

ORTHODONTIC INFORMATION SHEET

Office Hours:

Monday thru Friday 8:00 A.M. - 1:00 P.M. & 2:10 - 5:30 P.M. *Days will vary from week to week.*

Saturday 8:00 A.M. - 12:00 P.M. - **Usually the first Saturday of the month during the school year.**

*Hours may vary occasionally due to holidays, vacations, and continuing education seminars. They will also vary over summer break.

Office Location and Parking:

As you enter the parking lot, we are the first suite on your right, **suite 127. Our office entrance is on the 2nd level, walk up the set of stairs closest to the street.**

All parking spaces are available for parking, taking note of the five spots reserved for Handicap parking. Upon entering the parking lot, there are five spaces on your left reserved for patients. For accessibility without stairs, park in the back (east) side of the building, and use the catwalk along the side of the building on the street (south) side.

Scheduling Policy:

Orthodontic adjustment visits will vary in frequency (every 4 - 8 weeks) and length (10 - 60 minutes). It is important to schedule appointments as suggested whenever possible. In order to be fair to all patients we alternate appointments: **If one appointment is after 3:00 p.m., the next will be earlier in the day.** Longer appointments (40 - 60 minutes) are scheduled during school hours. Bondings and appointments to repair breakage are scheduled in the morning or early afternoon.

Getting Started Appointments and Fees:

Initial Exam	30-minute appointment, Fee - Complimentary
Records	40-minute appointment, Fee - \$435 due at appointment *We suggest that the patient not eat within 3 hours of the Records appointment, for comfort while taking impressions.
Consultation	30-minute appointment - Discuss treatment plan. This appointment is usually 1-2 weeks after the Records appointment.
Patient Orientation	30-minute appointment- Place separators, oral hygiene information and care of braces.
Band/Bonding Appliances	60-minute appointment - Fee varies. Initial payment due on bonding date.

Patient Cooperation Policy:

Patients are required to get and a dental cleaning and any necessary fillings before the banding appointment and to visit their dentist every six months for regular cleaning and fluoride treatments, if indicated. Patients are responsible for daily care of their teeth (brushing, flossing, and checking appliances). Detailed instructions will be provided at the patient orientation appointment. Patients need to wear headgear and elastics as instructed.

(OVER)

Payment & Financial Policies:

- We accept payments by cash, check, and credit cards (Visa, Master Card, Discover American Express)
- Treatment fees are set and discussed at the consultation. A 5% discount is given for full braces if fees are paid in full by cash or check at start of treatment. If payment in full is made by credit card, a 2.5% discount will apply. Fees are broken down into an initial payment (due on the day treatment begins) and monthly payments that are due by the 10th of each month. The monthly payments are a convenient way to distribute the fee over the projected treatment time. They are independent from the treatment visits, which will vary from a monthly cycle. **If a patient's account is \$400.00 in arrears, the account must be brought current before further appointments can be scheduled.**

Responsible Party:

If the parents of a minor patient are divorced, the primary custodial parent signs the contract and is responsible for the account. Anyone can make a payment, but the primary custodial parent is fully accountable for any overdue account.

Insurance Policy:

Dr. Parisi is not enrolled in any dental plans, Dental HMOs, PPOs, etc. The insurance contract is between the insured and the insurer. If you provide us with the insurance carrier information, we will generate insurance forms that you can submit to them. If you wish, we can submit the *initial* insurance form, but you need to submit monthly forms if needed.

Retention:

After active treatment is completed, braces will be removed and the patient will be given retainers, which are to be worn as prescribed. The treatment fee includes the first set of retainers and one year of retainer check visits. Additional fees will be charged to replace lost or broken retainers and for any additional visits after the first year of retention.

WE LOOK FORWARD TO HELPING YOU SECURE GOOD DENTAL HEALTH