



## Conditions for Being a Patient of Record

At Emerald Isle Smiles Dental Studio, a *patient of record* is someone with whom we have an established, ongoing provider-patient relationship governed by professional, legal, and ethical responsibilities. To be considered a patient of record, the following conditions must be met:

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### Established Provider-Patient Relationship

A formal relationship must be initiated through a comprehensive dental examination conducted by a licensed dentist. This includes collecting a complete medical/dental history, performing a clinical examination, taking prescribed diagnostic imaging (X-rays, photos, 3D digital scan), making a diagnosis, and developing a treatment plan.

- **Financial Responsibility**

Patients must maintain their accounts in good standing, including timely payment of any balances and compliance with financial policies.

- **Compliance with Office Policies**

Patients must adhere to appointment policies, including providing notice of cancellations and respecting scheduling guidelines.

- **Mutual Respect and Communication**

A respectful and cooperative relationship between the patient and the dental team is essential. Abusive or disruptive behavior may result in dismissal from the practice.

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### Active Medical and Dental Records

We maintain detailed and accurate records for each patient, including health history, clinical findings, treatment rendered, X-rays, and other diagnostic data. These records are updated regularly and reviewed at each visit to ensure quality and continuity of care.

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### Active vs. Inactive Status

Following American Dental Association (ADA) guidelines:

- **Active patients** are those seen within the past **12 months**.
  - **Inactive patients** are those not seen in over **18 months**, but within the past **24 months**.
  - Patients not seen in **over 24 months** may be required to complete a new patient intake process and updated exam to re-establish care.
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## **Patient Rights & Confidentiality**

Patients of record have rights under HIPAA, including:

- Access to their health records
- Requesting corrections
- Control over disclosures of their personal health information. Our office adheres strictly to confidentiality laws and only releases records or information with proper patient authorization or under legal exceptions (e.g., emergencies, public health reporting).

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## **Informed Consent**

Prior to performing any procedure, we obtain the patient's informed consent. This process includes reviewing treatment options, potential risks, expected outcomes, and alternatives, including the option to decline treatment.

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## **Continuity and Responsibility of Care**

We are committed to providing continuous care. Should treatment need to be interrupted or discontinued, we ensure patients have sufficient notice and guidance to transition to another provider. Patients of record can expect coordination between providers and appropriate follow-up care when needed.

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Print Name

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Signature of Patient, Parent of Guardian

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Date

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