



MICHAEL D. MINNICH, D.D.S., M.S.

GENERAL OFFICE INFORMATION

APPOINTMENT POLICIES

*** General appointment thoughts**

Most people have important obligations during the day. During active orthodontic treatment, we will need to see you on a regular basis. Some of these appointments might conflict with some of your other commitments; however, we have created a schedule that will work most efficiently for all! Your prompt arrival for your appointments will enable us to utilize all the time reserved for your visit. Please plan to come 5 minutes prior to your appointments to allow sufficient time to brush your teeth and check into the computer!

*** Long appointments**

We realize that after school appointments are a more convenient time for most patients. Generally, we schedule the longer appointments in the morning. This allows us to accommodate more short appointments in the afternoon.

*** Rescheduling appointments**

With our carefully crafted schedule, your late arrival or missed visit can pose a problem. In fairness to our other patients, we may need to reschedule your appointment if we are not able to "squeeze you in." It is important that you do not delay in rescheduling missed appointments, as this could affect your treatment progress.

*** Emergency appointments**

If you experience an orthodontic emergency, you should call our office. If we aren't in the office there will be a number available for you to reach the doctor or an assistant. Someone will return your call as quickly as possible.

*** Confirmation call (Special request)**

We offer a confirmation call the night prior to your appointment. If you would like us to do so, please let us know. Also keep your phone number current!

*** Regular visits**

Once treatment begins you will see Dr. Minnich and the team every 4-8 weeks for regular adjustments.

