



**DBay Dental  
Charter of Patient Rights**

DBay Dental has developed the following charter of patient rights consistent with the Australian Charter of Healthcare Rights.

### Appointments

DBay Dental aims to provide patients with appointments to meet their treatment needs. It is requested patients make an agreed appointment time/date to assist the scheduling process, notifying the practice where this appointment cannot be met. To assist you in providing us with this information we contact patients by:

- Telephone call reminder the day before their appointment (all contact numbers are tried and/or messages left on voicemail services)

or

- SMS reminder the day before their appointment. (If no response is received a follow up phone call is made.)

or

- Email reminder, where indicated
- Postal reminder, where indicated

The cancellation policy of DBay Dental requires 24 hours notice for cancellation of an appointment. Should the patient cancel without the required notice period, it is at the Owner's discretion as to whether a cancellation fee is to be charged, and if so, what this amount may be.

In the event we are unable to accommodate a patient's request for an appointment at a specific time/date, consultation with the treating dental practitioner will be sought.

We recommend that patients always phone ahead to make an appointment with us. Whilst we make every effort to schedule your appointment at a time convenient to you, please be aware that this is a busy practice and there may be a delay of some days or weeks before we can accommodate your request. If you are in pain, or your situation is an emergency, please advise a member of the reception team. We hold some emergency appointments each day and they will advise you of the process to secure an emergency appointment.

We will confirm your appointment 24 hours beforehand, so it's essential that we have the best phone number to contact you on. We request that you arrive at least 5 minutes before the time of your appointment, as you may be required to complete a Patient Medical History Questionnaire on arrival. Please report to one of our reception staff members so that we can advise the dentist of your arrival.

Our dentists work hard to ensure that appointments run on time, however, our reception staff will keep you informed if you will be waiting for any length of time in our waiting area.

If you are running late for your appointment, or if you find you cannot attend your scheduled appointment, please phone us at the first opportunity. This will allow us to reschedule if necessary and will help you to avoid a non-attendance fee. (A fee may be charged in some instances of non-attendance.) Please be aware patients that habitually 'fail to attend' appointments, or who regularly run late, may be refused future appointments at this practice.

**Safety**

DBay Dental aims to provide appropriate dental services in a safe, secure and supportive environment. We encourage patients and/or staff to raise any concerns they may have. If a concern is raised, all staff and management are required to address the concern as soon as possible.

All patients are required to complete a full medical history as accurately and completely as possible, to allow staff to identify any circumstances that may increase the risks associated with dental care.

In the unlikely occurrence of an adverse event, dental practitioners at DBay Dental have a responsibility to be open and honest in communications with the patient involved, and families or carers if applicable.

It is the responsibility of the registered dental practitioner, in accordance with the Dental Board of Australia's Code of Conduct for Registered Health Practitioners, to explain to the patient what happened and why, as well as offering support and advice with regard to how the situation can best be resolved or managed.

Upon recognising the occurrence of an adverse event, the dental practitioner will follow our Open Disclosure Process, which aligns with the Australian Commission on Safety and Quality in Healthcare's Open Disclosure Standard, as outlined below:

- Act immediately to rectify the problem, if possible, including seeking any necessary help and advice
- Explain to the patient, in sufficient detail, so the patient understands what has occurred, including the anticipated short-term and long-term consequences.
- Acknowledge any patient distress and provide appropriate support
- Develop a future management plan for the patient if required
- Ensure that the patient has access to information about the process for making a complaint

Sufficient detail is to be recorded in patient records to reflect the information provided to the patient about the incident, associated risks and likely consequences. The dental practitioner will notify the occurrence of the adverse event to their professional indemnity insurer, consistent with the clauses of their policy. The incident must be reported to senior management and recorded in the General Incident Register.

**Respect**

DBay Dental values all patients as a unique person and hope that at all times we can provide dental treatment in a manner that is respectful of their culture, beliefs, values and personal characteristics. Patients are asked to reciprocate this respect by being mindful of all staff at DBay Dental and other patients.

