



6 January 2012

(Call charges will apply)

**Chronic Disease Dental Scheme – follow up of services provided
by Dr Adam Alford**

The Department of Human Services administers the Chronic Disease Dental Scheme (the Scheme). An important part of this function is to make sure that payments for services provided under the Scheme are made correctly.

We are currently conducting an audit on dentists who have provided services under the Scheme. We would appreciate your assistance in providing some information on the dental treatment our records indicate you have received.

We are confirming that you were provided with all the information you needed prior to treatment and that you were billed properly for the treatments you received. In particular that:

- the dentist provided you, in writing, a plan of the course of treatment and a quotation for each dental service before beginning the course of treatment
- all the services billed were provided to you
- the services were billed after they had been provided.

The Scheme requires that dentists or dental specialists provide both a treatment plan and a quote to you prior to commencing your course of treatment. In most cases, a treatment plan and quote will be contained in one document and will be a list of dental services such as fillings, crowns or dentures and an estimate of the cost of each of those services. It is usually provided after an initial consultation (which may include x-rays and an examination) to determine the services you require.

In order to assist with our audit, please complete the patient questionnaire (located on the back of this letter) and the enclosed patient history. Please return both in the enclosed reply paid envelope by **27/01/2012**.

If you have any questions about this audit call

Yours sincerely

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Compliance Officer
Chronic Disease Dental Scheme Taskforce