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| CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL | Effective Date: 1/4/2012 | NUMBER: E-36.3 Page 1 of 1 |
| | Replaces: 01/07 | |
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| RECORDING AND SCHEDULING DENTAL PATIENT VISITS | | |

PURPOSE: To standardize the recording and scheduling of dental patient visits.

POLICY: All dental patient visits will be recorded and scheduled on the Sick Call Visit Register, the Dental Clinic Register/Appointment Book, or the electronic equivalents. Appointment records must be maintained for at least 5 years.

Reference: ACA Standard 45-4346 (Ref 3-4353) Clinical Services Texas State Board of Dental Examiners Rule 108.8 Records of the Dentist