To ensure correct and timely handling of claims pertaining to orthodontic treatment, orthodontic invoices and bills should mention the information indicated below. As some of the necessary information is at times not indicated on their invoices or bills by orthodontists, members are invited to provide the present Information Note to their orthodontist as early as possible into the treatment and to ask that the necessary information be provided on the invoice or bill.

**Initial treatment: installation of dental braces**

The invoice or bill pertaining to the installation of dental braces must contain the following information:

- Orthodontist’s name and full address
- Patient’s name, first name, and date of birth
- Invoice or bill date
- Description of the treatment ("Pose de l’appareil" in French)
- Date of treatment
- Amount actually paid
- Practitioner’s stamp and signature

**Subsequent treatments**

The invoices or bills pertaining to the subsequent treatments must contain the following information:

- Orthodontist’s name and full address
- Patient’s name, first name, and date of birth
- Invoice or bill date
- Description of the treatment (e.g. "TO45", "TO90" or "Orthodontic treatment")
- Period of treatment (start date and end date)
- If treatment extends over two calendar years: distribution of the amount per calendar year
- Amount actually paid for the period(s) concerned
- Practitioner’s stamp and signature

It is recommended that invoices or bills be produced every three or six months. Invoices or bills covering longer periods of time should be avoided.

Members should submit their claims as soon as possible after having received and paid each bill or invoice, but not before the end of the corresponding treatment period (e.g. a bill covering treatment given between 1 January 2018 and 30 April 2018 cannot be submitted before 1 May 2018 – reimbursements may only take place in respect of examinations carried out or treatment given).