

PRIVACY POLICY – FOR PATIENTS

St Peters Dental Clinic Privacy Policy – for Patients

APPENDIX 1

Guidelines on Dental Clinical Records

Clinical records should include –

- i. Date of visit
- ii. Identifying details of the practitioner providing treatment
- iii. Information about the type of examination conducted
- iv. The presenting complaint
- v. Relevant history
- vi. Clinical findings and observations
- vii. Diagnosis
- viii. Treatment plans and alternatives
- ix. Consent of the patient, client or consumer
- x. All procedures conducted
- xi. Instrument batch tracking control identification where relevant
- xii. Medicines/drugs prescribed, administered or supplied or any other therapeutic agent used (name, quantity, dose, instructions)
- xiii. Details of advice provided
- xiv. Unusual sequence of treatment
- xv. Radiographs and other relevant diagnostic data (digital radiographs must be readily transferable and available in high definition)
- xvi. Other digital information including CAD-CAM restoration files
- xvii. Instructions to and communications with laboratories
- xviii. Referrals
- xix. Relevant communication with or about the patient
- xx. Details of anyone contributing to the dental record
- xxi. Estimates or quotations of fees
- xxii. Records of complaints should there be any.