

## **NEW OFFICE PROCEDURES DUE TO COVID 19**

**Welcome Back! We are excited to see you again!**

**Please review the information below as you plan your visit.**

### **Planning Your Visit**

- **Notify the office if you have had a fever or symptoms of being ill.**
- **Let us know if you have anything loose or broken.**
- **Please brush your teeth PRIOR to your visit.**

### **Upon Arrival for Your Visit**

- **Call the office from the parking lot to let us know you have arrived for your appointment.**
- **Parents/guardians are asked to remain in the car during the visit to limit the number of people in the office.**
- **Patients and guardians should wear a mask while in the office.**
- **We will take the patient's temperature prior to treatment. If temperature is greater than 100.4 we will reschedule your visit. We ask that patients use hand sanitizer (provided) upon entering the office.**
- **Patient/guardian will complete a health status questionnaire.**

### **How to Make a Payment**

- **While traditional payment options are available we are encouraging our patients to elect to use AutoPay, (a monthly direct debit to your credit card) which will help to limit physical contact.**

**Protecting your health and safety, while treating your orthodontic needs, is our top priority. We have taken enhanced measures to provide a clean and safe environment, following the Centers for Disease Control and Prevention guidelines and standard precautions to provide a clean and safe environment for your visit. We will continue to screen both patients and staff for signs of potential illness.**