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December 2018

Dear Parent/Guardian/Carer

New arrangements for orthodontic services from 1st April 2019

As you know, your child is currently receiving NHS orthodontic treatment from this practice.

I am writing to tell you that our contract to provide NHS orthodontic services will be coming to an end on 31st March 2019.

Your child's treatment will of course still go ahead, but this does mean that they will need to be seen by a different orthodontist from next April.

NHS England will ensure that your child's care is transferred to the incoming practice that is closest to your home address, to make the changeover as easy as possible.

The new practice will provide the same NHS services as your child is currently eligible to receive and will be subject to the same quality checks. They will contact you nearer the time to provide you with more details about their practice and how to make appointments.

In order for treatment to continue from 1st April 2019 we need to send a copy of your child's dental records to the new practice. The transfer of files is normal practice when a new provider takes over a treatment. Your new orthodontic provider is legally bound to ensure that your details remain confidential and are not disclosed to a third party without your express consent.

There are two options open to you at this stage:

- 1. If you are happy for your child's dental records to be sent to the nearest new orthodontic provider, then you do not need to do anything.**
2. If you are **not** happy for your child's dental records to be transferred to the new practice, you will need to complete the attached form and return it to NHS England at the address below.

Please note that if you refuse consent to the transfer of your child's dental records, then NHS England will be unable to arrange for the continuation of your child's NHS treatment after 1st April 2019.

If you have any questions then please contact NHS England South East by e-mail to England.southeastdental@nhs.net

Yours sincerely

D C BRYAN N ALWASH J F CLIFF S M BRYAN

Secure email: theorthodonticpractice.guildfordroad@nhs.net

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Confirmation of non-consent for transfer of patient records

Name of patient:

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Patient's date of birth:

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Name of parent/carer (if patient is under 18 years of age):

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Name and address of orthodontic practice where patient is currently receiving treatment

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This is to confirm that I do not consent to the transfer of my child's orthodontic records to a new practice from 1st April 2019. I understand that this means that NHS England will be unable to arrange for the continuation of my child's NHS treatment after 1st April 2019.

Signed

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Date

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Please return this form to England.southeastdental@nhs.net