ORTHODONTICS
AND YOU

A PATIENT GUIDE TO OFFICE POLICY, SCHEDULING, APPLIANCE CARE, PROPER HYGIENE, AND EMERGENCY PROCEDURES. PLEASE RETAIN FOR FUTURE REFERENCE.

Robert H. Kazmierski, D.M.D. MS
Moorestown Office Center
110 Marter Avenue, Suite 404
Moorestown, NJ 08057
(856)727-0177

INTRODUCTION

Orthodontics is a wonderful life long investment you are making in your child or yourself. Orthodontics not only can improve personal appearance and boost self-confidence but it can promote better oral health. A correct bite can lessen the chances of future tooth decay, help prevent gum disease in later life, improve chewing and digestion and even improve a person's speech.

Now that you have made a commitment to orthodontics it is important that you do everything necessary to assure that the treatment goes as smoothly and quickly as possible. Therefore, we ask that you please read and follow this guide to office policy, scheduling, appliance care, proper hygiene, and emergency procedures. Remember that orthodontics is a special treatment that requires cooperation to achieve its fullest benefits. It takes the patient, the parent, and the orthodontist all working together to achieve that attractive and healthy smile that we all want for you.

OFFICE HOURS AND SCHEDULING POLICIES

Monday	9:00 a.m. - 5:00 p.m.
Tuesday	9:00 a.m. - 5:00 p.m.
Wednesday	9:00 a.m.- 1:00 p.m. (non-patient day)
Thursday	1:00 p.m.- 8:00 p.m.
Friday	9:00 a.m.- 5:00 p.m.
Saturday	8:00 a.m.-12:00 p.m. (One Saturday per month except June, July, August)

FOR OUR SCHOOL AGE PATIENTS:

We make every attempt to schedule our patient's during non-school hours. However, in order to provide ideal care for your child it is occasionally necessary for appointments to be scheduled during school hours. These are the appointments when your child may need extra work, needs more individualized attention when the office is not busy with the "after school rush", or needs to get in sooner to replace a broken brace. By scheduling these longer appointments during school hours, we can assure that we will have after school appointments for you when you need to schedule a short appointment. Short appointments should be the majority of your appointments so this policy works to your advantage in the long run.

To avoid unnecessary during school appointments please help make sure that your child takes extra care of his/her braces and appliances by following the what to avoid eating list that is provided. Patients who have unnecessary breakage of braces during treatment will require additional during school hour appointments to replace these braces and generally have prolonged treatment time in braces.

Take care of your braces as we recommend. Patients that eat only foods that do not break braces ultimately require fewer during school appointments to replace broken braces, finish their orthodontic treatment sooner, finish with a better end result, and are generally happier with their orthodontic experience and with their end result.

OFFICE POLICY

Our office believes in quality orthodontic care at a reasonable fee to the patient and their family. To achieve this goal, there are certain rules to which we must adhere to protect the patient and assure smooth successful treatment.

1. **TREATMENT CONTRACTS**- Our office must comply with contract regulations in the federal Truth in Lending Law. As a result, all patients with payment plans of 4 installments or greater must have a signed contract. This applies even though there is generally no interest charged for our payment plans. You will receive a copy of your contract to retain for your records.
2. **TREATMENT PAYMENTS**- Payments are due on a monthly basis. To keep your account current, we ask for monthly payments regardless of appointment schedules.
3. **IMPORTANCE OF REGULAR APPOINTMENTS**- Patients must maintain regular appointments. Without regular monitoring, cavities, decalcifications (permanent staining of the teeth), gum disease, extended treatment times, teeth moving in the wrong direction, and even tooth loss can result. For someone in full braces, regular appointment intervals are from 4 to 6 weeks. At each appointment, you will be informed of the needed interval until your next appointment. If you find that you have not been in during the recommended appointment interval, please call, schedule, and come in for your needed appointment immediately. If you need to re-schedule an appointment, make sure that you get in for the re-scheduled appointment within the recommended appointment interval. Your or your child's oral health depends upon your maintaining these necessary appointment intervals.
4. **APPOINTMENT SCHEDULING**- When scheduling appointments, a mutual effort will be made to find a convenient time for both the patient and the office. Please understand and expect that there will be times when appointments must be made during school or work hours. Any appointments other than adjustments and appliance checks will be scheduled in the morning (during school hours). These out of school appointments may be kept to a minimum by not breaking braces, not missing appointments, and rescheduling appointments well in advance of when they are needed. Often times an appointment that is needed 6 weeks from now can be scheduled after school but must be scheduled during school hours (due to limited availability) when it is scheduled or re-scheduled shortly before the appointment is due (last minute). The moral is that it is best to schedule your appointments right away and if you must re-schedule, do it right away when

you will have the most options available in appointment times. If you do schedule or re-schedule shortly before the appointment is due, make sure that you still get in within the necessary appointment interval, be flexible, and expect to make a during school hours appointment.

