

THE
COOKE
BOOK



Scattering smiles across the valley...

THE COOKE BOOK

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A beautiful new smile takes commitment!



Welcome!

OUR MISSION:

To create beautiful smiles, excellent bites
and lasting relationships

We are known for the incredible level of service we provide and the exceptional results we achieve. We're proud of our warm, welcoming atmosphere where patients and family are treated like guests.

Dr. Cooke will personally diagnose your case and see you at every visit until your new smile has been achieved. She has frequent meetings with her team and other dental care providers to assure that you are receiving the highest level of care. Additionally, the Cooke Orthodontics team stays current on the technological and clinical advances in orthodontics by attending continuing education meetings multiple times a year.

Dr. Cooke employs the highest skilled team members. Each appointment is completed by an assistant that is trained and certified by the state of California as a Registered Dental Assistant, x-ray certified, and specifically trained in orthodontic procedures.

The Cooke Credit Patient Incentive Program was created to provide positive reinforcement and rewards for our patients who cooperate in the areas of hygiene, keeping appointments, etc.



MEET DR. COOKE

Hear what her patients and colleagues are saying about their experience at Cooke Orthodontics.

In an effort to provide aesthetic orthodontic treatment, we use invisible (“clear”) retainers, whenever possible.

Digital photos and 3D imaging are a part of our educational system and are utilized to demonstrate different treatment steps and options.

Flexible payment arrangements for those who qualify are available, as well as insurance billing services that maximize your insurance, on a monthly basis.

Most importantly, we believe in the “Golden Rule of Orthodontics,” which means that Dr. Cooke and her team will treat you as if you are part of the family. That simple concept will make your orthodontic treatment an extraordinary experience.

First Day in Braces

Answers to commonly asked questions.

What are Bonded Brackets?

Bracket placement may be the most important aspect of your orthodontic treatment. Our highly qualified assistants prep and place a bracket on each tooth, then Dr. Cooke moves it to the ideal and specifically prescribed position. Finally, a special light is shined on the brackets, causing the glue to harden—or bond—to the tooth. This technique more accurately maintains the precise position of the brace throughout treatment.

Will the braces stay on if I eat?

The adhesive used for attaching braces to your teeth cures rapidly, but takes 24 hours to completely cure. You can eat anytime after leaving our office, however, we ask that you be mindful of the suggested eating list for food that may be harmful to braces (see pg. 4). Until you become accustomed to eating with your braces, you may find it beneficial to follow a diet consisting of soft food.

Will my braces hurt?

You may notice some discomfort beginning a few hours after your braces are placed. Some teeth, usually the front teeth, may

be tender and sensitive to pressure.

Occasionally, patients report that they experience no discomfort, but most patients have soreness beginning sometime during the first eight hours and dissipating in 2–7 days. Exactly when the discomfort ceases is impossible to predict and differs with each patient. Over-the-counter pain remedies are recommended for discomfort. For maximum effectiveness, it may be best to take such medications before the discomfort begins.

Initially, the braces feel like they “stick out” and it may seem difficult to get your lips around them. This is normal. As you become accustomed to your braces and your tooth alignment improves, this feeling will fade. Although the brackets have been rounded and smoothed, until the cheeks tissues have “toughened,” you may find it helpful to use a small piece of orthodontic wax around the bracket that is creating the irritation. If your supply of wax runs out, call our office for more. The wax may also be purchased at your local drug store.



What if I have a loose bracket?

If a brace pops loose it will remain on the wire. If it is not causing you discomfort then it does not have to be fixed immediately.

However, we do not want to wait too long because the tooth is not moving as it should be. Call and let us know that you have a loose bracket so that we can schedule time to replace it.

Your first wire that is used is a very light, flexible wire. We often do not connect this wire to the molar braces because it tends to pop out of them and poke the cheek. At the next appointment, a firmer wire is placed and we will then connect it to those molar braces. If one of the back molar braces should come off the tooth you do not need to come in to get it replaced since it is not connected to the wire. Please call to inform us that the brace has come off so we can plan the appropriate time for your appointment. We will put it back on at a regular appointment. This will not effect your treatment.

What if I have a pokey wire?

