

Introduction

Dental practitioners create health records that include dental, medical and medication information that serve the best interests of patients, and that contribute to the safety and continuity of their dental care.

Ivanhoe Perio's Health Records Policy

Ivanhoe Perio expects periodontists and staff will have knowledge of, and comply with, this Health Records Policy and the Health Records Process as outlined below.

Ivanhoe Perio acknowledges that periodontists have a professional and legal responsibility to create, maintain, retain, transfer, dispose of, correct, provide access, store securely, and safeguard against loss or damage of health records in accordance with relevant standards, guidelines and legislation, including:

- [The Dental Board of Australia's Guidelines on Dental Records](#)
- [Office of the Privacy Commissioner National Privacy Principles September 2001](#)
- [Office of the Privacy Commissioner Guidelines on Privacy in the Private Health Sector November 2001](#) ,
[Office of the Privacy Commissioner Information Sheet National Privacy Principles Private Sector 1A](#)
- [Australian Commission on Safety and Quality in Health Care – National Safety and Quality Health Service Standards](#)

The Owner will regularly review this policy, staff compliance, use and effectiveness of the processes within.

Ivanhoe Perio's Health Records Process

The owner of Ivanhoe Perio has elected to use Oasis to ensure that an accurate and integrated patient health record is documented and maintained. Patient health records include dental, medical and medications information.

Oasis ensures accurate, integrated and readily accessible patient health records are available to periodontists and dental staff at the point of care. This system also allows for systematic review of the contents of a patient's health record as an evidence base for compliance with the [National Safety and Quality Health Service Standards](#), and in accordance with legislative and quality measures.

Access to and dissemination of patient clinical information is restricted to authorised dental practitioners and staff, by:

- Locked paper records and key register
- Individual login details to electronic systems
- Locked access to the premises

Collecting Information

Ivanhoe Perio has developed and implemented processes for collecting information about pre-existing healthcare associated infections, communicable disease status, known allergies and adverse drug reactions upon presentation of a patient for care. One of the mechanisms for acquiring this information is the collection and recording of a comprehensive medical history.

A comprehensive medical and medication history is required to ensure minimisation of risk and adverse reactions/events. Ivanhoe Perio requires a medical and medication history be obtained for new patients prior to the provision of care, and is updated at regular intervals of no more than 12 months by the dental practitioner.

The owner requires periodontists to routinely (at each appointment) ask patients for updates to their medical and medication history.

The medical and medication histories are to include at least three patient identifiers, and where appropriate:

1. The medical practitioner's name and contact details
2. The patient's emergency contact details
3. Dental history
4. Past and present illnesses and conditions
5. Past and present communicable disease status
6. Allergies
7. Adverse drug reactions
8. Present medications
9. Identification of 'at risk' groups

Document details

The NSQHS measures covered in this policy: 1.9.1, 1.9.2, 1.19.1, 1.19.2, 3.13.1, 4.6.1, 4.6.2, 4.7.1

Responsible person: Dr Janice Mouritz

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