

Freedom of Information Act 2000

Herts Orthodontics publication scheme

GUIDE TO THE INFORMATION PUBLISHED BY HERTS ORTHODONTICS

This is a guide to the information published by each of the NHS dentists at Herts Orthodontics Specialist Practice. This guide is the dentists' Publication Scheme as required by the Freedom of Information Act 2000.

Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by the dentists at Herts Orthodontics Specialist Practice. It is not a complete list of publications since this will change as other things are produced, but it is a description of the classes of information that we provide. A full list of publications is available on our practice website* or by contacting the practice for details of our Scheme.

This guide will be reviewed at regular intervals and we will monitor its effectiveness.

How much do they cost?

All publications are free unless otherwise stated.

How are they published?

All of the information is downloadable from the practice website at www.hertsorthodontics.com. They are also available in hard copy from the practice.

Your right to information

As well as our published information, present and former patients of the practice have the right to access the personal information that we hold about them in accordance with the Data Protection Act 1998. Details of how to do this is contained in the Practice Data Protection Policy which is available from the practice.

Feedback

We have produced this guide in order to comply with the Freedom of Information Act 2000. The purpose of the Act is to encourage organizations working for the public to be more open about the information they have. We welcome your views on additional classes of information which might be included and on the publications themselves. If you have any comments or suggestions about the scheme, please send them in writing to Mr. Shamique Ismail, at the Practice.

Classes of information

We hold various types of information which we review, retain or dispose of according to NHS rules. Our information is classed into seven categories:

1. Who we are and what we do
2. What we spend and how we spend it
3. What are priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer.

Class 1: Who we are and what we do

We are a specialist orthodontic practice based at 3 St. Mary's Courtyard, Church Street, Ware, Herts SG12 9EF. You can contact us by phone: 01920 411066, Fax: 01920 411060, or e-mail: info@hertsorthodontics.com

Details of all the dentists, dental therapists and dental hygienists are contained in the practice information leaflet, which can be obtained from reception. Details for the following are also available within our practice information leaflet:

Opening times

- Arrangements for emergency care
- Details of access to the premises for people with disabilities
- The languages we speak and the availability of interpreters
- Information about the care and treatment provided by the practice

Staffing structure: This information is not held

Class 2: What we spend and how we spend it

We have information about:

- The cost of NHS treatment
- Entitlement to exemption and remission from NHS dental charges
- Our private charges

Information on NHS funding and contract targets is available from Mr. Shamique Ismail, practice owner.

Class 3: What are our priorities and how are we doing

Plans for the development and provision of NHS services:

Details for this are available within our practice information leaflet

Practice Inspection: The date and conclusions of our last practice inspection are available by asking Mr.

Shamique Ismail (practice owner)

Class 4: How we make decisions

Records of decisions made in the practice affecting the provision of NHS services:

As a small business formal records of management decisions are not normally recorded, however, any changes in the provision of NHS services would be incorporated into an updated patient information leaflet; our current patient information leaflet can be obtained from reception.

We may also notify patients of changes in NHS provision by notices in our reception area.

Class 5: Our policies and procedures

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. These include:

- Confidentiality and data protection policies procedures
- Health and Safety & Infection control policy
- Radiation protection
- Records management policy
- Payments policy
- Equality and diversity

Copies of the above policies are available from Reception.

Policies and procedures for handling requests for information – this information is contained within this document

Class 6: Lists and registers

Any publicly available register or list: This information is not held

Class 7: The services we offer

The services provided under contract to the NHS:

These details are available in our patient information leaflet, which can be obtained from reception

Charges for NHS Services:

These details are available in our patient information leaflet, which can be obtained from reception

Information leaflets:

These details are available in our patient information leaflet, which can be obtained from reception

This guide will be reviewed regularly and we will also keep the list of publications up to date.

From January 2005 we will be required by the Freedom of Information Act to respond to requests from the public to access recorded information that we hold. There are some exemptions to this right and it does not change the rights of our patients to have all of their personal information kept strictly confidential and available to them on request.

Further information

Further information on the Freedom of Information Act is available from the following websites:

- 🔗 [British Dental Association website](#)
- 🔗 [The information Commissioner's Website](#)