

DH3 Class Reminders

- **Patients with Government Insurance –**

- Coverage listed in axiUm affects the fees on the signed treatment plan. Verify with your patient that we have their up-to-date insurance information, prior to 1st appointment to ensure accurate charges are generated on TX Plan.
- You **MUST** verify coverage/frequency limitations with your PCC ahead of booking appointments
- All treatment requires review of frequency limits and/or pre-authorization.

- **Rad Request Forms** – You **MUST** fill out your name in the “Radiograph ordered by” field on the form or it will be returned to you.

Form Question	Answer	Date
Radiology Request		
Requesting discipline or department		
Radiograph ordered by		
Reason for requesting radiographs		
☐ Analog radiographs taken?		
☒ Radiographs requested		
In the "Radiographs Requested" section of this form, have you entered all the correct radiographs needed?		

- **Med Consult Process** – Once determined to need Med Consult

- Fill out physical form with instructor and patient (found in student filing cabinet in front of CSS Office)
- Patient must sign form
- Hand-in completed form to Dr Reeve’s mailbox in CSS Office for review
- Wait further instruction from Dr Reeve – do not schedule any further appointments until advised by Dr Reeve

- **Referrals –**

- Follow direction at bottom of Form on where to “action”

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- **Requesting Additional Patients –**
 - You must disposition patients to be assigned additional patients
- **Procedure Swipes at every appointment -**
 - You must get a code swiped at each appointment
 - You can swipe the same code to In process multiple times if you have not moved on to a new step
 - Do not checkout without a swiped Procedure Code – you will have to return to clinic and your patient will be delayed longer
- **Duplicate codes –**
 - If you are continuing treatment started by another student, ask your PCC to transfer the codes to you to avoid duplicate codes. This eliminates the volume of correction cards you will be filling out
- **Correction Cards –**
 - PCC Leads do not update planned treatment. If a planned procedure is no longer required, you need to Inactivate the code
- **Quick List –**
 - Use the quick list during treatment planning – do not choose codes with \$0.00, unless it is Perio Patient Management
- **Recall in screening -**
 - DO NOT SCREEN PT – They are here for Recall Examination
 - Pay attention to schedule and type of appointment booked

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- **D4 Recall Rotation –**
 - Complete the Radiology Request & Findings
 - D4 Must get swiped by Floor Lead
 - IP Note can be entered by DH Student for Recall examination
 - D4 must enter their own EHR Note for Treatment Planning
 - If patient dental treatment/referral required – D4 to fill out General Referral Form & Action to PCCLEADS – follow up and ensure it was sent
- **Patients with Government Insurance –**
 - You MUST verify coverage/frequency limitations ahead of booking appointments
 - All treatment requires review of frequency limits and/or pre-authorization. We can't rely on our history alone or what patients recall about their billing history
- **Failed Appointments –**
 - Don't wait to inform your PCC – let them know when patients Fail
 - If 2 Fails in 1 term – to be sent for review before re-booking
- **Unreachable Patients –**
 - Inform your PCC after 3 consecutive unsuccessful contact attempts with documentation, separated by 1 week and using different contact methods. You need to keep your patient pool up to date and accurate. If you are not treating the patient their file needs to be reviewed to disposition from your list