MONTANA STATE HOSPITAL
POLICY AND PROCEDURE

DENTAL RECORDS

Effective Date: September 23, 2014 **Policy #:** DL-02

I. PURPOSE: To provide guidelines for maintenance of patient dental records.

II. POLICY:

A. Dental records are legal documents and will be maintained for each patient receiving dental services at Montana State Hospital (MSH).

B. Dental services records will be stored in a locked cabinet in the Dental Office except when they are in use. Records are also kept in patients' charts (see section V., B. Documentation in Ward Chart).

C. When discharged patients request dental records, a Release of Information Form is signed and the dental records are sent per Release of Information Policy.

III. DEFINITIONS: None

IV. RESPONSIBILITIES:

A. The Medical/Dental Assistant is responsible for maintaining filing and storage of records in the dental office.

B. All dental staff are responsible for documentation of services provided.

C. Nursing Staff are responsible for sending the patient's medical record to the dentist when a patient on their unit is scheduled for a dental appointment.

V. PROCEDURE:

A. Dental Office Records include:

1. Documentation of all dental assessments, findings, a Dental Treatment Plan, medications administered and prescribed, treatment(s) performed, pertinent medical information, and patient teaching.

   Other conversations with patients relevant to treatment may also be documented.

2. Dental x-ray(s)

3. Permits for Dental surgery if initiated or completed at MSH.

4. Copies of community dental consultations.

B. Documentation in the Ward Chart

1. The patient's ward chart will accompany the patient to the dental office.

2. A dental treatment sheet will be placed in the patient's ward file.

3. The dentist will use Physician's Order forms for medications, staff instructions, and dietary restrictions.

4. The dentist will document significant treatments in the Progress Notes.

C. Routing of Dental Records

1. Dental Office Records are sent to Health Information upon patient discharge.

2. Dental Office Records are routed back to the Dental Office upon readmission of the patient.

VI. REFERENCES: None

VII. COLLABORATED WITH: Director of Nursing, Dentist

VIII. RESCISSIONS: #DL-02, *Dental Records* dated March 16, 2011; #DL-02, *Dental Records* dated May 9, 2008; #DL-02, *Dental Records* dated May 2, 2005; DL-02, #DL-02, *Dental Records* dated January 28, 2002; DL-02, *Dental Records* dated February 14, 2000; HOPP #DS-03, Dental Office Records, dated May 1978.

IX. DISTRIBUTION: All hospital policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per M.C.A. § 307-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Medical Director

XII. ATTACHMENTS: None

_____	/___/__	_____	/___/__
John W. Glueckert	Date	Thomas Gray, MD	Date
Hospital Administrator		Medical Director	