As the wire straightens there is a possibility that the ends of the wire could stick out and poke you. If this becomes a problem, place some wax on the end of the wire to keep you comfortable. Call the office and we will get you in to clip the ends. If a wire pops out of the brace, you can try to put it back in with a tweezers or call the office so we can slip it back in for you.

What can I do to minimize discomfort and make treatment go fast?

There are routine steps that we ask you to take prior to leaving the office. Please make sure you make these steps a standard part of your orthodontic visits:

1. Using your finger and tongue, check that the wire ends do not extend into an area which might poke the tongue or cheek.
2. Make sure you understand what you are to do until your next appointment. This could include wearing headgear or elastics as instructed, activating an expander or following specific hygiene or diet instructions
3. Make sure you have an adequate supply of orthodontic wax, special cleaning aids, elastic bands or other related materials you may need between appointments.
4. Always schedule your next appointment before leaving the office. Waiting 1 or 2 weeks after an appointment to schedule your next office visit complicates the scheduling process, since appointments are scheduled weeks in advance. Postponing appointments is a common contributor to extended treatment time.
5. Make sure that your questions about treatment are answered. Treatment goes better when everyone understands the treatment process. We encourage parents to accompany their children to their appointments, allowing us the opportunity to update you on treatment progress.

Examples of Foods & Habits to Avoid



Hard Candy

Jolly Ranchers
Now & Laters
Suckers
Jaw Breakers



Foods

Whole Nuts
Corn Nuts
Tortilla chips, Doritos
Jerky
Granola bars
Whole apples



Sticky Candy

Taffy
Caramels
Tootsie Rolls
Milk Duds
Sugar Daddys
Gummie Bears
Skittles
Starburst



Bad Habits

Nail biting
Chewing on ice
Chewing on pens & pencils



Foods that should be cut up first

Pizza
Chicken
Apples
Corn on the Cob
Raw Vegetables

Steak
Pork or Beef Ribs



Be attentive in following these rules.

Loose brackets or wires that must be replaced **WILL** significantly increase your total treatment length.

Bite Bumpers and Blocks

50% of all orthodontic patients have an overbite that would cause them to bite off lower braces when both upper and lower braces are placed at the same time. If braces are not placed on the lower teeth at the same time braces are placed on the upper teeth, then treatment finish may be delayed up to 8 months.

The Cooke Orthodontics team has two techniques that allow them to place braces on both the upper and lower teeth at the same time, thus decreasing treatment time. However, in order to prevent the lower braces from being bitten off, we need to place what we call Bite Bumpers or Bite Blocks.

The Bite Bumpers are little rubber stops that go around your lower braces. The Bite Blocks are made up of bonding material put on the tongue side of the upper front teeth, where they are not seen. They both prevent you from biting the braces off. They may temporarily interfere with proper chewing; however the adjustment period is usually short.

Be patient while you get used to the bumpers and remember that having your lower braces put on at the same time as your upper may decrease your treatment time by up to 8 months.



Fluoride



The use of topical fluoride is for the protection of exposed tooth enamel. Continue taking any previously prescribed fluoride tablets as they are for the protection of teeth still developing.

It is important to use your fluoride every day and not to eat or drink for at least 30 minutes after using the fluoride. Be sure to brush prior to applying the fluoride.

Be sure to see your general dentist every three to six months for your general dental needs and cleanings!

We provide complimentary fluoride treatments every 3-6 months. This will compliment the fluoride treatments you receive with your dentist.



Decalcification

Fluoride is a MUST when wearing braces. Topical fluoride helps to protect the tooth enamel from decalcification.

Decalcification is an etching that occurs to the tooth enamel and is permanent. The acid found in soda pop, high amounts of sugar in the diet, and improper cleaning will all result in the decalcification.

Brushing...

