



## APPOINTMENT GUIDELINES FOR OUR ORTHODONTIC PATIENTS

Patients, and parents, frequently have questions regarding the scheduling of orthodontic appointments. For this reason, we have developed some guidelines for our staff, and you may wish to keep the following information for future reference.

It is understandable that some patients do not want to miss any school or work for their appointments. However, nearly all of our patients attend school, or go to work. It is not possible to see every patient before or after school or work, of course, and we have arranged our office hours to accommodate as many of these appointments as possible. These preferred time appointments are from 2:40 p.m. to 4:45 p.m.. Whenever possible, these appointments will be alternated with non prime-time appointments. This is fair to everyone, and should mean that most of our patients will not miss school or work more than once every 3 months. It may, however, be necessary for you to make arrangements with teachers and employers to excuse your absences during your appointments.

If your school authorities have a problem with excusing an absence for an appointment, they are welcome to contact our office. The importance of keeping scheduled appointments can be explained to them, and it is the responsibility of both employers and school authorities to not compromise a patient's treatment.

In order to make the preferred time appointments available to as many patients as possible, we will schedule longer appointments and special appointments for broken appliances during the middle of the day. This ensures the availability of as many short appointments as possible during the preferred appointment times. Due to the development of some new and highly efficient alloys in orthodontic wires, we are able to maximize the amount of work that can be completed at each appointment, and to extend the time between appointments. Certain wire changes and adjustments can be done at 8 to 10 week intervals. Please keep in mind, however, that some procedures may require that the patient be seen more frequently.

We make every effort to keep our Doctors on schedule, but your help is appreciated. If you are scheduled bright and early at 8:00 a.m., our Doctors and Staff will be ready for you. Since traffic can be unpredictable at any time of the day, please allow enough time to arrive on time for your appointment. Patients arriving late for an appointment may be asked to reschedule.

Occasionally, a patient or parent will request an exception to these rules. We ask you to understand that an exception made for one person simply leads to unfairness for another. These are concerns faced by every orthodontic practice, and we believe that the guidelines that we have developed are fair to everyone. If you believe it would be difficult for you to schedule appointments for treatment, please let us know prior to beginning treatment.

Your understanding and cooperation in scheduling appointments will be greatly appreciated, and will help in completing treatment in an efficient and timely manner.

Thank You,  
Dr. Sefidpour and Staff

Patient / Parent Signature

Date