5. **ORAL HYGIENE RESPONSIBILITY** Poor oral hygiene during treatment can cause cavities, decalcifications (permanent staining of the teeth), and gum disease. In extreme cases, poor oral hygiene may necessitate a termination of treatment and the removal of braces for the protection of the patient. It is our responsibility to instruct the patient and parent on proper hygiene techniques and to monitor the patient's hygiene during treatment. It is the patient's responsibility to maintain excellent oral hygiene during treatment. It is the parents responsibility to make sure that the patient is following the recommended hygiene procedures and that the patients teeth are properly cleaned each day. It is our experience that if all three of the above parties (the orthodontist, the patient, and the parent) do not do their part then one or more of the above hygiene related problems will occur. If proper hygiene is not being maintained then a review of proper hygiene techniques is generally scheduled. A parent's presence at these appointments is necessary. This is to make sure that all parties are aware of what is needed and to reinforce with the patient just how important this is. If an oral hygiene instruction appointment is scheduled for your child, please be aware that we are scheduling this for the good of your child and please make sure that you attend. A parent's presence and involvement is required for this in order for the patient's treatment to be a success. We cannot do it without you.
6. **ORAL HYGIENE REWARDS PROGRAM** Oral hygiene is graded at each appointment on a scale of A through D. For our child patients, there is a drawing each month for a hygiene award that consists of movie tickets and a concession stand coupon. In order to qualify, the patient must have received an A in hygiene for the month of the drawing. In addition, all child patients who receive an "A" in hygiene will receive a coupon called "Kazmierski Kash". Collecting three of these Kazmierski Kash coupons entitles the patient to gifts such as mall gift certificates.
7. **BROKEN AND LOST RETAINERS**-There will be a replacement charge for broken or lost retainers and removable appliances.
8. **BROKEN BRACES**- A rare and occasional broken brace, especially at the beginning of treatment, can be understandable. However, excessive breakage of braces and especially breakage of braces after the beginning of treatment can result in a decrease in treatment quality and significantly increased treatment time. Unnecessarily increased treatment time puts the patient at greater risk for cavities, decalcification, gum disease, and even tooth loss.

We understand that accidents happen. However, for the above reasons, a history of abuse and neglect cannot be allowed. There can be an additional charge per broken brace for braces that are repeatedly broken due to abuse and neglect. There can also be an additional charge for the increased treatment time that can result from excessive breakage of braces due to abuse and neglect. In extreme cases of breakage, it may be necessary to stop treatment.

9. **BROKEN APPOINTMENTS-** An appointment is considered no-showed if it is not cancelled at least 24 hours in advance. There can be a charge for no-showed appointments, especially if there is a history of broken appointments. In addition, treatment can be discontinued for patients who repeatedly cancel or miss their orthodontic appointments. We cannot assume responsibility for patients who fail to come in for treatment. Orthodontics can benefit you or your child for a lifetime. Your or your child's health is almost certainly more important than whatever you would miss your or their appointment for. The solution is to make and keep all appointments. If you must re-schedule, do it well in advance and make sure that you come in within the necessary appointment interval.
10. **REGULAR DENTAL CHECK-UPS**- Orthodontic patients must maintain regular dental check-ups and cleanings with their family dentist at least every 6 months. As a courtesy to our patients, we will gladly remove the patient's wires prior to your visit with your dentist to help facilitate a better cleaning. This is recommended (and appreciated by your dentist) but not required. If you wish to do this, please coordinate your general dentist visit with us at least 6 weeks prior to that visit.

ORAL HYGIENE

Allowing food debris to remain on your teeth gives bacteria a food source that they will use. These bacteria in the food form plaque. Plaque appears like a soft white material. Part of plaque is a matrix that attaches the bacteria to the teeth. The bacteria in plaque then secrete an acid that can cause the following problems.

