



ORTHODONTIC APPOINTMENT POLICY

*Initials:*_____ We require patients to visit our office on a regular basis, about every 4-8 weeks, to monitor their progress and make the necessary adjustments. We have devoted considerable time and effort into designing our scheduling system. Please understand that some of the appointments may conflict with work or school schedules. If a patient does not arrive on time, we may need to reschedule or alter the amount of work planned for the appointment. If you have a broken appliance or bracket, please inform our office at least 24 hours in advance of the scheduled appointment, so that we can adjust the time allotted for the appointment accordingly. Please understand your appointment time has been reserved specifically for you. If you need to reschedule, please inform our office at least 24 hours in advance of the scheduled appointment, so we may extend the appointment time to one of our other valuable patrons who may be in need of that particular time. These concerns are faced by every orthodontic practice, and we believe that our guidelines are fair to everyone.

ORTHODONTIC INSURANCE POLICY

*Initials:*_____ Many factors can and do change the amount of orthodontic insurance benefits paid. There is no way to know exactly what your insurance will or will not pay – not even your insurance company can guarantee the amount to be paid, they will only provide an estimate. If your coverage or insurance company should change, it is your responsibility to notify this office and provide the correct information. If there is a dispute between what your insurance company will pay and what you feel they should pay, you will have to resolve this with your insurance company. You will have to seek reimbursement from the insurance company. **Any and all fees unpaid by the estimated insurance benefits will be due from the patient/responsible party.**

ORAL HYGIENE POLICY

*Initials:*_____ Our office will provide you with proper oral hygiene instructions, and we will monitor your oral hygiene during treatment. You must maintain regular appointments for cleanings and check-ups with your dentist. If your oral hygiene is not as good as it should be, we will notify you and allow a 4-week period of improvement. If after 4 weeks there is no improvement, the wires will be removed, and we will monitor your oral hygiene at 2-week intervals for 6 weeks. During this time, treatment will not progress, and the teeth may begin to drift back to their original position, which may slow down treatment. Once the oral hygiene has improved significantly, the wires will be replaced, and treatment will continue. There will be a maximum fee of \$300 to remove the appliances, and a maximum fee of \$350 to replace appliances. [These charges are in addition to the fees outlined in the financial contract.] If oral hygiene does not improve after the appliance removal, then treatment will be discontinued. If you are wearing Invisalign, our office will not deliver additional aligners until the oral hygiene has improved. If the oral hygiene has not improved over a 4 to 6-week period, we will remove all attachments [if present], and we will monitor the oral hygiene for another 4 to 6 weeks. There will be a maximum fee of \$300 to remove the attachments, and a maximum fee of \$350 to replace the attachments. If oral hygiene does not improve after this last period of monitoring, then treatment will be discontinued.

Signature: _____
Parent/Patient

Date: _____

Jason R Howell
Orthodontist

Date: _____