

# On-Deck Notice for Patients and Parents

University Resource



*This sample notice based on one used at St. Louis University may assist you in creating a similar notice for your patients and their parents.*

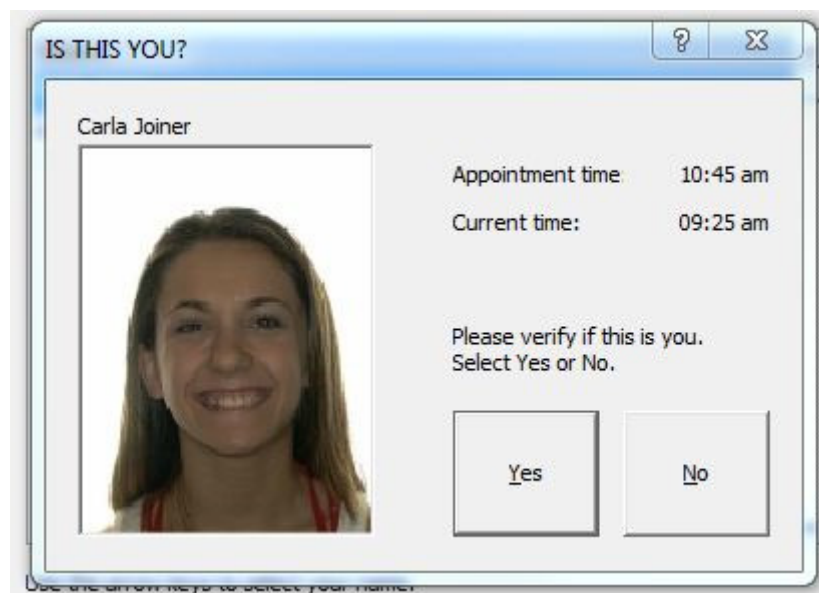
In an effort to better serve you, we are discontinuing the typical clipboard sign-in process by starting to use the new On-Deck Kiosk with a touch screen computer. When you use the On-Deck Kiosk you will be notifying the front desk that you have arrived and you will also be notifying your orthodontic resident and the supervising instructor in the clinic that you are here and are ready for treatment. Once the resident is notified that you have arrived and the resident is ready to see you, you will be notified by the front desk staff to go to the clinic. It is our hope that this will make your appointments occur as scheduled.

## **On-Deck Kiosk – fingerprint system method**

The easiest way to use the On-Deck Kiosk is to use your right index finger and the finger pad. Once information is collected about the characteristics of your fingerprint, each time you arrive at the clinic all you need to do is press your right index finger on the finger pad.



When you do that, your picture will be shown on the screen, and you will be asked a question.



When answer the question, a message will tell you what to do next.

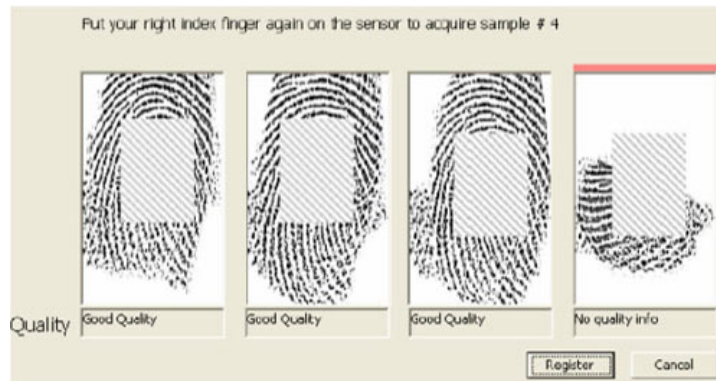
## Setting up the fingerprint system

If you use the fingerprint system, you should know something about how this is done, how information is collected and stored, and what this means about your right to privacy.

Before you use the fingerprint system, one of our staff will have to help you input information into the computer. When the staff member helps you gather information about your fingerprint you will put your right index finger on the touch pad like this:



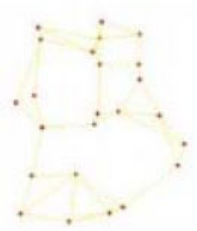
You will do this at least 4 times. The images will look like this:



Once 4 quality images are recorded the computer processes the information and records 10 or more points from your fingerprint that can be used to identify you in our clinic. The information looks like this:



Once the points are recorded, the image of your fingerprint is discarded automatically. In this way, your unique fingerprint is totally discarded. What is saved is something that looks like this:

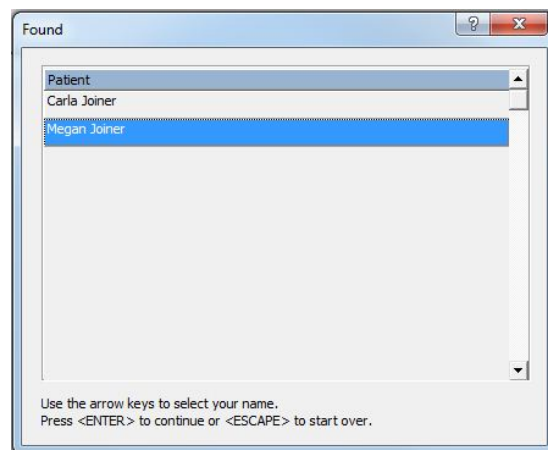


### **Fingerprint system safety**

Even if someone wanted to see your fingerprint now or in the future, they cannot. The image of the fingerprint is not stored and cannot be recovered. In addition, when your treatment is concluded we plan to discard the points that we use to identify you and your finger. You should also know that our computing system cannot be accessed by anyone outside The Center for Advanced Dental Education. Your privacy is assured. Still, if you are uncomfortable about providing information about your right index finger, please feel free to use the alternative method that involves typing your name. Also, if you use the fingerprint system and later decide that you are uncomfortable about using the system, the points used to identify you can also be discarded permanently.

### **On-Deck Kiosk – last name method**

Another way to use the On-Deck Kiosk is to type your last name and hit enter. If you see a list of names when you do this, use the up and down arrow keys until your name is highlighted.



Hit enter. When your picture appears, you will be asked a question, and you will see a message that will tell you what to do next.