# Patient Notification of a Change of Dentist Policy

A dentist may become unavailable to provide patient care for a number of reasons, including leaving the practice, death, or if the practice closes permanently.

If a dentist intends to leave a practice, or if the practice is to close permanently (including transfer of the business), each dentist has an obligation to notify [Name of Health Board] \* and their patients of their intentions at least 3 months in advance. Patient notification will include:

1. When (and why, if appropriate to do so) their dentist(s) will no longer be available.

2. The proposed arrangements for their future care (e.g. transfer to another dentist/dental practice) and arrangements for the continuing care of those patients currently undergoing a course of treatment.

3. Where to find the Health Board’s list of dentists should the patient prefer to register with another dentist/practice.

4. Reassurance that their records/personal information remain safely stored. In the case of practice closure see the Disposal of Patient Records if the Practice Closes Policy.

5. Who to contact in the practice (or Health Board, if more appropriate) should patients have any questions about the proposed arrangements.

\* Health Board Contact:

[Name of Health Board]

[Contact name]

[Address 1]

[Address 2]

[Tel number]

[e-mail address]