



Registration Policy for Dental Practice

1. **Purpose:** To provide a clear and consistent procedure for the registration of new patients, ensuring that all individuals receive an equitable opportunity to access dental services at our practice.
2. **Scope:** This policy applies to all potential and existing patients of the dental practice, as well as staff members responsible for registration and patient management.
3. **Policy Statement:** Our dental practice is committed to providing comprehensive dental care to the community. To ensure organized and efficient care, a systematic registration process is implemented.
4. **Procedure:**
 - **Eligibility:**
 - Any individual seeking dental services at our practice can request registration.
 - Patients transferring from another practice should provide details of their previous dentist, if available.
 - **Initial Contact:**
 - Patients can contact the practice in person, by phone, email, or through the practice's website to express interest in registration.
 - **Required Documentation:**
 - Identification proof (e.g., Driver's license, Passport).
 - Proof of address (e.g., Utility bill, Bank statement).
 - Relevant medical history and any existing medications.
 - Details of any dental insurance or NHS entitlement, if applicable.
 - **Registration Form:**
 - New patients will be required to complete a registration form that captures personal details, emergency contact information, medical history, and any specific dental concerns or needs.
 - The information provided should be accurate and updated regularly, especially in case of change of address, contact details, or medical history.
 - **Initial Consultation:**
 - Upon successful registration, new patients are encouraged to book an initial consultation to evaluate their dental health, discuss any concerns, and formulate a treatment plan if necessary.
 - **Data Protection:**
 - All personal data will be stored securely, in compliance with GDPR and other relevant data protection regulations. The practice will not share patient data without consent, except where legally required.
 - **Deregistration:**
 - Patients who wish to deregister from the practice should notify in writing.
 - Patients who repeatedly miss appointments without notice may be considered for deregistration after appropriate communication and warnings.
 - If deregistered, patients will be informed in writing, detailing the reasons.
5. **Equal Opportunities:**
 - The practice will ensure that registration is open to all, regardless of age, gender, race, disability, sexual orientation, or religious beliefs.
6. **Feedback and Complaints:**





- Any concerns or feedback about the registration process can be addressed through the practice's complaints procedure.

7. **Review:** The Registration Policy will be reviewed annually to ensure it aligns with current regulations and best practices, and to ensure that the community's needs are met.

Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704

April 2023

Updated Yearly