**Communication and Decision-Making**

DBay Dental respects the patient's right to receive adequate information to make informed decisions regarding their health and healthcare. Consequently, all staff should continually demonstrate a commitment to providing patients with accessible and understandable information about their treatment and treatment options, including costs, proposed medications and risks involved. This should also include maintaining suitable evidence that patients are fully informed about their proposed treatment and have been a partner in the development of their treatment plan. Such evidence will be monitored through DBay Dental's review processes.

We do expect patients to actively participate in decision and choices about their treatment and dental needs. For extensive treatment plans we also encourage a patient to involve their family or carer in the decision making process.

### **DBay Dental's Informed Consent Process**

The initial examination of a patient shall be considered 'implied consent' to that procedure based on the booking of an appointment, attendance, and the patient allowing the physical examination to occur. Any subsequent treatment shall require the patient to make an informed decision and consent to the treatment either verbally or in writing depending on the procedure and associated risks.

The dental practitioner who is to perform the treatment is responsible for the following informed consent process in line with the Dental Board of Australia's Code of Conduct for Registered Health Practitioners.

A patient will be:

- Told (or receive information in some other way) what procedure is being proposed
- Told (or receive information in some other way) about the possible risks and benefits of the treatment in a form or manner they can understand
- Informed of the risks and benefits of all options
- Afforded the opportunity to ask questions and receive answers that meet with their satisfaction
- Afforded sufficient time (if needed) to discuss the plan with their family, carer or advisor, especially for complex treatment plans
- Fully informed of and comprehending the cost of treatment
- Able to use the information provided to them to help them make a decision they believe is in their best interest, in the absence of any coercion from the dental practitioner
- Afforded the opportunity to communicate their decision to the dental practitioner either verbally or in writing

DBay Dental requires all dental practitioners provide relevant documentation to the patient about the proposed treatment. The practice also requires dental practitioners to use their clinical judgement to determine where written consent is required from the patient and/or carer.

Dental practitioners shall take into account additional considerations regarding guardianship arrangements for consent matters when dealing with vulnerable patients.

Sufficient detail is to be recorded in patient records to reflect the information provided to the patient is associated with their treatment options and the treatment plan, which is ultimately agreed upon.

Additional procedural information is provided to patients through the use of standardised information brochures and by using the (Praktika) Patient software program.

### **Informed consent documentation**

All informed consent documentation used by the practitioners at DBay Dental is reviewed at regular intervals and any updates to these documents are designed to improve patient understanding and the quality of care provided. Patients are required to sign informed consent documentation for all complex treatment plans.

## Privacy

In accordance with the Commonwealth Privacy Act 1988, the Dental Board of Australia's Code of Conduct for Registered Health Practitioners, the Office of the Privacy Commissioner National Privacy Principles September 2001 a patient can expect that their personal health and other information will be collected, used, disclosed and stored in accordance with relevant laws about privacy, and that this information will remain confidential unless the law allows disclosure or the patient directs us to release the information.

The Privacy Policy of DBay Dental consists of the following:

- All information collected from the patient will be used for the purpose of providing treatment. Personal information such as name, address and health insurance details will be used for the purpose of addressing accounts to the patient, as well as processing payments and writing to the patient about any issues affecting their treatment.
- We may disclose a patient's health information to other health care professionals, or require it from them if, in our judgement, it is necessary in the context of the patient's treatment. In this event, disclosure of personal details will be minimised wherever possible.
- We may also use parts of a patient's health information for research purposes, in study groups or at seminars as this may provide benefit to other patients. Should that happen, a patient's personal identity would not be disclosed without their consent to do so.
- Patient history, treatment records, x-rays and any other material relevant to treatment will be kept and remain in a secure environment.
- Under the privacy law, patients have rights of access to dental information held about them by this practice. We welcome a patient to inspect or request copies of their treatment records at any time, or seek an explanation from the dentist. The following procedure has been developed to ensure that all requests for access are dealt with as efficiently as possible:
  - All requests for access (other than straightforward requests for copies of test or treatment results made to your dentist during your consultation) should be made in writing using a Request for Release of Dental Records Form. (Forms kept in the Gmail DRIVE)
  - Requests for access will be acknowledged within seven days of the receipt of the request.
  - Where it is not possible for access to be granted within 30 days, the patient will be notified/advised when and if access will be granted.
  - Where access is refused, the patient will be advised in writing of the reasons for refusal. This will include any information about other means by which access may be facilitated.
  - A patient will not be permitted to remove any of the contents of their dental file from the practice, nor will they be permitted to alter or erase information contained in the dental record. However, if any of the information we have about a patient is inaccurate, a patient is encouraged to ask us to alter their records accordingly, in writing.

