

ADDITIONAL POLICIES

The information below is essential for your full understanding of our treatment agreement, including patient responsibilities and financial obligations.

Transfer Policy

In the event a patient transfers from the practice prior to the end of treatment, the treatment fee will be adjusted for services rendered to date. The treatment fee to date will be determined according to our standard banding fee and payment schedule, regardless of the individual payment plan. We are required to maintain all original records once treatment has been started; therefore, we must charge a fee for duplicating your records and transferring them to your new orthodontist. Records will not be transferred prior to account settlement.

Excessive Appliance Breakage

If the patient has a loose band or bracket or a broken appliance, we ask that you contact our office as soon as possible so the appropriate appointment can be scheduled.

Excessive or repeated damage to orthodontic appliances (e.g., brackets, wires, bands) due to a patient's failure to follow instructions or adhere to food restrictions will incur additional charges. Each repair may be subject to a fee. These fees are separate from the overall treatment cost and must be settled at the time of the appointment to ensure treatment progress is not delayed.

NB: This fee can not be added to your orthodontic treatment cost.

Payment Plan And Policy

The total cost of your orthodontic treatment will be communicated to you before treatment begins. To ensure a smooth and predictable financial arrangement, we have established the following payment plan:

- An initial down payment of **30% of the total amount charged** is required before the commencement of any treatment.
- A payment of **GHC 1,000** is due at each subsequent review or appointment until the total treatment fee is paid in full.
- You can also opt to make full payment before treatment.