



Check-In/Check-out Procedures

1. Call us when you arrive to your appointment and wait outside for a staff member to meet you at the front door.
2. You will need to hand the staff member the **completed** Online Screening Form for COVID-19 **and** your Health History Update/New Patient Forms that are on our website. ****PLEASE NOTE BOTH FORMS NEED TO BE FILLED OUT FOR EACH CHILD SEEN. WE WILL NOT ACCEPT "FAMILY FORMS".****
3. After we check in at the front door, we encourage all parents of older children to go back and wait in the car while we guide your children through their dental appointment. If you are uncomfortable with this recommendation, we will provide space for **one** parent/legal guardian to be present in the clinical area next to their child. We will not allow parents to walk around in the clinical area. We require the parent/guardian to bring a mask of any kind with them to wear while in the building. Feel free to ask a staff member if you have any questions. At this time, we are recommending no grandparents or high risk guardians accompany patients to their appointment
4. Your child/children and your temperature will be checked, and your hands will be cleaned with medical grade hand sanitizer.
5. You will be taken back to the treatment area if the front office staff does not need any additional forms.
6. At the end of the appointment, we will call you if you are in the car to check out and schedule your child's next appointment.

We appreciate and are honored that you have chosen our office to take care of your children. We strive to treat our patients as our own kids!

Tentative Check-In Procedures effective as of May 7, 2020. These policies are subject to change as the current COVID-19 data is updated