

CONSENT, TERMS & CONDITIONS

Please take a few minutes to read through the following information and to confirm, by signing at the bottom of the page, that you have read and understood the information. If you have any questions, please speak to a member of the reception team who will be happy to help.

- 1 Dr Hall at the Wickham Dental Practice subscribes to the latest guidelines and regulations in accordance with the criteria set by the Care Quality Commission.
- 2 During your visit to Dr Hall, we will gather selective personal and clinical information about you that may be held electronically. Please be assured that any information you provide to will be handled in accordance with the Data Protection Act 1998. We use this information to create a medical record for you. You are entitled to review this information at any time - please ask the reception team for our procedures if you would like to review your records.
- 3 Medical Information will be kept confidential. It will only be disclosed to those involved with your treatment or care, or to their agents, and, if applicable, to any person or organisation who may be responsible for meeting your treatment expenses, or their agents.

Information may also be shared with others not involved in your treatment or care in the course of investigating or responding to any potential complaint or claim, or for Clinical Governance Purposes.
- 4 We may leave a message, email or text to remind you of a forthcoming appointment. If for any reason you do not wish a message to be left, please inform our Reception.
- 5 Payment for services rendered by Dr Hall is due on the day and must be paid before treatment commences.. Accounts not settled within **28** days of the appointment may accrue interest on the outstanding balance at a rate of 1.5% per month.
- 6 If you are visiting Dr Hall's Practice as part of a company-funded scheme, we will be providing an invoice and financial statement to our designated point of contact at your company.
- 7 If you cannot attend your appointment, please contact reception on 01329833855 or by email: reception@wickhamdental.com There is no cancellation fee provided that you give more than 48 working hours' notice. **Please note that if you cancel your appointment 48 hours or less before it is due, or fail to attend for a booked appointment, you will be charged at 50%our hourly rate of £400 for the time allocated and not used. If you cancel your appointment 24 hours or less before it is due, or fail to attend for a booked appointment, you will be charged at 100% of our hourly rate of £400 for the time allocated and not used. No further treatment will be provided until those fees are paid.**
- 8 Fraud and debt collection. Information may be disclosed to others, including debt collection agencies, with a view to recovering any unpaid debts or preventing fraudulent or improper claims.
- 9 We always welcome questions, comments and suggestions from patients. Please contact the Practice Manager, if we can help in any way.
- 10 Dr hall and his partners provide emergency out of hours advice and emergency treatment in certain instances for which there will be a charge. In the event of the provision of treatment out of the usual surgery hours, it will be necessary for you to organise a chaperone.
- 11 Written estimates will be provided for all treatment.

I have read, understood and agree to the terms above and wish to be a patient of Dr Hall, Wickham Dental Practice. I consent to a dental consultation

Signature: _____ Name: _____ Date _____

Consent for a minor

I, _____ being the parent or legal guardian of _____

have read, understood and agree to the above terms and hereby grant permission for my child to have a full dental examination.

For patients aged 13 – 16 years only

I also give my permission for _____ to attend the Practice for dental treatment unaccompanied **Yes** **No**

Signature: _____ Date: _____