

# MY DENTAL CARE 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:

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

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.
- 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 reasonable adjustments to the office environment.
- 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.



**DO NOT SHARE WITHOUT  
PATIENT CONSENT**

AVAILABLE IN BOTH ENGLISH AND SPANISH AT:

[PATHWAYSTOORALHEALTH.ORG/MY-DENTAL-CARE-PASSPORT/](https://PATHWAYSTOORALHEALTH.ORG/MY-DENTAL-CARE-PASSPORT/)



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