

From Your Orthodontist

We ask that when you come in for your appointment to please follow these guidelines:

- 1) If you are sick within 48 hours of your appointment (especially if you have a fever, body aches, and/or cough) to please contact the office to cancel your appointment.
- 2) When arriving at the office please stay in your car and **TEXT** (513)772-1671 with the patient's name and appointment time.
- 3) A confirmation text will be sent (if you do not receive this please call (513)772-1671).
- 4) We will notify you via text when it is your turn to enter the office. Please wear a mask if you have one and honor appropriate social distancing guidelines if you encounter another patient.
- 5) We ask that 1 adult enter with the patient while they undergo a brief health screening.
- 6) Upon entrance you will be asked to sanitize your hands and the patient will have their temperature taken and asked a series of health screening questions. Please inform us of any recent illness, contact with any ill person, or travel outside of the US within the last 3 weeks.
- 7) Once the screening is completed, we ask that the person accompanying the patient return to their car while the patient is treated in the clinic (this is necessary to comply with social distancing in the clinic area).). If you do need to come back into the treatment area with the patient we will allow 1 person per patient and ask that you wear a mask at all times.
- 8) We will schedule the next appointment with the patient before they exit the office. You will receive an email appointment card (if we do not have your email please update it). If the next scheduled appointment does not work for your schedule, please call us to change it.
- 9) We ask that if at all possible, any payments be made online through the patient portal or made via mail. Also if you have a change in insurance, please email the information to frontdesk@bryanwartzorthodontics.com

10) On the website (under new patient forms), you will find a release for treatment during COVID-19, we need this signed and returned to the office prior to your scheduled appointment. You can fill it out and email back to us at frontdesk@bryanwartzorthodontics.com or print and fill out and bring to your appointment. *We will need this on file to provide treatment.*

Our staff is screened for symptoms before the start of each day and temperature readings are taken and recorded. We are following the guidelines set forth by the state and local governments and agencies to ensure the health and safety of our patients and staff.

Thank you for your patience as we navigate through these current circumstances.

Your Orthodontic Team @ Bryan Wirtz Orthodontics