PHIPA-Compliant Photo Consent Form (Clinic Use)

Patient Photo Consent Form

As part of our commitment to providing safe, personalized, and efficient dental care, our clinic uses patient photographs in the electronic dental record.

Purpose of the photo:

- To assist our clinical and administrative team in accurately identifying patients during appointments.
- To help ensure correct charting, treatment entry, and documentation.
- To support clear communication among team members involved in your care.

How the photo will be used:

- The photo will be stored **securely** in your patient file within our practice management software.
- It will be used **only** for identification and clinical record accuracy.
- It will **not** be shared with third parties unless required by law.

Your rights:

- Providing consent is voluntary.
- You may withdraw or update your consent at any time.
- You may request to view or update the photo in your file.

Consent:
I understand the purpose of collecting my photograph and how it will be used and stored. I consent to having my photo taken and added to my patient record.

Patient Name: _____
Signature: _____
Date: _____

Witness (Staff): _____

1. Clinic Privacy Workflow

Patient Photo Capture Workflow (PHIPA-Compliant)

1. **Explain the purpose** at check-in or during the first appointment (script below).
2. **Obtain written consent** using the Photo Consent Form.
3. **Take the photo** in the operatory or a designated area using the approved clinic camera.
4. **Upload securely** into the patient's digital chart (no cloud storage unless PHIPA-compliant).
5. **Restrict access** only authorized team members may view patient photos.
6. **Document** that consent was signed and the photo was added to the chart.
7. **Allow opt-out** if a patient declines, simply note "photo declined" in their record.
8. **Annual review** offers the patient the chance to update the photo if needed.

This workflow aligns with PHIPA, which allows collection of patient information (including images) if the purpose is tied to the delivery of health care, the patient is informed, and reasonable safeguards are in place.

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2. Patient Explanation Script (Clear, Friendly, and Professional)

Short Version - Front Desk / Hygienist Script

"Before we begin, we take a quick photo for your file. It's just for identification purposes so that our team can greet you by name and make sure all charting and treatment records are linked to the right patient. It stays securely in your chart and isn't shared outside the clinic. Is that okay?"

Clinical/Administrative Script - Slightly Longer

"As part of your care, we take a simple photo for your patient file. Many dental offices use this process now. The photo helps us match the correct chart to the correct patient, prevent mix-ups, and allows our team to recognize you right away at future visits. It also supports accuracy in clinical documentation.

The photo stays securely in your record and is only used within the clinic. We'll go through a brief consent form, so you know exactly how it's used and stored. It's completely your choice — we just like to offer it because it improves both safety and the patient experience."

Script Emphasizing Patient Comfort & Experience

“One thing we do to make visits smoother and more personal is take a quick photo for your chart. It lets our hygienists, assistants, doctors, and admin team greet you by name without needing to ask every time. Patients often appreciate that sense of familiarity. The photo is only used inside the clinic, and we obtain your permission first.”

If a Patient Hesitates

“No problem at all the photo is optional. It just helps us ensure chart accuracy and provide a more personalized experience. If you prefer not to, we can simply note that in your chart.”

Why We Take a Quick Photo

To help us provide the best care, we take a small identification photo that is added to your confidential dental record.

This helps us:

- Greet you by name and recognize you at future visits
- Ensure accurate charting and documentation
- Support communication between our clinical and administrative team
- Maintain consistent, patient-centered care

Your photo is used only within our clinic, stored securely, and taken with your consent.

Thank you for helping us keep your care personal, accurate, and welcoming.