



Welcome back!

We are so incredibly happy to see you again :-)

As you might already know, we are implementing new procedures to keep our patients and staff safe. We have worked hard to set up our procedures, office, and schedule to be able to provide a safe space to see you. To achieve our goals, we also need to ask you to please follow these steps:

BEFORE COMING TO THE OFFICE:

- 1) Please make sure we have your email and phone number for texts. We will be communicating primarily through these methods.
- 2) **Fill out the one time consent form.** (emailed or on www.maineorthodontics.com)
- 3) **Fill out the health questionnaire the day of your appointment.** You will need to do this each time you come to the office. (emailed or on www.maineorthodontics.com)
- 4) Please brushed and floss thoroughly before arrival.
- 5) No cold or hot food or beverages 30 minutes prior to arrival.
- 6) Patient will need to wear a face cover or a mask upon arrival.

TEXT WHEN YOU ARRIVE:

- 1) **PORTLAND OFFICE: Please text 207-210-0615 on arrival.**
- 2) **WINDHAM OFFICE: Please text 207-310-4953 on arrival.**
- 3) **SOUTH PORTLAND OFFICE: Please text 207-730-0588 on arrival.**

***Please note: these numbers are for arrival texts only.**

*For all other correspondence/questions:

text 207-387-7540 (or email at info@maineorthodontics.com)

ENTERING THE BUILDING:

- 1) Please have the patient enter the office by themselves (if this cannot be achieved, please call us ahead of time so that we can make other arrangements).
- 2) Patient entering the office needs to have a **mask on**.
- 3) One of our team members will meet the patient at the door.
- 4) We will go over the health questionnaire (and consent form) and the patient's temperature will be taken.
- 5) If patient's body temperature is normal, the patient will be guided to the operatory for their scheduled procedure.
- 6) The patient will be escorted out after the appointment.

AFTER DISMISSAL:

- 1) You will receive a call to schedule follow-up appointment and handle any financial arrangements.
- 2) Please advise our office if patient develops any flu like symptoms within 2 weeks after their appointment