



dentalhealthcentres

**Information available from Langman & Associates under the Freedom of Information Act model publication scheme**

Information covered by this scheme is only about the personal dental services we provide under the National Health Service Act 2006.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Practice Leaflet Website – <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></p>	<p>No charge</p>
<p>Who's who in the practice</p>	<p>Dentists providing NHS services are listed our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></p>	<p>No charge</p>
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p>	<p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></p>	<p>No charge</p>
<p>Opening hours</p>	<p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></p>	<p>No charge</p>

Staffing structure	A copy of our organisation/structure chart is available from reception.	No charge
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Total final cost to the PCT/LHB/HPSS of our contracted services	Information on NHS funding and contract targets is available from Dr. David James Langman.	No charge
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Plans for the development and provision of NHS services	These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
Practice Inspection	The date and conclusions of our last practice inspection are available by asking Dr David James Langman.	No charge
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous year as a minimum		
Records of decisions made in the practice/firm affecting the provision of NHS services	As a small business formal records of management decisions are not normally recorded other than minuted if discussed at a staff meeting, however, any changes in the	No charge

	provision of NHS services would be incorporated into an updated patient information leaflet, our current patient information leaflet, which can be obtained from reception. We may also notify patients by notices in our reception area.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (delete any policies not actually held)		
Equality and diversity policy	A copy of this policy can be obtained from reception.	No charge
Health and safety policy	A copy of this policy can be obtained from reception	No charge
Complaints procedures (including those covering requests for information and operating the publication scheme)	A copy of this policy can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
Records management policies (records retention, destruction and archive)	A copy of our confidentiality policy can be obtained from reception	No charge
Confidentiality and data protection policies	A copy of our confidentiality policy can be obtained from reception	No charge
Policies and procedures for handling requests for information	This information is contained within this Document	No charge
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		

Any publicly available register or list	This information is not held however dentists and qualified Dental Care Professionals are registered with the General Dental Council and can be found at <a href="http://www.gdc-uk.org">www.gdc-uk.org</a>	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
The services provided under contract to the NHS	These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
Charges for services	These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> . NHS and private fees are also displayed in reception. Individual quotes can be obtained from your dentist.	No charge
Information leaflets	These details are available in our patient information leaflet, which can be obtained from reception. Our practice leaflet can be downloaded from our website or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> . NHS and other information leaflets can be found on display in reception.	No charge

Signed:

Dr. D.J.Langman

15<sup>th</sup> December 2009 (review 12/12 or before if necessary)