# MYDENTALCARE PASSPORT

**GUIDING EVERY VISIT** 

#### TIPS FOR THE DENTAL OFFICE TEAM

My Dental Care Passport, also known as The Passport, is designed to help people with intellectual and developmental disabilities voice their individual needs.

#### **USE OF THE PASSPORT CAN:**

- Improve the dental team-patient relationship
- Allow you to best prepare for an appointment before an individual enters the office
- Save time and resources
- Increase the chance of a successful visit



## DO NOT SHARE WITHOUT PATIENT CONSENT

My Dental Care Passport is unique to the patient and contains personal information and experiences. **It's not to be shared** with anyone outside of your dental office team, including other healthcare professionals, without the patient's permission.



### HOW DO YOU USE 'MY DENTAL CARE PASSPORT'?

- Share The Passport with patients before their first appointment via email or mail. Select a method that suits your office and the patient. Advise the patient, family or caregiver to complete and return the document to your office BEFORE the day of their appointment.
- All members of the staff who will interact with the patient should read the document before the appointment day arrives.
- Discuss the appointment as a team, develop a plan, and make any necessary adjustments to the office environment able to be made.
- When the patient arrives, review The Passport together and attach the document to patient records.
- Review patient's 'My Dental Care Passport' before the next visit.



