



## SCHEDULING INFORMATION

Our scheduling system has several goals: We want to see you on time for your appointment and we want to have plenty of time during each appointment to do the necessary treatments, to give you information about your treatment, and to answer any questions. We also want to work with you around your school and work hours as much as possible. Therefore we need both structure and flexibility in our scheduling system.

Here are some aspects of the scheduling system that we feel are important:

Between 2:00 pm and 4:30 pm we schedule many short appointments so that as many patients as possible do not have to miss school or work. We provide school/work excuses for orthodontic appointments.

**Arriving Late:** Because the schedule is carefully crafted, your late arrival can cause a problem in the flow of the appointments. In fairness to all other scheduled patients, we will most likely offer to reschedule your appointment. If you choose to wait and be seen, you will have to wait until all other patients that arrived on time are seen.

**Long Appointments:** These are more detailed and technique-sensitive appointments. For this reason these appointments will be scheduled during our morning hours.

**Repairs:** These appointments are scheduled during morning hours.

**Broken Appointments:** We can usually re-schedule a missed appointment in the morning. You might have to wait 6-8 weeks for an after school/work appointment, since they are scheduled that far in advance.

**Short Appointments:** You may be amazed, concerned or confused about how short some of the appointments are. We often must see the patient for a short visit to monitor tooth movement without making complex adjustments.

We thank you in advance for your cooperation.

I have read and understand the All About Smiles scheduling policies.

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Signature

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Date