Four areas to target when brushing your teeth



1 Where the teeth meet the gums

- a. Point the brush toward the gums.
This will allow the bristles to sweep away plaque.
- b. Jiggle the toothbrush 8 times per tooth



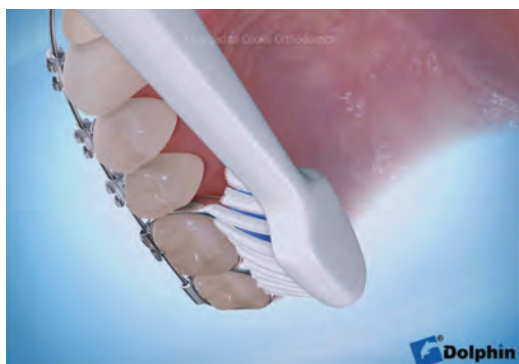
2 Top of the braces

- a. With firm pressure, brush the top of the braces
- b. When brushing the top of the braces be sure the bristles go under the wire and between the brackets



3 Bottom of the braces

- a. With firm pressure, brush the bottom of the braces
- b. When brushing the bottom of the braces be sure the bristles go under the wire and between the brackets

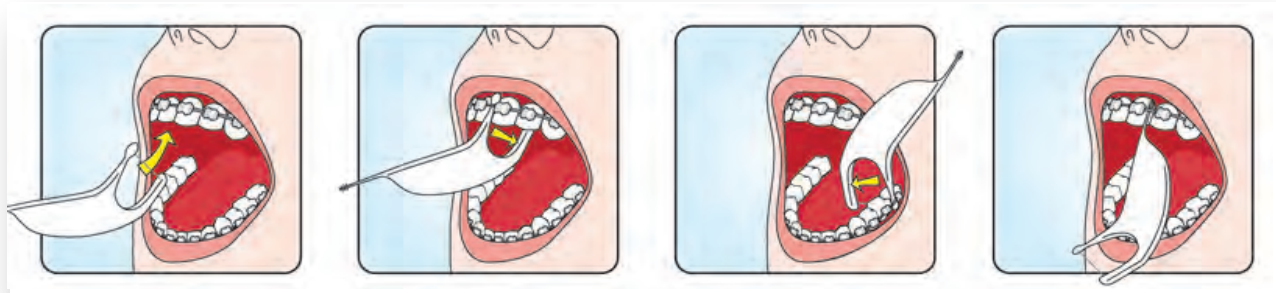


4 Where the teeth meet the gums on the tongue side

- a. Point the brush toward the gums.
This will allow the bristles to sweep away plaque

Flossing

Tips and Tools for cleaner teeth & braces



Platypus Flossers

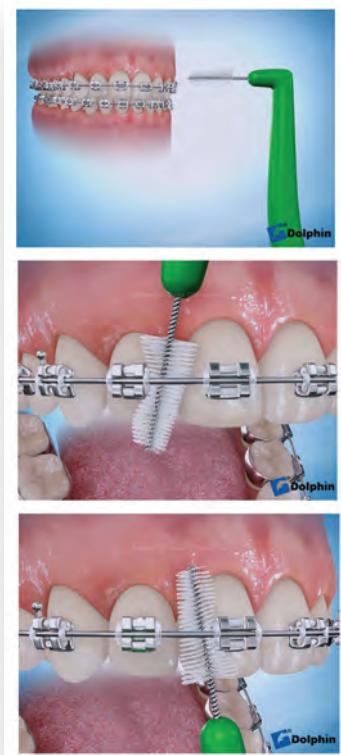
1. Insert spatula end of the flosser under your wire and press against teeth.
2. With spatula against your teeth bringing the floss taut, slide floss between your teeth.
3. In difficult to reach areas, it is key to maintain pressure against your teeth while flossing.
4. The bracket brush cleans around brace brackets.

Platypus flossers can be purchased at Napa's local Family Drug Store or online at [amazon.com](https://www.amazon.com) or [platypus.com](https://www.platypus.com).

Interproximal or "Christmas Tree" Brush

1. The interproximal or "Christmas Tree" brush can be bent in any direction you may need.
2. Use the brush to clean between the brackets and under the wire

Dr. Cooke provides a starter supply of these items. Replacements are available at your local grocery and drug stores.



Hygiene Grading

As orthodontists, we feel obligated to make every effort to achieve ideal results for each and every patient we care for. This responsibility necessitates notifying you that poor and inadequate oral hygiene while wearing braces will result in permanent damage to the teeth and gums. Consistently poor dental hygiene may result in tooth loss and/or expensive restorative dentistry (fillings, crowns, and root canals). In addition, poor dental hygiene while wearing braces can extend time in braces and may result in gum disease that may eventually require gum surgery.