1. **SWOLLEN RED BLEEDING GUMS AND GUM DISEASE**- Clean the gums and in between the teeth with a **SOFT BRISTLE BRUSH**. If your gums bleed during brushing, this is a sign of infection. The solution is to brush the bleeding area more and better. If swollen gums persist, consult your orthodontist or your dentist. He or she can advise you as to the proper brushing and flossing technique to avoid this.
2. **HALITOSIS- (BAD BREATH)** Unclean braces can positively give you bad breath; so keep them clean.
3. **DECALCIFIED OR PERMANENT WHITE MARKS ON YOUR TEETH**- The acid secreted by the bacteria in plaque attacks your teeth. This results in the formation of decalcifications. Decalcifications are white spots and lines on the teeth that are **permanent**. These marks are generally visible after the braces are removed and the unclean areas are revealed.
4. **TOOTH DECAY**- Without thorough daily cleaning of your teeth, gums, and braces, tooth decay can result.

Follow the tooth brushing instructions on the following page and those that have been or will be given to you at your insertion appointment in order to avoid the above problems.

TOOTHBRUSHING INSTRUCTIONS
(DURING ORTHODONTIC TREATMENT)

1. Brush your teeth 3 times a day for 3 full minutes each time. Use the 3 minute sand timer to time yourself every time you brush. The last brushing of the day is the most important. Use your proxybrush and Phosflur (described below) after the last brushing of the day.

2. If you are using the Sonicare toothbrush, brush for the full 2 minutes until the built in timer turns the toothbrush off.

3. Hold your toothbrush at a 45-degree angle towards the braces when brushing the brace surface of the teeth. Brush both above and below the braces holding the brush at a 45-degree angle toward the brace. This cleans under the wires. Then brush at a 45-degree angle toward the gums. Spend equal amounts of time with all the teeth

4. Use moderate pressure when pushing the toothbrush against the tooth. Light pressure will result in the teeth, braces, and gums not being clean. Heavy pressure will damage your gums and cause excessive wear of the teeth. As in many things, moderate is the right amount.

5. If the gums in a certain area bleed after brushing, brush that area more. Bleeding is a sign of infection. Sometimes patients avoid brushing bleeding areas while the correct action is to actually brush these areas more.

6. Use your proxy-brush 1 time per day (at night after you have brushed your teeth)

7. Use **PHOS-FLUR** fluoride rinse every night after brushing and using your proxy-brush. Take one cap full and swish it around your mouth for 1 minute then expectorate (spit out). **DO NOT DRINK THE PHOS-FLUR. DO NOT EAT OR DRINK FOR A ½ HOUR AFTER** using the Phos-Flur rinse. Using the Phos-Flur rinse every night dramatically reduces the risk of getting decalcifications (permanent staining).

8. Teeth should be flossed after the final brushing of the day. At your insertion appointment, you will be shown how to use floss-threaders to floss your teeth with braces on.

9. Plaque disclosing tablets are provided with your start up kit and may be purchased at your local pharmacy in the dental department. They stain plaque red or purple and show you the areas that you or your child are missing when you or they brush. When you first get the braces, use the disclosing tablets at night for the first few nights after you brush. Then re-brush to get the missed areas clean. If your child is having difficulty with maintaining adequate oral hygiene during treatment, then disclosing tablets should be used after the night time brushing several times per week to double check that brushing has been done properly.

10. Take extra good care of your teeth and your braces.

SMILE SMILE SMILE SMILE SMILE SMILE SMILE

DO'S & DON'T'S
(Foods to eat and avoid, YOUR RESPONSIBILITY)

DO'S

1. Keep your teeth and gums extra clean.
2. Stop all bad habits: thumb sucking, fingernail biting, pen and pencil chewing.
3. Take extra good care of your braces and all appliances.
4. If you have a sweet tooth there are still several sweets that you may eat that will not break braces. Hershey bars, Three Musketeers, Reeses Peanut Butter Cups, Lifesavers, and Lollipops are safe **in moderation**.

