

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Care and Treatment of Patient -
Dental Services

POLICY # TX V-9

PAGE 1 of 2

SUBJECT: Dental Records & Reports

EFFECTIVE DATE: March 2012
SUPERCEDES DATE: February 2009

References

Related ACA Standards

**4th Edition Standards for adult Correctional
Institutions 4-4360**

PURPOSE

To provide guidelines on documentation of dental services and associated reports.

POLICY

Documentation of services provided, access to the medical record, and reporting will be in accordance with the following procedure.

PROCEDURE

A. DENTAL RECORDS

1. Information gathered upon screening during initial processing is to be recorded on Forms DC-388 and 389.
2. Charting updates are to be recorded on the back of the DC-388 when a patient has not been seen within one year or when a new treatment plan is indicated.
3. Treatment performed is to be recorded on Form DC-389, and then inserted into Form DC-388.
4. All X-Rays, and any other pertinent information is to be inserted into DC-388.
5. Informed consents are filed in Section IV of the Outpatient Health Record.
6. All orders, such as prescribed medications, will also be noted on the Provider Orders, DC-834.
7. Signs and symptoms of hard and soft tissue trauma shall be recorded on Form DC-389 whenever observed or expressed in the dental history.
8. The dental record of all inmates will be filed in the Outpatient Medical Record upon completion of the dental screening, examination, and treatment. Records are to be completed and returned to the chart room daily.
9. The dental record shall accompany the medical record at all times.
10. The entire Outpatient Medical Record should be forwarded to the Dental Clinic when an inmate is seen.
11. Dental records should not be pulled from the Medical Record for any reason.
12. To ensure confidentiality, neither records nor copies of records are to be removed from the facility without authorization.
13. Dental encounter information should be completed on each patient and promptly entered into OPUS.

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B. DENTAL REPORTS

1. Within ten days after the end of each month, the "Monthly Quality Assurance Indicators and Data Validation" report (DSS 06) shall be run on OPUS, completed and sent to the Dental Services office.
2. All licensed dental staff shall have an annual Clinical Peer Review.



3/31/12

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Dental Committee