



Appointment Procedures Beginning May 4, 2020

As we prepare to re-open we wanted to inform our patients of some changes to expect when visiting our office. Just as the world around us has undergone some substantial changes over the last two months, we too have had no choice but to make some alterations to our routine operations.

Although we have always maintained the highest standards of universal precautions and sterilization we will be making enhanced efforts.

Rest assured, we will be screening our team upon entry into the office every day in the same manner that we will be screening our patients.

We ask for your patience and cooperation with this new protocol as we reopen:

1. Every effort should be made to complete all new or existing patient paperwork via our online form on our website. The form can be found in the "Patient Center" tab under "First Visit". Accurate and up to date dental benefit information should be provided on this form.
2. As you arrive at the office, we ask that you call or text the office from your car to inform us of your arrival.
3. **Our waiting area will be closed to patients and their companions until further notice.** Patients are asked to remain in their cars until we invite you into the office. Children may be accompanied into the office by a single parent or guardian.
4. Every patient will be screened using a questionnaire and we will be taking your temperature at the time of your appointment. We will meet you at your car to complete this screening.
5. Masks or fabric face coverings should be worn by every visitor and in all areas of the office. **Patients or visitors should provide their own masks or cloth coverings.**
6. **No one other than the scheduled patient receiving care will be allowed into the treatment area at any time.**

7. Social distancing should be observed with staff and other patients when possible.

As we have had to reschedule hundreds of hours of scheduled appointments, please contact us **AT LEAST 48 HOURS PRIOR** to your appointment should you need to reschedule or are unable to make your appointment. This will allow us to offer your appointment to another patient whose appointments were affected by the mandated closure.

We are confident that these procedures are necessary for the safety of patients and the dental team alike.

Please contact our office if you have any questions.