



Appointment Policy

Robert E. Brewka D.D.S., M.S.

Practice Limited to Orthodontics

Diplomate of the American Board of Orthodontics

We appreciate your selecting our office to serve your orthodontic needs. Most people seeking orthodontic treatment have other important obligations during the day, such as work or school. We value your time and will make every effort to stay on schedule with your help and cooperation.

APPOINTMENTS

In order for our office to offer you the best possible service we ask each and everyone to review our appointment policy: Patients are seen by **appointment only**. Please call in advance so that we may reserve a time for you. Our office telephone number is 303-795-2591. We make every effort to be on time for our patients, and ask that you extend the same courtesy.

Arrival time:

Since our schedule is carefully crafted, your **early** or **late** arrival can pose a problem. In all fairness to the other scheduled patients, we see our patients according to the **appointment time not the arrival time** in the office.

If you cannot keep an appointment, please notify us. If possible please give us **24 hours** notice. This courtesy allows us to give your appointment to another patient. **If you are late 10 minutes or more for a 30 minute appointment we ask that you call and reschedule.**

Missed appointments:

We realize that once in a while unforeseen circumstances arise which necessitate a change in appointments; or cause you to overlook an appointment. We will always do our best to reschedule your appointment as soon as possible in these situations, although this may require waiting for several weeks. Appointments during school hours may be arranged sooner. **Repeated missed appointments, or numerous appointment changes may result in an office charge and will inevitably result in an extension of your treatment.**

Emergencies:

We reserve a limited amount of time each day so that emergency patients may be scheduled quickly. If you have a problem requiring emergency treatment (pain, swelling or bleeding) please call us as early in the day as possible. Should you have an emergency after hours or on weekends, our 24 hour answering service can be reached by calling our office number 303-795-2551.

Patient Name _____

Responsible Party Name _____ Date ____/____/____