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16<sup>th</sup> October 2017

Dear Marie,

**Re: Dental Council consultation on the Patient records and privacy of health information practice standard**

The NZDA is in agreement with the content of the proposed standards detailed in the consultation document, Patient records and privacy of health information practice standard, and accordingly has not made a formal submission as part of the Dental Council consultation process. The standards are comprehensive and appropriate.

Detailed below are a number of minor suggestions regarding the 'guidance notes', which may be of assistance to the Dental Council when finalising this Practice Standard.

- Page 6 Second bullet point

It is agreed that, for practical purposes, generally working models should be excluded as being part of a patient record. There are however situations where working models should be retained an example being final diagnostic wax-ups. Perhaps the guidance note could be amended to reflect this or 'study model' on page 11 defined to include diagnostic and planning models.

- Page 11 Third to last bullet point.

Digital information is used in a range of areas and not just in "*computer assisted restoration design and construction processes*". It is in orthodontics, orthognathic surgery, prosthetics as well as in restorative dentistry. An example would be the "clincheck" used in Invisalign to construct the aligners or the cone beam scan used to construct our surgical wafers for surgical jaw movements.

- Page 13 Fourth bullet point.

It may be helpful, when referring to collecting information for 'research', that in some situations specific consent will be required by the patient for this. That their knowledge of this alone, may be insufficient. This is inferred on page 23 but consideration could be given to also including it here.

- Page 16 Third to last bullet point.

Clarity or guidance regarding what Council means by '*defined interval*' would be helpful.

- Page 16 Last bullet point.

Dental Council does not have any authority to monitor or direct any "*disciplinary procedures for team members*" if any of these staff member fell outside the registerable staff. The intent of this guidance

note is understood, however, in the context of this document in our view, this should be rephrased or removed.

- Page 18                      Related to facsimile messages.

To avoid information from being transmitted to unattended fax machines potentially compromising information security the intended recipient should be contacted before transmission to ensure the information can be uplifted immediately.

- Page 19                      Requests for access to information.

Include guidance that a request for information can be made verbally, it does not need to be in writing.

- Page 20                      Fourth paragraph.

An additional note should be included stating that a reasonable charge can be made for the duplication of non-digital radiographs, photographs and of study models. Any charge should be based on actual costs. If this exceeds \$30 the practitioner must provide the individual with an estimate of the charge before dealing with the request.

Kind regards



**Dr David Crum**  
**Chief Executive Officer**  
**New Zealand Dental Association**