you should schedule your next visit. Longer appointments (such as placing or removing braces) are scheduled only in the morning, so that we can try to accommodate patients for shorter appointments during the afternoons.

***Since many appointments are scheduled 8-12 weeks in advance, waiting too long before scheduling an appointment may result in a less convenient appointment time.***

### **Late Arrival for Appointments**

Arriving late for an appointment means we do not have the full allotted time for your scheduled treatment. Depending on the length of your appointment and how much of your appointment time remains, limited treatment may be done at that visit, or we may need to reschedule the entire appointment.

### **Repair Appointments (Not an emergency- Emergencies are Rare!)**

Repair appointments are offered in the mornings and are limited in the afternoons. When calling the office to schedule this kind of appointment, the first available time slot will be offered to you.

### **Missed Appointments**

Missed appointments should be re-scheduled as soon as possible. Trying to reschedule for an afternoon appointment with short notice can be as much as 8-12 weeks away. This could result in extending the treatment time.

### **Important information to help you complete your treatment as quickly as possible:**

- Do not miss appointments
- Arrive on time to appointments
- Follow the food guidelines so you don't break braces
- Keep your teeth and braces clean

*It is very important to keep all appointments- each missed appointment can extend the time in treatment by more than a month.*

#### Office Hours:

Monday 10:30 - 7:30

Tuesday & Thursday 8:30 - 5:30

Wednesday OR Friday 8:00 - 5:00

Saturday 8:30 - 1:00 (one per month)

*Vacations, holidays, conferences and continuing education courses may alter the normal schedule.*



### **Confirming Appointments**

Appointments are confirmed with an automated system via SMS and e-mail.

Please be sure to have your current contact information on file with the office.

**We ask for the courtesy of 48 hours notice if you need to cancel an appointment, so that it may be offered to those waiting on our cancellation list.**