**At each appointment, we will grade your oral hygiene.
Our grades are as follows:**

A Indicates no food on the teeth as a result of regular and thorough plaque removal and no swelling of the gums. Nightly flossing is usually necessary to receive an A grade.

B Indicates either food on the teeth or swelling and possible infection of the gums is present. This usually indicates insufficient brushing or flossing to properly remove the plaque.

C Indicates both food present on the teeth and swelling at the time of the adjustment appointment. Damage to the teeth and gums becomes a strong possibility when a "C" level hygiene is not improved.



Excellent oral hygiene is very important, especially during orthodontics. If a C letter is given at an appointment, oral hygiene is reviewed in great detail and we will also discuss that permanent damage can occur with poor oral hygiene. If multiple C letters are given, we may be forced to terminate treatment early due to poor compliance.

How to handle & prevent Direct Injuries to Mouth & Teeth

What to do after an injury

Following a direct injury to your mouth or teeth, whether undergoing orthodontic care or not, you should be seen by your regular dentist as soon as possible. Usually a radiograph (x-ray) of the involved tooth or teeth is needed to ascertain the extent of injury. If a tooth has been knocked out, severely displaced or fractured, it is best to contact your dentist first, since we may not have the necessary materials to treat these injuries. If the orthodontic appliances are dislodged or displaced we will need to replace or adjust them as soon as possible.

Please call our office immediately after seeing your family dentist. If you are unable to reach your family dentist or an alternate emergency facility, call this office and we will try to assist you in locating someone to care for the injury. Please discuss potential emergency procedures with your family dentist at your next visit to their office.

What if a permanent or adult tooth is knocked out?

If a tooth has been knocked out, place it in milk or place it inside the mouth between the cheek and the teeth. This will help to keep it alive longer. Immediately call your general dentist so the tooth may be replaced as soon as possible. The prognosis for the tooth is better when it is replaced immediately.

Use Mouth Guards

The risk of serious injury to the mouth is inherent in virtually any sport or activity that might result in trauma to the head. Therefore, it is important that you or your child wear a mouth guard while participating in any of these sports or activities. The wearing of a mouth guard of any kind cannot prevent the injuries from occurring. However, in most cases it may help reduce the degree of severity of injuries.



Appointments in Our Office

Most patients in orthodontic treatment have important obligations during the day, whether for work or school. During active orthodontic treatment, you will need to be seen every 3-10 weeks, and some of these appointments may conflict with work or school.

Patients and parents must assume the responsibility to see that the appointments are maintained on a regular schedule as careful monitoring is necessary to progress through orthodontic treatment. Once treatment is underway, appointments will vary in length from 25 minutes to an hour or more, every 4 to 12 weeks. School excuse forms are provided as a convenience in working with the school's attendance policy. Most schools have been very cooperative in this matter and share our concern about improving their student's dental health.

We have put much effort and time into designing our scheduling system. Here is what we want to do:

We want to see you on time for your appointment.

We want to have plenty of time during each appointment to do the necessary treatment.

We want to give you information about the treatment and to answer any questions.



We schedule longer appointments during the morning and shorter appointments in the afternoon. By doing this, we share the afternoon appointments with all of our patients after school. If you prefer to come to the office during a quieter time, please schedule an appointment between 10 a.m. and 1 p.m.

We allow designated openings in our schedule to accommodate ***comfort visits and repairs***. Since we accommodate as many families as possible in the afternoon, these visits will have to be ***scheduled around mid-day***.

In fairness to the other scheduled patients, ***if you arrive late***, we won't try to jam you into the schedule, but will ***reschedule you***. It might be all right for you to wait for an opening in the schedule, but sometimes that won't happen until the end of the day. If we have to reschedule an after school appointment, it will need to be rescheduled during school hours. The same applies to missed appointments. It is not a good idea to delay the rescheduled appointment because treatment progress will be adversely affected.



Flexible Spending Plans

What Is a Flexible Spending Account?

A Flexible Spending Account (FSA), also called a flex plan or reimbursement account, is an employer-sponsored benefit that allows you to pay for eligible medical expenses on a pre-tax basis (there are also similar accounts for dependent and child-care expenses).

