

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Dental Health Records Management	Policy # 7.5
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7.5 Dental Health Records Management

POLICY:

The dental record at Good Samaritan Health & Wellness Center is part of the overall medical record. As such, the dental section policies concerning the maintenance of medical records is the same as, and subordinate to Good Samaritan Health & Wellness Center's clinical guidelines.

RESPONSIBILITIES:

- Protection of dental/health records;
- Records are stored in the clinic office which is secured after hours
- During office hours, records/reception personnel will ensure that only authorized personnel have access to dental/health records.
- Ensure the accuracy of all information recorded on the dental/health record and initialing the treatment provided on the Patient Routing Slip.
- Ensure completeness and accuracy of other data e.g., treatment plans, etc.
- Update information on the dental health record (DHR).

- Ensure that the DHRs are returned to the refile area at the end of each day.

PROCEDURES:

- The dental health record is required for each person receiving dental treatment.
- Dental health records of patients scheduled for treatment will be pulled one day prior to appointment date. All records should be returned to the records station at the conclusion of the day.
- Radiographs that are no longer of clinical value should be removed from the record.
- Dental patient medical history should be re-accomplished at each dental exam or prior to beginning a new course of treatment. This form should be annotated in the spaces provided when there is a change in provider or where the course of treatment indicates the need.
- All dental treatment recorded on the Patient Routing Slip will be authenticated by the provider rendering the treatment by initialing with black or blue-black ink in the space provided. This will be accomplished as soon as practical after treatment has been provided but no later than the day the treatment was provided.

Dental records are the property of Good Samaritan Health & Wellness Center and do not belong to the individual to which they pertain. They will not be signed out from the clinic. If the patient requests a record, in writing, a duplicate copy is available upon request. Radiographs may be signed out in the record with the understanding they will be

returned.