**2017 CPD Policy Updates**

To cut down on paperwork and the frustration it can bring, below are listed the changes we have made for 2017. You have already signed our previous paperwork (We usually give it back to parents once we enter it in our system.) so hopefully this will make it easier while still remaining thorough. The previous agreements remain in force with the addition of these updates. Of course, if you want a complete packet or copies of earlier information, we will provide that. Signing below indicates your receipt, understanding and agreement of our policies, these updates.

Dr. Ledenyi Welcomes You to Clayton Pediatric Dentistry!

* Was: Please make sure that you have read our Notice of Privacy Practices, posted in our waiting area and obtain a paper copy for your personal records if you would like one.
* New: We coordinate care and share information according to HIPAA guidelines. Please make sure that you have read our Notice of Privacy Practices, posted in our waiting area and obtain a paper copy for your personal records if you would like one.
* Was: As a courtesy, we may use Televox to confirm your child’s appointment in advance. Should we leave a message, please return our call so we may discuss important information about the visit with you. From time to time, policies or your child’s situation may change. If your phone has been disconnected or changed for any reason, please contact us with the new information.
* New: As a courtesy, we may use phone calls or electronic communications . Should we leave/send a message, please respond so we may discuss important information with you. From time to time, policies or your child’s situation may change. If your communication services have been disconnected or changed, please contact us with the new information.

Clayton Pediatric Dentistry Financial Policy

* Was: Account balances older than 30 days may be subject to fees and collections. A 1.5% monthly finance charge will be added to your account on unpaid balances. If your account goes to collections, you may have additional charges.
* New: Account balances older than 30 days may be subject to fees and collections. A 1.5% monthly finance charge will be added to your account on unpaid balances. If your account goes to collections, you may incur a 35% collection fee.

Legal parent/guardian (print name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal parent/guardian (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Clayton Pediatric Dentistry**

**Acknowledgement of Receipt of Privacy Practices**

\* You May Refuse to Sign This Acknowledgment\*

I have received and reviewed a copy of our dental practice’s privacy, security and breach notification policies and procedures.

I understand that I should ask our dental practice’s Privacy Official if I have any questions about these policies and procedures.

Legal parent/

guardian name ( print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal parent/

guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

* Individual refused to sign
* Communications barriers prohibited obtaining the acknowledgement
* An emergency situation prevented us from obtaining acknowledgement
* Other (Please Specify)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

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**Consent to Use Electronic Communications**

I acknowledge that I have read and fully understand the risks, limitations, conditions of use, and instructions for use of the selected electronic communication Services more fully described in the Appendix to this consent form. I understand and accept the risks outlined in the Appendix to this consent form, associated with the use of the Services in communications with Clayton Pediatric Dentistry. I consent to the conditions and will follow the instructions outlined in the Appendix, as well as any other conditions that the doctor may impose on communications with parents/patients using the Services.

I acknowledge and understand that despite recommendations that encryption software be used as a security mechanism for electronic communications, it is possible that communications with the doctor or the doctor’s staff using the Services may or may not be encrypted. Despite this, I agree to communicate with Clayton Pediatric Dentistry using these Services with a full understanding of the risk.

I acknowledge that either I or Clayton Pediatric Dentistry may, at any time, withdraw the option of communicating electronically through the Services upon providing written notice which will take effect upon receipt, excluding prior communications. Any questions I had have been answered.

Clayton Pediatric Dentistry has offered to communicate using these means of electronic communication (“the Services”). My preferences are indicated below by selecting/writing “yes” or “no”:

|  |  |  |
| --- | --- | --- |
| (Yes/No) Email  | (Yes/No) Website/Patient Portal | (Yes/No) Videoconferencing (including Skype®, FaceTime®) |
| (Yes/No) Text messaging (including instant messaging)  | (Yes/No) \*Social media (specify): |
| (Yes/No) Phone Messages may be left about (please circle) appointments/dental/medical/accounts/insurance. |

\* Clayton Pediatric Dentistry will not use social media for health, account, finance, insurance information.

Except as indicated above for social media, specific description of patient information to be used or disclosed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Yes/No) Appointments | (Yes/No) Dental | (Yes/No) Medical | (Yes/No) Account | (Yes/No) Insurance |

|  |
| --- |
| Patient name:       |
| Patient address:       |
| Legal parent/guardian home phone:       |
| Legal parent/guardian mobile phone:       |
| Legal parent/guardian email (if applicable):       |
| Other account information required to communicate via the Services (if applicable):  |
| Legal parent/guardian signature:       | Date:       |
| Witness signature: | Date:       |

Clayton Pediatric Dentistry Office: 919.553.3232

482 East Main Street Fax: 919.553.3232

Clayton, NC 27520-2529 www. claytonkidsdentist.com

**Appendix: Risks of Using Electronic Communications**

Clayton Pediatric Dentistry (hereafter “CPD”) will use reasonable means to protect the security and confidentiality of information sent and received using the Services (“Services” is defined in the attached Consent to Use Electronic Communications). However, because of the risks outlined below, CPD cannot guarantee the security and confidentiality of electronic communications:

• Use of electronic communications to discuss sensitive information can increase the risk of such information being disclosed to third parties.

