



## POLICIES AND PROCEDURES

### Beginning orthodontic treatment

All dental work, i.e. cleaning and restorations, should be done before orthodontic treatment can begin. Some exceptions are possible. Needed extractions can often be delayed until after the start of treatment.

### Scheduling Policies

Routine checks are for adjustments and treatment evaluation **only**. If the patient is having a special problem or has something broken, please notify the office as soon as possible. We will need to schedule **extra time** to correct problems or damage. **Even if the problem occurs on the day of the scheduled appointment**, we will need to make special arrangements to allow for sufficient time.

Regular check-up appointments vary in interval from 4 to 8 weeks and usually last for about 20 to 30 minutes. We do our best to accommodate your schedule, and will be happy to schedule before or after work and school if possible. Longer appointments, i.e. diagnostic records, the initial banding, or extensive repairs must be scheduled in special time slots. Excuse slips for work or school are always available at the patient's request.

### Studio policy

**Only patients are allowed in the exam room during appointments**, with the exception being the initial examination and/or parent conferences. Distractions may affect the level of excellence we require of ourselves in the treatment of our patients; therefore **we ask that you turn off all cell phones and pagers**. If a parent or guardian wishes to speak with the orthodontist, please notify the assistant when they take the patient back to the studio. We work hard to provide a safe, open atmosphere to make our patients feel comfortable. We also make every effort to ensure that at least two employees are with [or very near] each patient at all times to further ensure our patient's safety throughout their orthodontic treatment. Dr. Pickard will be more than happy to make time to speak with you. Good communication is, after all, a crucial factor in high quality treatment!

### Patient Cooperation

The orthodontist and his staff are excellent in their field, but successful treatment depends so much on the patient. There are four areas that the patient controls:

- Clean healthy teeth and gums through effective daily brushing
- Regular and precise wear of elastics
- Consistent and regular check-up appointments with the orthodontist and the dentist
- Avoiding breakage and the high risk behaviors that cause it

**The above-mentioned are the patient's responsibility and only he/she can control them. If the patient doesn't cooperate and do his/her part, treatment time could extend far beyond the estimated time.**

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