

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety
Prison

SECTION: Care and Treatment of
Offender - Dental Services

POLICY # TX V-9

PAGE 1 of 2

SUBJECT: Dental Records & Reports

EFFECTIVE DATE: May 2014
SUPERCEDES DATE: May 2013

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 procedures.

PROCEDURE

A. DENTAL RECORDS

1. Information gathered upon screening during initial processing is to be recorded on Forms DC-388 and 389. Facilities with HERO will document dental screening information as a Dental Screening Encounter.
2. Charting updates are to be recorded on the back of the DC-388 when an offender has not been seen within one year or when a new treatment plan is indicated. Facilities with HERO will update charting on the Dental Chart screen.
3. Treatment performed is to be recorded on Form DC-389, and then inserted into Form DC-388. HERO facilities will record treatment within the Dental Encounter screens.
4. All radiographs and any other pertinent information are to be inserted into DC-388 or acquired in DEXIS for facilities with HERO.
5. Informed consents are filed in Section IV of the Outpatient Health Record or scanned into the Document Manager for facilities with HERO.
6. All orders, such as prescribed medications, will also be noted on the Provider Orders, DC-834 or in HERO before an encounter is finalized.
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. For facilities with HERO these findings will be recorded in the Dental History or Dental Encounter.
8. The dental record of all offenders 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. Records at a HERO facility will have all encounters and co-signs completed by the end of the day of treatment.

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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 offender 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 offender and promptly entered into OPUS. Dental encounters for facilities with HERO should be completed on each offender by the end of the day treated.

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. Facilities with HERO will run a "Quality Assurance Report" from OPUS Online.
2. All licensed dental staff shall have an annual Clinical Peer Review.



7/30/2014

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Dental Committee

Addendum:

Form DC-388 Dental Health Record

[Form DC-389 Dental Treatment Record](#)

[Form DC-834 Providers orders](#)