



PATIENT INFORMATION FORM

Dental Hygiene/Attn: Clinic
Receptionist 515 North Washington
Square, Suite 107 Lansing, MI 48933

Reception Phone: (517) 483-1458 Program Office Phone: (517) 483-1457 FAX: (517) 483-9925

We welcome you as a patient in the Lansing Community College Dental Hygiene Clinic. We want to inform you, the patient, about our policies and what you can expect from our clinic.

This is a teaching program and only those patients whose dental hygiene needs conform to our student needs will be accepted for treatment. Dental hygiene student can perform to clinical competence all of the following:

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| Medical/Dental History Extra/ Intra Oral Examinations | Vital Signs (blood pressure, etc.) Pit and Fissure Sealants Fluoride Applications | Prophylaxis (healthy dentition) Tooth Polishing Nutritional Advising |
| Radiographs (x-rays) Periodontal Chartings | Study Models Local Anesthesia | Oral Health Education Nitrous Oxide Sedation Periodontal Debridement |
| Care of Dental Prosthesis Tooth Desensitizing Applications | Care O f Dental Resorations | |

Screening evaluations are required of all adult patients seeking to have their teeth cleaned and will determine acceptance of a patient for treatment. There is no fee for this evaluation or any obligation by the dental hygiene clinic for future treatment. If the patient is accepted for treatment, there will be an assigned fee that must be paid prior to treatment. This nominal fee is charged to cover the cost of materials and supplies.

Appointments: Students have specified clinical requirements and there is a limited amount of treatment time available. Broken appointments and late arrivals cause students to lose credit and deny time for other appointments. Please be prompt. If a cancellation is necessary, please give as much notice as possible--preferably at least 48 hours--to allow students to fill the appointment times. If the patient fails or is over 30 minutes late for more than **TWO** appointments, the patient will not be contacted for further appointments but may be placed on a cancellation list to be called only when an appointment becomes available. **It is within the prerogative of the LCC Dental Hygiene Program to dismiss, or suspend, patients from the LCC Dental Hygiene Clinic after two missed appointments.**

Since the College is a teaching institution, patients accepted may have a waiting period before treatment begins. The actual length of the dental appointments will vary due to different circumstances. The factors to consider are the difficulty of the case, the level of experience of the student, the amount of paperwork required of the dental hygiene student and the instructor's supervision at different intervals of the actual procedure. Please be prepared to spend more time than is necessary in a private dental office.

Patient Records: Duplicate radiographs may be sent to your dentist upon request and written authorization from you, the patient. Please allow sufficient time for evaluation of film by faculty and for processing and mailing (**a minimum of 5 working days**). Your dentist may require different views or different radiographs. Dental records, radiographs (x-rays), photographs, videos, models and other

diagnostic aids relating to the patient's condition will remain confidential and the property of Lansing Community College. One copy of radiographs, at no charge, is available to the patient upon written request. Additional copies will be assessed a charge. Please see the receptionist for current fee. You may request a copy of our Health Information Portability and Accountability Act (HIPAA) for your review, outlining our policies on confidentiality of your health and dental information.

Diagnosis: The charting of observations in the oral cavity and the exposure of dental x-rays do not constitute a diagnosis. The Dental Hygiene Clinic's supervising dentist has numerous responsibilities and must limit his/her time to the students and not for individual patient diagnosis. A referral form to a licensed dentist or other health care provider will be completed by the dentist and/or faculty member and the student if a need for further dental or medical services is identified. You are encouraged to visit your dentist for determination of your dental needs and a yearly comprehensive dental exam.

Preventative dental hygiene therapy at the LCC Dental Hygiene Program does not provide a patient oral exam that replaces the need for regular/or annual dental exams by your dentist.

Emergency Care: Emergency treatment from a *preventive* dental procedure standpoint is considered very limited in nature and in most cases will not meet the dental needs of the patient. Patients will be referred to their general dentist or clinic of their choice, for emergency care. Patients requiring emergency treatment within the scope of this teaching program will have their needs met, if possible, based on the time and expertise of the hygiene student and the clinical dentist. It is the responsibility of the patient to make arrangements for follow-up care if advised.

Minors: Children five years of age and older may be seen in the Clinic. A parent or guardian *must accompany* minor aged children and should remain in the waiting room for each appointment. A parent or guardian must sign this consent form for patients younger than 18. **Children accompanying patients must not be left unattended** and shall not enter the treatment area due to infection control protocol.

Informed Consent: You will be informed of the appropriate treatment to meet the dental hygiene care needs and the approximate cost of treatment at Lansing Community College Dental Hygiene Clinic. Please understand that since this is a teaching institution. You will be assigned to a student whose level of education requires the learning experience your dental condition provides. Please be aware that the student who will be treating you expects you to arrive on time for your appointments and that being late or missing any appointments could result in discontinuation of your treatment since the student needs a patient in clinic sessions in order to receive a passing grade for the clinical course. Please understand that each appointment will be up to four hours long and that multiple appointments may be required to complete your treatment. Our primary purpose is to provide students with experience in the delivery of dental hygiene care according to the highest standard of care. We reserve the right to discontinue or refuse treatment to any patient whose needs or scope of care would negatively affect our students' ability to provide dental hygiene care according to best practice standards. At any time, if your treatment needs are determined to be outside of the scope of practice of the students, if you are advised that your treatment needs are best served by a private dental practice, or if your participation in the dental hygiene clinic has a negative impact on student experience, then the Lansing Community College Dental Hygiene Clinic reserves the right to halt or deny treatment. In such a case, you would be informed of this by the program director, clinic supervising dentist, or lead clinical instructor. In addition, you have the right to refuse all or part of your dental hygiene care.

Policy on Bloodborne Pathogens and Infectious Disease: The Americans with Disabilities Act forbids discrimination against patients with HIV; therefore, LCC Dental Hygiene students are required to treat all patients assigned, regardless of the disease state of the patient. The student is expected to follow Standard Precautions with all patients. A full copy of the Dental Hygiene's policies on Bloodborne Pathogens and Infectious Diseases is available upon request.