- o Only written requests from other dental practitioners or specialists will be considered, and the records will be released directly to the next treating dentist. DBay Dental uses the ADA pro-forma documents to facilitate that appropriate protocols are followed when releasing patient dental records.
- o When a request for copies of dental records is received, a nominal fee may be required to be paid by the patient, depending on the complexity and time involved in the preparation of the report. The principal dentist will determine this fee.

### Comment

A patient's evaluation of the care received at our practice is an extremely important form of feedback that provides valuable information about the services we provide. We encourage patients to provide both positive and negative feedback.

### All incidents that relate to complaints will be recorded in the Complaint/Feedback Register.

All staff will be provided with training and support that will assist them to identify, report, and appropriately respond to complaints and other negative feedback. At DBay Dental we classify negative feedback in three ways:

1. **Enquiries:** low level matters where an explanation or clarification of circumstances satisfies or resolves the patient's concerns. No further risk or future action against the dental practitioner or practice is indicated
2. **Notification:** a complication or incident that has not caused the patient to make any complaint or claim but has the potential to become a complaint or claim in the future. The dental practitioner involved will consult their professional association in these matters for guidance on handling the incident and whether notification to the professional indemnity insurer is required. The dental practitioner's management of such complications or incident will be compatible with the practice's open disclosure process.
3. **Complaint or Claim:** matters in which a patient, or person on behalf of the patient, has made a verbal or written complaint to the practitioner or to a statutory or legal body, or a professional association, regarding some element of treatment that has been provided by the dental practitioner to the patient. The dental practitioner involved will consult their professional association and their professional indemnity insurer prior to responding to the matter.

In the event of a patient complaint, all staff at DBay Dental should use the following complaint handling policy:

- Provide an open environment for a patient to share their dissatisfaction with us directly, whilst respecting the patient's right to have a concern heard by an independent third party such as the Dental Board of Australia or the Health Quality Complaints Commission.
- Resolve the complaint at the lowest level possible
- A patient will be required to place serious complaints or requests for refunds in writing
- Notification to and advice sought from professional associations and professional indemnity insurers is encouraged

### **DBay Dental's Complaint Handling Process**

DBay Dental will acknowledge and respond in a timely manner, either verbally or in writing, in respect to the seriousness of the complaint. We aim to respond to all complaints within thirty days.

The dental practitioner involved will respond to the complaint upon receipt of advice from their professional association and/or their insurer.

### **Complaints Review Process**

DBay Dental is committed to continuous improvement in safety and quality. The Owner will analyse data/feedback and take action where required. Any review actions/outcomes will be communicated to staff. In addition, the Owner reviews incidents and analysis of incidents.

### **Notifying Patients About Their Rights**

DBay Dental will always endeavour to advise patients about their rights and the way our practice operates. Part of the process of providing this information to patients and/or carers is providing access to our Charter of Patient Rights. This is achieved by:

- Signage within the practice
- The DBay Dental Charter of Patients Rights is available at reception to all patients
- The DBay Dental Charter of Patients Rights is available on DBay Dental's website

DBay Dental expects all staff will assist patients to understand their patient rights and the way our practice operates. It is the responsibility of staff to proactively identify those patients who may be 'at risk' of not understanding their healthcare rights in accordance with DBay Dental's 'At Risk Patients and Escalation of Care Policy' contained within our 'Governance Systems for Safety and Quality Policy', and to consult the dental practitioner if further guidance is needed.

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