If you expect to incur medical expenses that won't be reimbursed by your regular health insurance plan, you should be taking advantage of your employer's FSA if one is offered.

How Does It Benefit You?

An FSA saves you money by reducing your income taxes. The contributions you make to a Flexible Spending Account are deducted from your pay BEFORE your Federal, State, or Social Security Taxes are calculated and are never reported to the IRS. The end result is that you decrease your taxable income and increase your spendable income. You can save hundreds or even thousands of dollars a year.

How Do Flexible Spending Accounts Work?

At the beginning of the plan year (which usually starts January 1st), your employer asks you how much money you want to contribute for the year (there are limits).

You have only one opportunity a year to enroll, unless you have a qualified "family status change," such as marriage, birth, divorce, or loss of a spouse's insurance coverage. The amount you designate for the year is taken out of your paycheck in equal installments each pay period and placed in a special account by your employer.

As you incur medical expenses that are not fully covered by your insurance, you submit a copy of the Explanation of Benefits or the provider's invoice and proof of payment to the plan administrator, who will then issue you a reimbursement check.

Are Orthodontic Expenses Eligible for Reimbursement?

YES! Any expense that is considered a deductible medical expense by the Internal Revenue Service and is not reimbursed through your insurance can be reimbursed through the Flexible Spending Account. This includes fees paid to the orthodontist.

Cooke Stamp Card

...Patient Incentive Program

We value your dedication in helping Dr. Cooke create a beautiful and healthy smile for you! Your compliance is the most important aspect of achieving an excellent orthodontic result and we appreciate your hard work. To recognize and reward your commitment and efforts, we have created Cooke Credit so you may earn fantastic rewards along the way!

Earn Stamps at Each Visit When You Share and Care for Your Smile!

3 stamps when you wear your Cooke T-Shirt

3 stamps for checking in on social media or tagging us:
#cookesmiles @cookeortho

2 stamps for a Grade "A" Oral Hygiene

Once you have 20 stamps, you can redeem your Cooke Stamp Card for a \$5 gift card to your choice of a variety of local stores or restaurants.



Orthodontic Family Care Program

Orthodontics for all ages!



Family Courtesy

Dr. Cooke treats many families in the Napa community. As a courtesy to our patient families, we have a family courtesy for additional family members undergoing orthodontic treatment.

Early Evaluation for Children

The American Association of Orthodontists recommends that every child receive a preliminary orthodontic evaluation around age seven or eight. Early evaluation allows Dr. Cooke to identify developing problems and to plan for future treatment needs. If treatment is not needed at this time, your child will benefit from our “Growth & Guidance” program where we can monitor proper dental and facial growth with periodic visits.

Interceptive Treatment

Early detection of malocclusions can help reduce the severity of developing orthodontic problems. In some cases, results can be achieved through interceptive treatment which is unobtainable once the face and jaws have finished growing. The doctor’s goal is to determine how and when to best treat individual orthodontic problems for the best long-term benefits.

Adolescent Treatment

Adolescents often start orthodontic treatment (braces) when all permanent teeth are present. The right age can vary with each patient based on dental development; however, we typically see most of our patients in full orthodontic appliances during the ages of 11-14.

Adult Treatment

We are often asked if the Family Care Program includes adults. The answer is a resounding YES. It is never too late to improve your smile and dental health. Today’s orthodontic advancements make it easier, more comfortable, and esthetically appealing for adults to seek orthodontic treatment. In fact, almost 1/3 of Dr. Cooke’s patients are adults; even parents of children in treatment. We have many adult patients enjoying Invisalign treatment.

