

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.40.03	Page 1 of 6
	Original Effective Date: 05/30/08	New Effective Date: 04/15/19
	Supersedes: 500.40.03	Dated: 11/01/17
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Dental Record Keeping Standard Format		

POLICY

The Division of Adult Institutions shall create and maintain the Dental Record as the designated legal record that documents dental care provided to inmate patients residing in correctional facilities and serves as a communication tool for health care providers. The setup and content of the Dental Record shall follow the standard methodology described in this policy.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-E-O6 Oral Care

DAI Policy 500.10.12 – Prior Authorization Guidelines for Non-Urgent Care – Class III

DAI Policy 500.40.02 – Triage of Dental Service Requests and Prioritizing Appointments

DAI Policy 500.40.06 – Routine Dental Treatments

DEFINITIONS, ACRONYMS AND FORMS

AAP – American Academy of Periodontology

Bisphosphonates – Category of drug used to treat bone pain, hypercalcemia and skeletal complications in inmate patients with multiple myeloma, breast, lung and other cancers, Paget's disease of the bone and osteoporosis.

Dentrix- Dental EMR system

DOC – Department of Corrections

Document Center – A file in Dentrix that can hold any scanned documents.

DOC-3001 – Off-Site Service Request and Report

DOC-3018 – Intake Screening/Medical History

DOC-3018A – Health History Update (Dental Services)

DOC-3018B – Health History for Dental Practice

DOC-3023 – Prescriber's Orders

DOC-3040 – Treatment Notes

DAI Policy #: 500.40.03	New Effective Date: 04/15/19	Page 2 of 6
Chapter: 500 Health Services		
Subject: Dental Record Keeping Standard Format		

DOC-3042 – Dental Examination

DOC-3648 – Dental Pain/Swelling/Bleeding Encounter

Dental Service Request (DSR) – Used by inmates to communicate to dental staff in order to ask for a dental appointment.

Health Care Record (HCR) – Official confidential DOC record created and maintained for each inmate patient

Identification (ID) label – Official DOC label that includes inmate patient name and DOC number, and, in some cases, date of birth.

OHI – Oral Hygiene Instruction

PSR – Periodontal Screening Record

Treating Dentist/Hygienist – Dental provider who has engaged an inmate patient with the intent to provide definitive dental services as opposed to providing an intake examination only.

Treatment Label – Official DOC label used by a dental provider as progress notes, or in addition to progress notes for certain dental procedures such as Restorative, Extraction, and Hygiene procedures.

WDA – Wisconsin Dental Association

X-ray Films Transferring Envelope (XFTE) - X-ray Films Transferring Envelop (XFTE)
The purpose of this envelope is for storage and transfer of X-ray films. Envelope shall be in “Green” color and labeled with patients name and DOC number. Use envelope size 9 ¾ x 11 ¾ inch.

PROCEDURES

I. General Charting Standard

- A. All general dental charting shall be based on Dentrix preset template.
- B. Only official DOC approved forms shall be scanned into Dentrix Document Center.
- C. Only approved abbreviations shall be used.
- D. Patient chart reviews are completed in Dentrix using “staff notes” template.
 1. If there are changes to the health history, the updates shall be recorded on the DOC-3018A, and signed by inmate patient and provider and scan to the Dentrix document center.

DAI Policy #: 500.40.03	New Effective Date: 04/15/19	Page 3 of 6
Chapter: 500 Health Services		
Subject: Dental Record Keeping Standard Format		

