

Robert J. Wirtz, D.D.S.
Practice Limited to Orthodontics



WELCOME TO OUR OFFICE!

We are pleased to receive you as a new patient in our office. Hopefully this letter will enable you to become more familiar with our services and procedures.

Our office procedure is as follows:

1. **Preliminary Examination**

The initial appointment is for a preliminary clinical examination to determine if there is a need for orthodontic treatment. We will advise you of the general nature of the problem and the necessary corrective treatment. The approximate fee and further procedures will be discussed.

2. **Diagnostic Records**

If treatment is indicated, diagnostic records will be taken to enable the doctor to determine specifically what problems are involved and what will be necessary for correction. We will take impressions for upper and lower study models, facial and oral photographs, a panoramic and cephalometric head radiograph. The fee for this appointment is \$260.00 and is due at this time.

3. **Consultation**

Both parents and patient are requested to attend the consultation appointment. The specific problem and a plan of treatment will be discussed in detail. The fee for the entire operation will also be discussed.

You will receive your professional treatment by appointment. Since most of our patients are students, it will be necessary to make appointments **during school hours**. The patient should make arrangements with the teacher to make up schoolwork prior to the appointment. This enables the doctor to plan his treatment and render his services to you in the most effective sequence. When circumstances prevent you from keeping a scheduled appointment, please advise the office twenty-four hours in advance. This will enable another patient to be given your appointment time.

We look forward to our association with you and welcome your questions at any time.

Sincerely,


Robert J. Wirtz, D.D.S.

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