

## ORTHODONTIC RECORDS

The initial new patient visit in our office is complimentary. At this time, it will be determined whether orthodontic treatment is indicated. If treatment is recommended, Orthodontic Records will be needed. Orthodontic Records are a necessary aspect of the treatment process. These Records are performed to document current teeth alignment, bone structure and jaw growth prior to orthodontic treatment. Measurements are taken using x-rays and models to determine how treatment will proceed.

Following the Records visit in our office, a private consultation visit with the doctor will take place. This typically occurs within 2-3 weeks of the records visit. At this time the doctor will review with you the type of treatment, length of treatment, treatment fee and address any and all concerns you may have as it relates to any part of the treatment plan.

Records procedure carries a fee of \$250.00. Our office policy is to collect this fee at the time of the appointment. However, if this is not possible, please see a front desk receptionist to pay in two installments, one at the time of records and one at the time of the consultation visit. Please understand that no treatment can begin until all records fees are satisfied. This policy applies whether or not you have orthodontic insurance. This policy is necessary due to the lack of consistency amongst insurance plans and how much they pay towards the records fee. We will bill your insurance electronically for the records and whatever benefit they pay will be credited to your account with us and put toward your total treatment fee. For those with orthodontic insurance, your insurance benefit will be fully taken into consideration when budgeting the treatment fee and explained to you at the consultation visit. Please check with your insurance company with regard to your particular policy. If you have any questions, please feel free to see a front desk receptionist at any time.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_