2. If premedication with antibiotics is warranted, record “pre-medicate” in red on the DOC-3018B in the “Dentist’s Comments” section or on the DOC-3018A in “Comments”.
- E. Dental Examination Section in Dentrrix The examining intake dentist shall develop and discuss with the inmate patient a basic treatment plan for his/her care at the conclusion of the initial intake examination. The fact that this discussion was performed must be documented in the Dentrrix “Intake” Template.
1. The basic treatment plan shall simply identify the tooth or non-tooth areas that need treatment and identify the pathology. The specific treatment for each tooth or area shall not be discussed unless the examining dentist shall actually be providing the treatment.
 2. It is the treating dentist who determines the specific treatment for the tooth or area in question.
 3. At the intake oral examination, each inmate patient shall be given a copy of the two oral education pamphlets: “Taking Care of Your Teeth” and “Diet and your Teeth”. These two pamphlets are also available in Spanish.
- F. At the intake oral examination, each inmate patient shall be given a copy of the two oral education pamphlets: “Taking Care of Your Teeth” and “Diet and your Teeth”. These two pamphlets are also available in Spanish.
1. Treatment Notes – General shall follow “Dentrrix” procedure Template.
 2. Treatment Notes – Specific.
 - a. Prescription Documentation for non-Cerner active facilities.
 - i. Use standard format for writing prescriptions on the DOC-3023 – Prescriber’s Orders in the medical chart. Additionally, document in the DR treatment notes, the medication, dosage, number prescribed and inmate patient directions (SIG).
 - ii. The dentist shall flag the DOC-3023 to alert the nurse of the new order(s). Medication shall not be dispensed directly from the dental unit.
 - b. Restorative Documentation: Shall follow Dentrrix template.
 - i. Surfaces restored.
 - ii. Filling material used.
 - iii. Any adjunctive materials placed in the tooth.
 - iv. Type and volume of anesthetic used.
 - v. Because other DOC dentists may treat this inmate patient at a later date, include any details of the procedure that would assist in the diagnosis of any post-op problems that may develop in the future.
 - c. Oral Surgery Documentation: Shall follow Dentrrix template.
 - i. Diagnosis.
 - ii. Inmate patient’s current blood pressure reading.
 - iii. That informed consent was provided by the dentist and signed by the inmate patient/guardian.
 - iv. The type and volume of anesthetic.
 - v. A full description of the procedure, if surgical.

DAI Policy #: 500.40.03	New Effective Date: 04/15/19	Page 4 of 6
Chapter: 500 Health Services		
Subject: Dental Record Keeping Standard Format		

- vi. The number and type of sutures placed.
- vii. Prescription(s).
- viii. Post-op instructions.
- ix. Any dental homecare supplies given to inmate patient.
- d. Endodontics Documentation: Shall follow Dentrix Template.
 - i. That informed consent was provided by the dentist and signed by the inmate patient/guardian.
 - ii. Rubber dam use.
 - iii. Exudate presence.
 - iv. Intra canal medicaments.
 - v. Length of files including working length.
 - vi. X-rays made, including post-fill x-ray.
 - vii. Filling material used.
 - viii. Sealer used.
- e. Prosthodontics Documentation: Shall follow Dentrix Template.
 - i. The procedure performed for each appointment, such as “wax try-in”.
 - ii. Denture tooth brand, form and shade.
 - iii. Prosthetic acceptance form to be signed and placed in dental chart.
- f. Dental Hygiene Documentation – Shall follow Dentrix template
 - i. The quadrant(s) of the procedure, if full mouth was not provided.
 - ii. The amount (light, moderate, heavy) of plaque, calculus, stain or bleeding found.
 - iii. Whether OHI or other counseling was given.
 - iv. Any inmate patient-specific instructions if given.
 - v. PSR at each visit or full periodontal probing.
 - vi. Any hygiene or oral health changes since last visit.
 - vii. The recommended frequency for a recall appointment.
- g. Referral of off-site care – If an inmate patient is referred out to an oral surgeon or other off-site specialist, dental staff shall document in the treatment notes in Dentrix:
 - i. The specific treatment referred.
 - ii. To whom the inmate patient was referred.
 - iii. The date of the off-site appointment.
 - iv. Dentist completes the top portion of DOC-3001 – Off-Site Service Request and Report. See DAI Policy 500.10.12.
 - v. Scan to dental director for approval.
- h. Review of off-site care provided – The referring dentist shall:
 - i. Review the DOC-3001 as soon as possible after the inmate patient returns from the off-site visit.
 - ii. Document in Dentrix treatment notes that the referred procedure was completed.
 - iii. All chart notes or report from outside provider must be signed by the attending dentist before scan to the corresponding patient Dentrix chart.

DAI Policy #: 500.40.03	New Effective Date: 04/15/19	Page 5 of 6
Chapter: 500 Health Services		
Subject: Dental Record Keeping Standard Format		

- iv. Summarize in Dentrix the treatment notes the off-site provider's notes from the off-site form and any other communications with the off-site provider.
- i. Periodontal Screening Examination.
 - i. Completion of this WDA form is self-explanatory. After the inmate patient has left intake, the treating dentist and/or hygienist shall determine when to complete either a periodontal examination or a PSR.
 - ii. A periodontal diagnosis is determined and documented using the AAP classification system.
- j. EMR sites shall follow section of the EMR user manual.

II. XFTE

- A. Facilities without digital X-ray, shall utilize a green XFTE for all film x-ray.
- B. XFTE shall be used to store and transfer all film X-ray.

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Dr. Paul Bekx, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

_____ **Date Signed:** _____
Dr. Man Lee, Dental Director

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.40.03	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Dental Record Keeping Standard Format		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other