



My Dental Care Passport

Tips and Tricks for the Dental Office Team

My Dental Care Passport is designed to help people with Intellectual and Development 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 even enters the office
- Save time and resources
- Increase the chance of a successful visit

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

You can download the Passport:

Available in English and Spanish:

www.oralhealthkansas.org/DentalPassport.html

Or Scan the QR code



HOW TO USE IT?

1) Share the Passport with the patient *before* their first appointment. This can be done via e-mail, mail, QR code- please select a method that suits both your office and the patient. Advise the patient/family/caregiver to complete the document and return it to you *before* the day of their visit.

2) All members of staff who will interact with the patient should read the document prior to the individual attending the appointment. This may include the dentist, hygienist, dental assistants and reception team.

3) Discuss the appointment as a team, develop an appointment plan, and make necessary adjustments to the office environment.

4) When the patient arrives, review the Passport together and attach the document to the patient records.

5) Before the patient's next visit, review 'My Dental Care Passport'.