

CAROLINA FAMILY HEALTH CENTERS, INC. PROCEDURE

TITLE: DTL-201P Dental Health History

EFFECTIVE DATE: November 2014

SECTION: Dental

REFERENCE POLICY: N/A

RESPONSIBLE CHIEF OF STAFF: Chief Dental Officer

RESPONSIBLE COMMITTEE: Dental CIT

REVIEWED: 5/2015, 9/2018, 9/14/2021, 3/28/2022, 8/15/2025

I. PURPOSE

The purpose of this procedure is to provide consistency in collecting comprehensive medical and dental history from patients and documenting the information appropriately in the patient's dental record. This enables the dental staff to acknowledge medical conditions that could affect the patient's treatment and take the necessary steps to ensure safe dental care.

II. PROCEDURE

The *Dental Health History* form (see attachment) is completed by the patient at his/her first visit. It is the responsibility of the dental assistant or the dental hygienist to review the *Dental Health History* form with the patient to confirm that the patient has correctly completed all sections of the form.

If the dental assistant or dental hygienist notices discrepancies or areas of concern, these are brought to the attention of the dentist. It is ultimately the responsibility of the dentist to determine if the patient's medical conditions should be addressed with the patient's medical provider prior to dental treatment. (Refer to *DTL-202P Medical Consultation for Dental Treatment*). The completed *Dental Health History* form is scanned into the "Media Manager" section of the patient's electronic health record. Any significant medical alerts are added to the patient's "FYI" section so that these conditions are prominently displayed when accessing the patient's appointment and dental chart.

At each subsequent appointment, the *Dental Health History* form is reviewed. If there are any changes to his or her health status, including new or discontinued medications, these changes are recorded in the patient's electronic health record. This information is also documented in the clinical progress note. If the patient reports that there are no changes, the dental assistant or dental hygienist informs the dentist and includes the information in the clinical progress note.

A new *Dental Health History* form is completed by the patient biannually and reviewed with the appropriate dental staff in the manner described above.

III. ATTACHMENTS

- *Dental Health History* (English and Spanish)