• Despite reasonable efforts to protect the privacy and security of electronic communication, it is not possible to completely secure the information.

• Employers and online services may have a legal right to inspect and keep electronic communications that pass through their system.

• Electronic communications can introduce malware into a computer system, and potentially damage or disrupt the computer, networks, and security settings.

• Electronic communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of CPD or the parent/legal guardian.

• Even after the sender and recipient have deleted copies of electronic communications, back-up copies may exist on a computer system.

• Electronic communications may be disclosed in accordance with a duty to report or a court order.

• Videoconferencing using services such as Skype or FaceTime may be more open to interception than other forms of videoconferencing.

**If the email or text is used as an e-communication tool, the following are additional risks:**

• Email, text messages, and instant messages can more easily be misdirected, resulting in increased risk of being received by unintended and unknown recipients.

• Email, text messages, and instant messages can be easier to falsify than handwritten or signed hard copies. It is not feasible to verify the true identity of the sender, or to ensure that only the recipient can read the message once it has been sent.

**Conditions of using the Services**

• While CPD will attempt to review and respond in a timely fashion to your electronic communication, CPD cannot guarantee that all electronic communications will be reviewed and responded to within any specific period of time. The Services will not be used for medical emergencies or other time-sensitive matters.

• If your electronic communication requires or invites a response from CPD and you have not received a response within a reasonable time period, it is your responsibility to follow up to determine whether the intended recipient received the electronic communication and when the recipient will respond.

• Electronic communication is not an appropriate substitute for in-person or over-the-telephone communication or clinical examinations, where appropriate, or for attending the Emergency Department when needed. You are responsible for following up on CPD’s electronic communication and for scheduling appointments where warranted.

• Electronic communications concerning diagnosis or treatment may be printed or transcribed in full and made part of your medical record. Other individuals authorized to access the medical record, such as staff and billing personnel, may have access to those communications.

• CPD may forward electronic communications to staff and those involved in the delivery and administration of your care. CPD might use one or more of the Services to communicate with those involved in your care. The Physician will not forward electronic communications to third parties, including family members, without your prior written consent, except as authorized or required by law.

• You and CPD will not use the Services to communicate sensitive medical information about matters specified below, unless “Yes” is indicated:

(Yes/No) Sexually transmitted disease

(Yes/No) AIDS/HIV

(Yes/No) Mental health

(Yes/No) Developmental disability

(Yes/No) Substance abuse

(Yes/No) Other (specify):

**Appendix, cont’d**

• You agree to inform CPD of any types of information you do not want sent via the Services, in addition to those set out above. You can add to or modify the above list at any time by notifying CPD in writing.

* Some Services might not be used for therapeutic purposes or to communicate clinical information. Where applicable, the use of these Services will be limited to education, information, and administrative purposes.

 • CPD is not responsible for information loss due to technical failures associated with your software or internet service provider.

**Instructions for communication using the Services**

To communicate using the Services, you must:

• Reasonably limit or avoid using an employer’s or other third party’s computer.

• Timely inform CPD of any changes in the legal parent/guardian’s email address, mobile phone number, or other account information necessary to communicate via the Services.

**If the Services include email, instant messaging and/or text messaging, the following applies:**

• Include in the message’s subject line an appropriate description of the nature of the communication (e.g. “prescription renewal”), and your full name in the body of the message.

• Review all electronic communications to ensure they are clear and that all relevant information is provided before sending to CPD.

• Ensure that CPD is aware when you receive an electronic communication from CPD, such as by a reply message or allowing “read receipts” to be sent.

• Take precautions to preserve the confidentiality of electronic communications, such as using screen savers and safeguarding computer passwords.

• Withdraw consent only by email or written communication to CPD.

• If you or your child require immediate assistance, or if yourchild’s condition appears serious or rapidly worsens, you should not rely on the Services. Rather, you should call CPD’s office or take other measures as appropriate, such as going to the nearest Emergency Department or urgent care clinic.

• Other conditions of use in addition to those set out above: *(legal parent/guardian to initial)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have reviewed, understand and accept the risks, conditions and instructions described in this Appendix:**

Legal parent/guardian name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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