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Dental

**DENTAL ADMINISTRATIVE PROCEDURES
(PA)**

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This instruction establishes procedures to acquaint personnel with administrative activities of the Base Dental Services at Osan Air Base. It outlines procedures for obtaining routine and emergency dental treatment during and after duty hours. It outlines the responsibility of individual organizations to ensure that personnel keep their dental appointments. It also discusses family member dental care and the preventive dentistry program. It applies to all personnel authorized treatment in Air Force dental treatment facilities. This instruction implements AFD 47-1, *Dental Services*, and AFI 47-101, *Managing Air Force Dental Services*.

This instruction is affected by the Privacy Act of 1974. Each form required by this directive contains a Privacy Act Statement either incorporated in the body of the document or in a separate statement accompanying each document. The maintenance, collection, use of dissemination of information contained in this system of records is authorized by Title 10 U.S.C. 133 and 8012.

SUMMARY OF REVISIONS

Organizational changes associated with the change of the dental flight to a dental squadron.

OPR, Certifier, and signature block is changed. The Dental Classification Information Sub-system (DCIMS) is changed to Dental Data System on paragraph **1.4**. Family member is changed to Command Sponsored family member on paragraph **4.4.**, and Chapter 8. Paragraph **10.** and **11.** are added. New or revised material is indicated by bar (|).

1. Responsibilities:

1.1. Individuals are responsible for keeping appointments and notifying the dental clinic at least twenty four hours in advance if they are unable to keep their appointment.

1.2. The individual's unit is responsible for ensuring that their personnel are released from duty to meet scheduled appointments unless urgent mission requirements dictate appointment cancellation. Commanders will take appropriate action against personnel who fail to meet scheduled appointments.

1.3. The dental clinic will perform annual dental examinations on all active duty personnel. Scheduling of this appointment is accomplished by the Air Force Dental Readiness Assurance program monitor and unit schedulers. The organization will annotate notification and advise members when to report for examinations. The unit will notify the dental clinic when personnel are on emergency leave, TDY, or for any other valid reason that they cannot meet dental appointments.

1.4. The Dental Data System provides localized collection and processing of dental data at Osan. Dental personnel input examination and dental health classification data into Dental Data System via a work station located in the dental facility. All output products are produced in the MTF computer room, located in the hospital systems office.

2. Procedures for Receiving Routine Care. Individuals requiring routine care other than a periodic exam, may call the dental clinic or come by in person to schedule an appointment. A dental examination is necessary to identify type of treatment needed prior to rendering further dental care. Civilian US government employees, their dependents, and civilian contractors and their dependents are eligible for routine care on a space available basis. They will be charged on a fee for service basis for dental care rendered in DOD medical facilities. An estimate of charges can be provided for routine care.

3. Personnel Assigned to Sites and Detachments. Personnel receiving support from the MPF at Osan, but assigned to duty at another Geographically Separated Unit (GSU) site, detachment, or station, will receive their treatment either at the support base or at the nearest military dental treatment facility. These individuals, when receiving treatment at other facilities, must inform the 51 DS of the date of their last dental examination and current dental health classification. The GSU personnel must complete their dental requirement when notified.

4. Priority for Care. The following sequence is adhered to in determining priority of routine dental treatment.

4.1. Active duty class 3, and 4.

4.2. Active duty personnel on flying status, special operations duty (missiles, controllers, space operations personnel), mobility, and personnel selected for remote or isolated duty.

4.3. All other active duty personnel.

4.4. Command Sponsored Family members of active duty personnel.

4.5. All others according to AFI 41-115, *Authorized Health Care and Health Care Benefits in The military Health Services System (MHSS)* on a space available basis.

5. Procedures for Receiving Urgent (Sick Call) Care. Patients with urgent dental needs, i.e., problems that are not emergency in nature, but should be treated that same day to prevent deterioration to emergency status, may report to dental sick call. DOD civilian employees and other pay patients report to the resource management office after treatment is provided. The resource management office will bill civilian patients for care received.

6. Procedures for Receiving Emergency Care. Emergency (i.e., acute) dental care is treatment given to relieve severe pain, acute infections or uncontrolled bleeding, and will be rendered at any time. During normal duty hours, personnel will report directly to the dental clinic during sick call hours; 0700 or 1300. Patients reporting after duty hours will report to the Emergency Room. ER Personnel there will contact the Dental Officer of the Day. DOD civilian employees and other pay patients will sign in at the ER. The Dental Charge of Quarter will notify Resource Management Office of the care provided and the patient will be billed.

7. Appointments:

7.1. Routine scheduled appointments are recorded on AF IMT 490, **Medical/Dental Appointment** or automated form and are distributed as follows.

7.1.1. One copy is given to the patient.

7.1.2. The second copy is filed in the dental health record.

7.1.3. Appointments scheduled by phone are also recorded on AF IMT 490, all copies are placed in the dental health record.

7.2. Unit commanders may be notified by letter of individuals who have broken dental appointments. The cooperation of each commander is solicited to ensure broken appointments by members of their organization are kept to a minimum. Names of rated personnel delaying or refusing dental treatment will be forwarded to the local flight surgeon with recommendation for immediate removal from flying status when the situation warrants. The commanders of these individuals will be promptly notified.

8. Family Member Dental Care. Dental care for command sponsored family members and retired members is authorized on a space available basis consistent with facility and staff capabilities as determined by the Dental Squadron commander.

8.1. Emergency dental care is available for all beneficiaries at any time. A fee may be assessed depending on patient status.

8.2. Appointments for examinations can be made by calling the dental clinic or presenting at the reception desk (784-2108/2110).

9. All Beneficiaries will hand carry their dental records. Hand carry to the new base when the member and family PCS. These records will be placed in a sealed envelope and the beneficiaries will be briefed on the DOD Medical Records Custody and Control Policy prior to receiving their records from the dental clinic.

10. Preventive Dentistry. A Preventive Dentistry Program is conducted for all eligible beneficiaries and will include a clinical, community, and children's phase. The following procedures are accomplished in the program.

10.1. Clinical Phase:

10.1.1. An annual dental examination to assess the status of the dentition, periodontium, other oral tissues, and oral hygiene

10.1.2. An annual dental prophylaxis, if indicated, to remove plaque, exogenous stains and calculus from the teeth, to polish the teeth and to topically apply an approved anticariogenic agent when indicated. Permanent posterior teeth will have sealants placed when indicated

10.1.3. Dental health counseling

10.1.4. Construction of mouth guards for participants in contact sports

10.2. Community Health Phase:

10.2.1. Group health talks

10.2.2. Base newspaper articles

10.2.3. Radio and television spot announcements

10.2.4. Coordination with the Base Exchange as to stocking recommended oral hygiene aids

10.2.5. Distribution of dental health aids, literature, and handouts

10.3. Children's Phase:

10.3.1. Eligible beneficiaries aged 4 to 21 (and up to 23rd birthday if pursuing a full course of study) are given an annual preventive dentistry treatment consisting of an examination and, as indicated, a cleaning, oral hygiene instructions, and topical fluoride application

10.3.2. School programs

11. Referrals. The 51st Dental Squadron at Osan AB may, on occasion, refer patients to the 121st Evacuation Hospital at Yongsan Army Garrison, Seoul, for specialty care not available at Osan AB. Very limited specialty dental care is occasionally available for other than active duty personnel. Such care for other than active duty is dependent upon the staffing at Yongsan and may not be available in all specialties.

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