



LWSS ORTHODONTIC POLICIES

- 1) Patients only please in the treatment area:
 - In the orthodontic clinic we do not use needles or sharp instruments and will generally just be doing routine orthodontic adjustments. There are many people working and being treated in the main clinic area and there are also many hazardous materials that are used for treatment. Therefore, for the safety and privacy of our patients and staff we ask that parents and visitors of patients remain in the waiting area unless they are called back to the treatment area.
- 2) Fees for excessive orthodontic appliance breakage (brackets, bands, appliances, wires):
 - Orthodontic appliances are very expensive. We generally allow 3 “mistakes” of breakage; however, if the problem persists we must begin charging for the replacement of the broken or missing appliances. Fees will be charged according to current office policy.
- 3) Termination policy for excessive breakage, appointment or hygiene non-compliance.
 - Unfortunately, excessive and repetitive appliance breakage, bad brushing or missed appointments can ultimately result in doing more damage to the teeth than the benefit of the braces. When this occurs, the case will be scheduled for discontinuation and the braces will be removed.
- 4) Policy for retainers/ retention follow ups:
 - Holding the teeth in place with retainers is just as important as the braces that moved the teeth into their ideal position. We provide multiple types of retainers to our patients. It is the patient’s/parent’s responsibility to ensure that instructions and compliance are followed. Complimentary retainer visit follow ups will be provided for one year following the braces removal. Please be aware that additional visits following one year and replacement of lost or broken retainers will be charged according to current office fees.
- 5) Missed appointments:
 - When patients miss their appointments or fail to give advance notice to cancel it takes away appointment times for other patients and can create added expense for our office. A charge of \$25.00 will be made for appointments broken or cancelled without 24 hour notice. Reminders are sent through text and email. Make sure we have accurate contact information, so you receive the automated courtesy reminders. It is ultimately the patient’s responsibility to keep track of appointments that are scheduled.
- 6) Treatment progress reviews:
 - We will do our best to provide progress information reports to the patients/parents about every 6 months. We will also inform you at any appointment if there are concerns regarding patient compliance or changes to current treatment. Please feel free to speak with a clinic staff member if you have any additional questions.
- 7) Routine dental care visits:
 - Routine dental cleanings and checkups are extremely important during Orthodontic treatment. Orthodontic appointments do not address your general dentistry needs, such as: cleaning/scaling, fluoride treatments, PA X-rays that detect cavities or periodontal monitoring.

Please sign and date below to acknowledge that you have read and received this policy review for:

Print patient name

Patient or Parent/Guardian Signature

Date