DON'T (Foods that definitely break braces)

1. Don't chew gum.
2. Don't eat hard, sticky or chewy foods such as hard candy bars, jolly ranchers or gummy bears.
3. Don't chew meats off the bone: (pork chops, steak, spare ribs, chicken, etc.).
4. Don't eat raw fruits or vegetables without being finely cut up: (apples, carrots, peaches, celery, pears, and plums).
5. Don't eat corn on the cob without cutting it off the cob first.
6. Don't eat hard bagels or hoagie rolls.
7. Don't eat popcorn.
8. Don't eat hard or soft pretzels.
9. Don't suck on lemons.
10. Don't chew on ice or nuts.
11. Don't eat pizza crust. The soft middle is OK but the hard crust can break braces.
12. Don't play with your braces or appliances.

HOLIDAYS ARE A MORE DIFFICULT TIME AND ON HOLIDAYS YOU MUST TAKE EXTRA CARE TO FOLLOW THE ABOVE RULES. REMEMBER WHAT YOU ARE WORKING FOR ON BIRTHDAYS, EASTER, HALLOWEEN, THANKSGIVING, & CHRISTMAS.

EMERGENCY PROCEDURES

Often there is confusion as to the distinction between what is a situation in need of repair and what is an emergency. A non-emergency situation in need of "repair" is a poking wire, loose bond or brace, loose band, broken retainer, broken archwire. A true immediate orthodontic "emergency" is an injury to the mouth or jaws or when a cemented appliance becomes dislodged and displaced yet remains in the mouth.

If you have a situation in need of a "repair", please refer to the instructions below and if needed call our office during normal business hours to make or extend an appointment. If you have a true immediate orthodontic "emergency", please call our office and you will be directed to the emergency number. If you are not sure of the part of the braces that is causing the situation, you may look at the drawing attached with these instructions to help determine the part of the braces that is causing the situation. The following instructions are intended to help guide you though some possible situations. :

1. It is common for discomfort to occur 1 to 7 days after your monthly adjustments. If you recently had an adjustment and your teeth hurt, you may take whatever medication that you normally take for a headache. The Therabite, which we provided, may be chewed on to decrease pain. Be aware that the Therabite works best when it is used before the pain has started.
2. If a bracket is loose and sliding on the arch wire, use wax if needed and call the office during normal business hours. During the middle and especially at the end of treatment, it is more important than it is at the beginning of treatment to have a broken brace fixed sooner. If you are at the beginning of treatment, we may be able to just extend the duration of your next appointment. At the middle and end of treatment, it may be necessary to schedule to come in sooner a repair. Be flexible and expect to schedule during school hours for these needed sooner repair appointments.
3. If a band that a headgear or rubber band attaches to is loose, temporarily discontinue the headgear or elastic wear. Call the office to advise us of the loose brace and let us know that you cannot wear your headgear or elastics as a result. We will then either schedule an extra appointment for you or add additional time to your next appointment as indicated. Please remember to call. If you don't call, we may not be able to take care of the problem when you do come in, as we will not have adequate time scheduled for you.
4. If a small rubber tie is off, wait until your next appointment.
5. If a small wire tie is sticking out, push it back and under the wire with your fingernail, a spoon, or a pencil eraser. You may also place a small piece of wax over the area to allow your lip or cheek to heal.
6. If a wire or spring is loose and dangling, remove it. Fingernail cutters generally can make a clean cut; then place a small piece of wax over the area. Please call us to let us know that you cut the wire or spring.
7. If the arch wire is protruding out in the back and sticking into your cheek, place some wax over it and phone our office to schedule a repair appointment for us to clip it for you. If you are out of town or unable to come in you may bend the wire with a pencil eraser or spoon. If you are unable to do that you may use a cuticle clipper to cut the wire. Please call us to let us know that you cut the wire.

8. If you are wearing a palatal expander and the attached bands in the back become loose stop turning the expander and call to schedule a repair appointment. If the expander is broken in the middle (it will appear significantly bent and does not go straight across the roof of the mouth), immediately stop turning the screw and phone our office for an emergency appointment. It is very important to never go beyond the recommended number of turns on an expander.
9. If a severe toothache or abscess should occur, phone our office or your family dentist immediately.
10. If you have been in a traumatic accident in which a tooth has been avulsed or displaced then time is of the essence. You should call your dentist, a hospital emergency room, or us immediately. An avulsed tooth may be stored in the patient's mouth (if they are old enough to do this), milk, or your mouth during transport. Prompt action can save a tooth and or months of additional treatment.