

1. Where should dentists sign the confidential medical-dental questionnaire?

Dentists do not have to sign it. The confidential medical-dental questionnaire is a unilateral declaration by patients, who inform their dentist of all relevant aspects of their health condition. Therefore, it is the patients, or their legal representatives, who must sign it.

As for dentists, they must read the questionnaire, inquire about all changes at every visit, and submit it periodically to patients for review, but not sign it. Furthermore, it is important to note in their files that patients have been asked about changes in their health condition, and there is no reason why you cannot put your signature next to the note.

2. Who must fill out the *I have reviewed the medical-dental questionnaire and communicated all changes* section and how often?

Patients or their legal representatives are once again responsible for filling out this section. It is not necessary to ask patients to review the entire questionnaire every time they visit. It is up to you how often you want to have the questionnaire to be fully reviewed. However, you must inquire about all changes in your patients' health at every visit.

3. Can I use the e-mail address provided by patients on the form to communicate with them at all times?

As explained by the Ordre des dentistes du Québec (ODQ) in its article on the questionnaire¹, e-mail can be used for communications related to the overall purpose of the file (e.g. confirming an appointment or sending a statement), but not to send electronic messages of a commercial nature (e.g. reminding patients to book a check-up appointment or offering goods and services). In these cases, you must obtain the patient's express consent, but this must be done in a separate document (Anti-spam Act ¹²).

¹. New Confidential Medical-dental Questionnaire, *Journal de l'Ordre des dentistes du Québec*, vol. 52, no. 3, June-July 2015

². La nouvelle loi anti-pourriel: un obstacle à la communication entre les dentistes et les patients? *Journal de l'Ordre des dentistes du Québec*, vol. 51, no. 4, August-September 2014

4. Why do patients have to fill out the *Consent to communicate with a health professional* section before the *Personal Information* section?

That is not the case. The questionnaire does not begin with the "Consent" section because it has to be folded before it is given to patients (see the dotted line), so that patients actually begin with the *Personal Information* section, then open the sheet and fill out the *Medical history* section, before finishing with the *Consent to communicate with a health professional* section.

5. Why was it decided to fold the questionnaire before giving it to patients?

For practical reasons, since the questionnaire can be easily inserted into a folder and the sections related to the health condition are all on one page, but especially for confidentiality reasons, since the medical history must not appear on the first page where everyone can see it.

6. Can I use the previous questionnaire or my own “homemade” questionnaire?

You are free to use the form that suits you. However, you should know that the new questionnaire is the product of several months of collaboration between the ACDQ and the ODQ. Furthermore, as explained by the ODQ in its journal (June-July 2015 issue, p. 24-26), this new questionnaire is not the only version that can be used in dental offices. However, it includes edits and changes related to important aspects of dental practice that practitioners can use as inspiration. These changes were necessary due to developments in dental practice knowledge, certain laws and regulations (Act Respecting the Protection of Personal Information in the Private Sector) and advances in office management tools (computers).³

3. Nouveau questionnaire médicodentaire confidentiel, *Journal de l'Ordre des dentistes du Québec*, vol. 52, no. 3, June-July 2015, p. 24

7. Are you going to change the questionnaire soon and take my suggestions and comments into consideration?

All your comments and suggestions have been noted and will be sent to the ACDQ-ODQ joint committee for the next version of the form.

8. Can I get a refund for the pads of “paper” forms I bought?

Yes, you can return unused full pads (50 sheets per pad) to the attention of Martine Morin, and the ACDQ will refund you.

9. How can I order “paper” forms?

The “paper” form is on sale for \$7 per pad of 50 forms in our **Online Store** at <https://www.acdq.qc.ca/en/dentists-and-students/documentation-and-forms/online-store/>

10. How can I get the form for free?

You can get the form for free on the ACDQ's website:

- **PDF:** <https://www.acdq.qc.ca/en/dentists-and-students/documentation-and-forms/online-store/>
- **Int. PDF:** <https://www.acdq.qc.ca/en/download/16065/2677/Confidential-Medical-Dental-Questionnaire-interactive2.pdf>

11. Can my patients go to my office's website and fill out the interactive questionnaire before their appointment?

ACDQ members can access the electronic version of the form (PDF and interactive PDF) on its site. However, please note that the rights to use the form are reserved. In other words, if your website is accessible to everyone (not protected by an individual user name and password per patient), anyone can obtain and use it for undesirable purposes or distribute it to non-members. Therefore, if your site is accessible to everyone (no individual user name and password), you may not save the form on your site. However, you may install it on a tablet computer, for example, so that your patients can fill it out when they come to your office.

12. Where can I get more information about the questionnaire?

The ODQ published an article about it in its journal (June-July 2015 issue, p. 24-26) and on its site at http://www.odq.qc.ca/Portals/5/fichiers_publication/journal/ODQ_Journal_aoutsept2015.pdf. You can also consult the visual tool developed by the ACDQ to answer frequently asked questions on its site at http://www.acdq.qc.ca/en/document_category/forms/page/2/.