

**DAI 500.40.03 – Dental Record Keeping Standard Format**  
**Attachment E – Dental Record Supplies List**  
**Effective Date: 12/27/12**

<b>Product</b>	<b>Form/Description</b>	<b>Supplier</b>
Dental Record: Multi-section chart covers	DOC-3041 (males) DOC-3041A (females)	DOC Forms Center
<b>Chart Dividers/Tabs:</b>		
Self-adhesive folder divider with twin-prong fasteners, letter size	Smead 68027 100/box	Office Supply Contract
<b>Dental Tab Labels:</b>		
Classification	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Consents/Refusals	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Correspondence	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Dental Lab	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Off-site forms	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Prior Authorization	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Treatment	Self-adhesive tab (0.34" x 1")	Office Supply Contract
Miscellaneous	Self-adhesive tab (0.34" x 1")	Office Supply Contract
<b>Labels: (Mandatory)</b>		
"DSR Rec'd" Rubber Stamp	(2/3" x 3 7/16")	Office Supply Contract
DOC-3040X Extraction	AVE5353	Office Supply Contract
DOC-3040R Restorative	5.81 x .067	<a href="http://www.onlinelabels.com/ol1150.htm">www.onlinelabels.com/ol1150.htm</a>
DOC-6040H Hygiene	AVE5353	Office Supply Contract
Identification (see HS P/P 500:02 Appendix 6)	#220-424 (2/3" x 3 7/16)	Office Supply Contract
<b>Medical Condition Labels: (Inside Chart)</b>		
Allergic to:	#366-1726	Henry Schein
Anticoagulant therapy	N/A	CMR
Cardiac care	N/A	CMR
Diabetic	N/A	CMR
Dyslipidemia	N/A	CMR
Hard of Hearing	N/A	CMR
Hypertension	N/A	CMR
Limited Vision	N/A	CMR
Pregnant	N/A	CMR
Premedicate	N/A	CMR
Respiratory Condition	N/A	CMR
Seizure Disorder	N/A	CMR
<b>Labels: (Outside on Chart Cover)</b>		
Name Alert	N/A	CMR
Medical Alert	N/A	CMR
Advanced Directives/DNR	N/A	CMR
Multi-Volume Chart	N/A	CMR
Temporary File	N/A	CMR
Limited English Proficiency	N/A	CMR
Legal	N/A	CMR
<b>DOC forms</b> (filed in the Dental Record)	Most DOC forms	DocNet
Other DOC Forms: (multi-ply)	DOC-3023 – Physician Orders	DOC Forms Center
	DOC-3052 – Dental Classification Report	DOC Forms Center
	DOC-3392 Dental Service Request	DOC Forms Center

Use contract number.

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