

**CAROLINA FAMILY HEALTH CENTERS, INC.  
POLICY & PROCEDURE**



**MANUAL:** Volume I

**SUBJECT POLICY:** Scheduling Principles for Dental Services

**SUBJECT PROCEDURE:**

**NUMBER:** DTL-24

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**EFFECTIVE DATE:** October 2016

**SECTION:** Dental

**REVIEWED:**

**REFERENCE POLICY:**

**REFERENCE PROCEDURE:** DTL-24

**RESPONSIBILITY:** Chief Dental Officer

**APPROVAL:**

**CEO APPROVAL:** **APPROVED**

**BOARD APPROVAL:**

**DATE:** 10-24-16

**DATE:** 10-25-16

**APPROVED**

**I. PURPOSE**

The purpose of this document is to establish an efficient way to schedule a dental patient for his/her appointment at Carolina Family Health Centers, Inc. (CFHC, Inc.).

**II. POLICY**

CFHC, Inc. will maintain scheduling templates for each provider. The number of slots on each provider's template will depend on the treatment being performed for each patient. Dentist templates will have 30 minute, 45 minute, or 60 minute slots depending on the treatment scheduled. Dental Hygienist will have 45 minutes slots for every patient regardless of treatment scheduled. Scheduling templates will be reviewed annually by the provider and the Chief Dental Officer.

A newly hired provider will have his/her schedule adjusted for the first 3 months of employment to give him/her time to learn CFHC, Inc.'s systems. The Chief Dental Officer and the new provider will meet periodically to determine if the new provider can accommodate additional patients.