



## **BELMONT ORTHODONTIC CENTRE**

5A Belmont, Shrewsbury, Shropshire, SY1 1TE

### **Commitment to our Patients Policy**

Belmont Orthodontic Centre values and respects its patients and strives to ensure that we meet your expectations. This code of practice describes how we manage our practice systems and communicate with you to achieve this.

#### **All members of our team will**

- Act in a way that justifies the trust that you place in us
- Provide you with a standard of care that we would expect to receive ourselves
- Provide advice and treatment outside normal surgery hours where necessary
- Stand by the promises we make
- Keep our professional skills and knowledge up to date
- Keep confidential any information that, as a patient of this practice, you provide

#### **Practice systems – we will**

- Manage our appointments so that routine, fixed appliance in treatment appointments are booked no more than 6 – 8 weeks ahead, except under exceptional circumstances.
- Ensure that you are not kept waiting and will be seen within 10 minutes of your appointment time. Where there is a further delay, we will explain the reasons.

- Monitor our waiting times for (i) treatment and (ii) for booking appointments
- Provide as much notice as possible, and explain the reasons, if we need to change or cancel an appointment
- Let you know if there is a change in the Orthodontist/Orthodontic Therapist that you will see, and explain the reason for the change

### **Communicating with you – we will**

- Be courteous, friendly and professional at all times
- Respond promptly to telephone calls.
- Make sure that you receive full information about our services and our policy for collecting fees, including the methods of payment that we accept
- Explain your treatment options and associated costs if appropriate, answer your questions and allow you time to consider the best option for you
- Provide you with a treatment plan and estimate of costs if appropriate for each new course of treatment. No treatment will be undertaken without your full and specific consent
- Provide urgent advice and care during practice hours as soon as is practicable. Outside normal surgery hours an automated message will give details of who to contact for emergencies
- Refer you for further professional advice and treatment when appropriate
- Respond to correspondence within five days of receipt
- Encourage you to provide feedback – we will listen to your views and learn from them
- Make it easy for you to complain or raise a concern about any aspect of the care or service that you have received. Our procedure for dealing with complaints is available either from the Receptionist or a copy is displayed in the Waiting Room in the Notice Board.

### **And, we ask that you**

- Participate in your orthodontic treatment, particularly any advice about prevention and diet that we have asked you to continue at home
- Arrive on time for your appointment
- If you are unable to keep your appointment, please let us know at least 24 hours before your appointment time. If you miss an appointment on more than one occasion without letting us know, we may need to review future provision of treatment for you at Belmont Orthodontic Centre.

- Tell us if your contact details (address, telephone numbers, email) change so that we can keep our records up to date and ensure that we are able to contact you
- Treat our staff courteously; they will do their best to help meet your needs

***Date:***                    ***30.04.2021***

***Review date:***        ***30.04.2022 (or sooner if deemed appropriate)***