

Scheduling Policy

Most people seeking orthodontic treatment have many important obligations during the day, usually involved with work and school. We have devoted considerable time and effort into designing our scheduling system so that it is a beneficial to you as well as our practice.

Here is what we want to do. First, we want to see you **on time** for each appointment. Second, we want to have **adequate time** during each appointment to perform the necessary procedures scheduled for that day. Third, we wish to answer any questions you may have and update your treatment progress at every appointment. Finally, we want to work with you as much as possible to schedule around your school or work hours.

Orthodontic appointment slips and excuse slips are prepared in our office for you to indicate to your teachers that the absence due to the orthodontic appointment is scheduled and legitimate. One excuse slip is attached to each appointment slip given to you when you schedule your next appointment. Alternating appointment times between morning and afternoon will help students avoid missing too much time in any one class.

We have developed the following guidelines for your information:

1. Long appointments are made during school hours which leaves the after school hours to see the maximum number of patients possible. **Please understand that we cannot honor all requests for after school appointments.** At this time, patients entering this practice must understand that is absolutely impossible to avoid missing any school. Insistence upon after school appointments will not only create scheduling problems for us, but will cause the patient's treatment to progress slower and take longer. In order to treat all the patients in the practice in a timely fashion, the entire day must be utilized for appointments.
2. We make every effort to stay on schedule as we know your time is valuable just as ours. Some appointments are blissfully short. During your treatment there may be times when the adjustments can be done quickly even when they are technical.
3. Because the schedule is carefully arranged your late arrival may pose a problem and therefore resulting in rescheduling, especially in the early morning and late afternoon. If you arrive more than 10 minutes late for your appointment, we will have to evaluate our schedule for that day before we can commit to seeing you. In most cases, you will have to be rescheduled to another day.
4. If you find that you cannot keep an appointment, please call our office at least 24 hours in advance, which gives us the opportunity to schedule someone else in that time slot and reschedule you or your child's appointment for another time. If you had a prime time appointment (i.e. after school) it will be unlikely that you can schedule another one as these fill up weeks in advance.
5. Emergency appointments are seen the same working day if possible at no extra charge. Please always call for an appointment. If for some reason our repair appointments are filled, we may find it necessary to get you in right away to alleviate the discomfort, and then to make a separate appointment for the actual repair.
6. Please realize that missed appointments and numerous appointment changes definitely extend treatment time and may result in damage to the teeth and gums due to lack of supervision of the braces and associated tooth movement.

Please feel free to give us feedback about our scheduling system or about any other area of our service. We appreciate the opportunity to work with you and your family.

In beginning treatment with Dr. Hudgins, we agree to abide by the above guidelines.

Patient Name

Parent/Guardian

Date