

Dent 3 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

Dent 3 Class Reminders

- **Referrals –**
 - Follow direction at bottom of Form on where to “action”
- **Grade Cards –**
 - Set up your own evaluation cards, making sure you choose the correct discipline and form so that you get the correct grades, **before** asking your instructor to grade you
 - D3 - ensure the correct number of hours are entered on your perio cards
- **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
- **Changing Tx Plan –**
 - You Must copy your original plan, make the necessary changes and then Inactivate the original. Students edit by updating the treatment plan. For any changes in treatment, you are required to get a new patient signature acknowledging the change.
 - If a planned procedure is no longer required, you need to Inactivate the code.
 - PCCS do not edit planned treatment
- **Quick List –**
 - Use the quick list during treatment planning – do not choose codes with \$0.00

Dent 3 Class Reminders

- **Treatment Plans –**
 - Treatment plans are only billed 1 x per year (CTP, Recall, Tx Plan update) choose appropriate code based on patient history (view in transactions)
 - (Spec Exam, Limited Exam, Emergency Exam & Implant Consult are not included in the 1 x per year billing)
- **RCT Billing –**
 - Always bill pulpectomy code at initial RCT appointment. If patient re returns/treatment continues then the rct code will be entered at 2nd appt and you must submit a fee waiver for the cost of the pulpectomy. The fee paid for pulpectomy will be put towards the final rct cost
- **Recall in screening -**
 - DO NOT SCREEN PT – They are here for Recall Examination
 - Pay attention to schedule and type of appointment booked
30 minutes = Recall, 15 minutes = Screening
- **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

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- **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

- **Pediatric Patients -**

- Students do not call Peds patients from their own phones – they are not primary providers. See PCC at front window if you need to connect with Pediatric patient's parent