

Orthodontic Practice Protocols

Medical history form to be completed by patient at first appointment and scanned onto chart.

Consent sheet, Quotation sheet and Standing Order form to be given to patient before any treatment begins. These must be read and signed by the patient prior to treatment. All sheets must be scanned onto patients chart at first bond up appointment.

Referral letters to be read, dated by orthodontist and scanned onto patients chart.

All correspondence with patients or referring dentists / orthodontists to be dictated, typed, (checked and dated by orthodontist first) scanned onto patients chart and posted.

Fax sheets for referring radiographs (eg; ceph) to be filled in and given to Margaret.

Dentist to supply, staff, secretarial skills, alginate impression material only, exam kits.

Orthodontist to supply, all orthodontic instruments, materials specific to orthodontics, impression trays, impression materials other than alginate, stamps.

On Exact Pro, invoice procedure and charge, follow up appointments must be written on chart (type of appointment and time required)

Retainer information / care sheet to be given to all patients at end of treatment.

Orthodontist's Statement of Account to be given to Margaret at last Session of the month (to deduct Direct Debits from patient's account). Rental invoice to be included with statement of account