



Oral & Facial

SURGERY GROUP

LATENESS POLICY

At Oral and Facial Surgery Group we value all of our patients. We appreciate the busy pace of your lives and respect the fact that your time is precious. With your cooperation, we can improve our ability to make your visits with us more efficient, enjoyable and stress free.

If a patient arrives more than 15 minutes late and other patients are waiting or scheduled to be seen, we assess how accommodating that patient will affect other patients. Patients who arrive on time are prioritized over those who arrive late. Calling to notify us that you are running late helps us accommodate a late arrival better, but does not alter the late arrival policy.

Why do I have to run on time if the provider doesn't always run on time?

We ask our patients to arrive on time, and enforce our late policy, as late arrivals affect the entire schedule. For example, if our first patient of the day arrives 15 minutes late, it is impossible to get back on schedule for the remainder of the day. We certainly cannot make up that time by short-changing subsequent patients.

Dental Emergencies also affect our schedules. As Dental providers, some emergencies require us to perform procedures that are unforeseen. These situations can cause a provider to run behind.

SURGERY PATIENTS

If a patient has **NOT** followed the fasting policy, surgery **WILL** be rescheduled to a later date in order to protect the patient from possible life-threatening complications.

Sedated patients that do not have a companion present during their surgery and to take them home will have their surgery rescheduled.

SUMMARY OF NOTICE OF PRIVACY PRACTICES

Our Privacy Practices comply with Omnibus 2013

Oral & Facial Surgery keeps information of all your dental visits. We are required by law to maintain the privacy of your protected health information, and to provide you with notice of our legal duties and privacy practices with respect to your information upon request. You can also find the Notice in our website. This notice is a detailed explanation on how we may use your protected health information and your rights to inspect, and amend your information. We are required by law, and by our own code of ethics, to keep your information private, and to follow the practices outlined in this Notice. Our Privacy Practices comply with Omnibus 2013, and are updated effective 09/23/2013.

*** You May Refuse to Sign This Acknowledgment***

Print Name: _____ **Signature** _____ **Date** _____

For Office Use Only We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because: Individual refused to sign Communications barriers prohibited obtaining the acknowledgement An emergency situation prevented us from obtaining acknowledgement Other (Please Specify)
