

DENTAL PATIENT RECALLS

OPS.082

Approved By:	Board of Directors	Adopted Date:	7/6/96
Distribution:	All Dental Staff	Revision Date(s):	06/5/00, 10/20/15

Purpose

The recall system is designed to give the Dental Clinic a mechanism to:

1. Help patients to maintain their dental health with routine exams, cleanings and fluoride treatment.
2. Provide a continuity of care, so that patients feel that the clinic does care about their dental health.
3. Give patients a reminder that maintaining their dental health is a continuous process.

Policy

Regular yearly recalls will be provided, upon request, for annual adult cleaning or endodontic work for all patients whose treatment plans have been completed.

Placing a patient on recall: After the patient's treatment plan is completed, the Hygienist will tell the patient that he/she should fill out a yearly recall card. The patient is asked to complete the address portion of the card with his/her name and address. The card is then filed into the month file along with other cards completed that month. The name of the Hygienist that has been seeing the patient should be noted on the recall card.

Notifying the recall patient: The month prior to recall time the dental receptionist will mail recall cards (i.e., all January cards will be mailed in December, etc.

Approved,



Cheyenne Spetzler
Chief Operations Officer

Acknowledged,



Carter Wright, DDS