Infection Control & Sterilization

We are committed to staying current with the latest infection control and sterilization guidelines. When you visit our office, you can know that **your health, and the health of your family is protected.**

Today, safety is on everyone's mind. Safety in the orthodontic office is no exception. So we want you to know about our infection control and sterilization procedures. While these procedures are not new to our office we are continually upgrading these procedures as new guidelines, procedures and equipment become available. We treat each patient exactly the same, and therefore use Universal Precautions for each patient. We strive to provide the highest level of safety and we want you to feel comfortable knowing that these procedures are being routinely performed. Our procedures include:

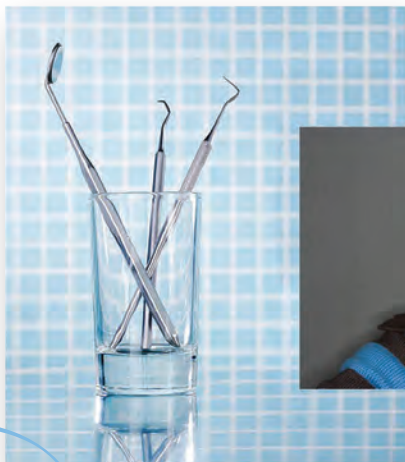
Ultrasonic Rinsing of all tools and instruments after each patient prior to sterilization.

Barrier controls which are recommended by the Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC), and the American Dental Association (ADA). They include the use of masks and protective eye wear, when indicated, and the use of new gloves for each patient.

Handpieces (Drills) and instruments are sterilized in a LISA Sterilizer after each use to kill all microorganisms that might be present.

Disposable items are used whenever possible and are always discarded once used or exposed to the clinical environment.

Disinfectants are applied to chairs, counter tops and other surface areas in all treatment rooms.



Retention

Removing braces signals the start of the retention and observation period of orthodontic care. I would like to remind you that this part of orthodontic care is just as important as the active phase in determining the ultimate success of your treatment. Once the teeth have been moved into their desired positions, a period of time is needed to stabilize the teeth so that the surrounding bone and soft tissues can conform to the new dental alignment. Now is a good time to review several important aspects of retention care.



The retention phase and its cost have been included in the original treatment fee. There are costs involved with the replacement of retainers that have been lost or broken. Keeping the retainer either in the mouth or in its case will avoid loss or breakage.

At the end of treatment we take a set of x-rays and radiographs. These will be used to evaluate treatment, plan the retention period and to evaluate the space available and position of the wisdom teeth. We will share these records with your dentist.

Maintaining your beautiful smile...

Retainers are usually worn **full time** for one month, then **night time** forever. More frequent wear may be recommended if facial growth is not complete.

All orthodontists know that as the retainer wear is reduced, there may be minor changes in tooth position. The position and fit of teeth will continually change throughout life, both with and without orthodontic treatment. Our goal in the retention phase of your treatment is to limit these changes to the natural process of accommodation.

I appreciate the opportunity to serve you and I look forward to working with you towards the smile you always wanted. Please let me know if you have questions or comments.





Partnership Agreement

In order to obtain the best possible results in your orthodontic treatment, you must understand that your cooperative efforts are just as important as the efforts of Dr. Cooke and her team.

We request that you accept responsibility and agree to the following:

Oral Hygiene

I will clean my teeth and gums properly each day, especially after eating meals or snacks and at bedtime. I will visit my dentist every six months (or as otherwise directed) for a professional cleaning and examination. I will limit my intake of soda pop and high sugar content foods. I will use my fluoride rinse daily (or as otherwise directed).

Wearing Appliances

I will wear my headgear, elastics and other removable appliances faithfully as directed by the doctor and staff.

Care of Appliances

I will not eat hard, sticky, chewy food, bite on pens, pencils, fingernails or get involved in any activities which will damage my appliances or delay treatment. I understand that each loosened bracket, band or broken wire can add a month to my total treatment time.

Appointments

I will try to keep all my appointments and arrive on time. I will call as soon as possible if I must change my appointment and I will always call ahead of time if I have something broken or loose. I will make my construction appointments during school/work hours. I realize that rescheduling may take a few weeks and could extend treatment time if I change appointments often.

Retainers

I understand the importance of retainers and I will wear them as directed. I understand that if I loose or break my retainer there will be a charge for replacement or repair.

Dr. Cooke has an excellent record of creating beautiful healthy smiles. I am aware that I must be a cooperative willing partner with her and her specially trained team to accomplish the best results.

I agree to cooperate by following the above instructions. Should I have difficulty with any of these, I will discuss them promptly and honestly with Dr. Cooke or her team.

Please consider this agreement carefully as you will be asked to sign a copy before beginning your treatment.

Creating beautiful smiles, excellent bites,
and lasting relationships.



COOKE
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