

PROCESS AND PROCEDURES FOR DISTRIBUTION AND RETURN OF CONSENT FORMS

NSW Dental Care is pleased to provide the children's consent forms in relation to our upcoming visit to your school.

To allow for seamless delivery of our service, the prompt return of the consent forms is the essential key. Once all the forms are received by us and check eligibility with Medicare and undertake various administrative tasks in preparation for our visit.

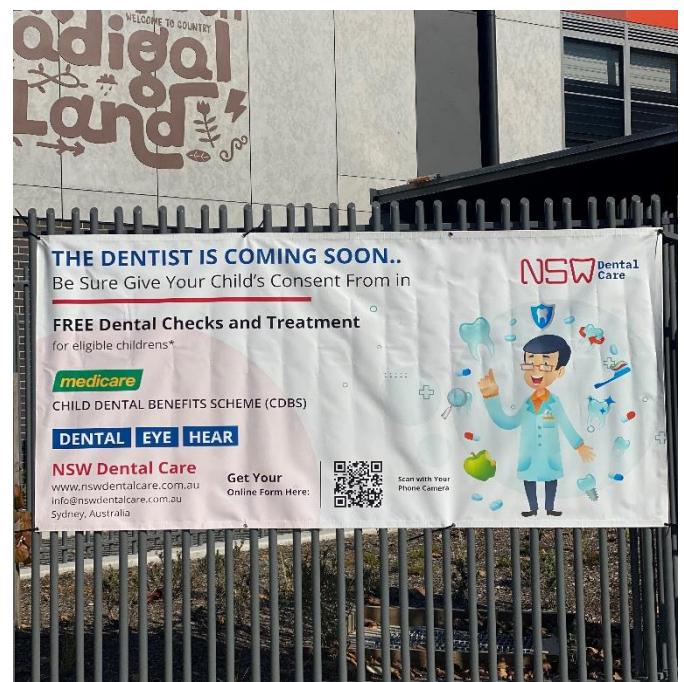
Countdown to our visit

We highly recommend the school distributes the Consent Forms to the students a month prior to the dental and optical visit, which will allow parents ample time to return the forms in time for our visit.

1-2 weeks prior to our visit

We will remain in contact with the school, following up on the response from parents while we track the number of forms received. Our representative will visit the school to erect a banner as this is a fantastic incentive for parents to return their child's consent forms. At this time, any consent forms that have been returned to the school will be collected and returned to our office for processing.

A MINIMUM NUMBER OF 50 CHILDREN ARE REQUIRED TO PARTICIPATE IN THE DENTAL CLINIC



1 week prior to our visit

Our Administration Team will contact the school to monitor the return of forms.

However, if less than 50 forms have been received 3 days prior to our visit we will offer the school the opportunity to reschedule. Additional time regularly enhances the numbers of forms returned.

To keep the school informed we will provide them with lists of children who are either eligible or ineligible for the Child Dental Benefits Schedule. All eligibility decisions are made by Medicare, and we will provide you with a document which can be distributed to parents explaining how Medicare appear at their decisions.

Late Forms

We request any forms received in the days leading up to the Clinic be scanned to us:
Info@nswdentalcare.com.au

Forms Received on the day of the Clinic.

Our goal is to see all the students who return a form in our clinic. If forms are received late (on the day of the Clinic) please hand them directly to our Dental Assistant. If time permits our staff will Endeavor to run the necessary checks / administrative tasks, however, whilst we would like all students to see the Dentist, on occasion with late forms and the Dental staff's workload this may not be possible.

Fee for Service

If ineligible families elect for their children to be seen in the clinic, payment must be made prior to our visit. We will be in contact with the families in relation to the payment options.

A full refund of Fee for Service payments will be made if:

- Child does not attend the clinic.
- Child attends but is not able to be cooperative, therefore unable to be examined.

We thank you for the opportunity to visit your School and educate and improve the dental hygiene of the children who partake in the Clinic.

If you have any questions or requests in relation to our service, we welcome your contact on 0479024327 or Info@nswdentalcare.com.au