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**Dental**

**BASE DENTAL SERVICE (PA)**

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This instruction implements AFD 47-1, *Dental Services*. It outlines the responsibilities, requirements and procedures of the 18th Dental Squadron (18 DS). This instruction applies to all units assigned, attached, tenant or associate to the 18th Wing and who are authorized dental care in accordance with the provisions of AFI 47-101, *Managing Air Force Dental Services* and AFI 41-115, *Authorized Health Care and Health Care Benefits In Military Health Service System (MHSS)*.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 55, *Medical and Dental Care*, and Executive Order 9397. System of records notices F162 AF SG A, *Dental Health Records*, and F168 AF SG A, *Automated Medical/Dental Record System*, apply. All forms subject to AFI 37-132, *Air Force Privacy Act Program* and required by the original publication or this supplement either contains or has a Privacy Act statement attached.

**SUMMARY OF REVISIONS**

This instruction was substantially revised and must be completely reviewed. A “[” indicates revised material since the last edition.

**1. Responsibility.** The mission, organization, and administration of dental activities are defined in AFD 47-1 and AFI 47-101.

**2. Established Guidelines.**

- 2.1. The 18 DS/CC establishes procedures and guidelines for receiving dental care and ensures dental treatment is readily available based on staffing, facilities, and mission requirements.
- 2.2. The 18 DS/CC establishes priorities for access to dental care and determines the levels of treatment available for the various beneficiary groups in accordance with public law, AFI's, and mission requirements.

2.3. Emergency Dental Care. Emergency dental treatment for patients in need of immediate attention to relieve undue pain and suffering, control bleeding, manage acute infections, or injuries to the oral and maxillofacial structures is available at all times. Emergencies are seen at the dental clinic during normal duty hours. After duty hours and on nonduty days and holidays, emergency dental care may be obtained by reporting to the 18th Medical Group Acute Care Service. Emergencies will be treated based on immediacy, not beneficiary status or time of arrival.

2.4. Appointment Scheduling. Appointments may be scheduled or canceled during clinic duty hours by telephone or in person. Personnel who fail to show for their appointment are required to schedule their next appointment in person. Due to the high volume of traffic, appointments for family member examinations are only made over the phone. Appointments will be documented by the use of the AF Form 490, **Medical/Dental Appointment (PA)**. Patients should notify the Dental Clinic (634-1011) at least 24 hours in advance, if unable to keep an appointment.

2.5. Broken Appointments. Patients failing to meet an appointment or those arriving late for a scheduled appointment without appropriately notifying the dental service are charged with a broken appointment. Commanders should take appropriate action upon notification of a broken appointment and advise personnel under their command of the necessity and personnel responsibilities to meet scheduled appointments.

2.6. Dental Readiness Assurance Program. The 18 DS/CC ensures all dental programs enhance the dental readiness of the military force. The main components of the program are periodic dental exams to determine individual's dental readiness classification, ongoing dental treatment to maximize dental "fitness". Accomplishing active duty dental clearances for remote duty, and communication with commanders on the dental fitness of their personnel. Organizations are notified through their unit health monitors when its members require the mandatory periodic dental exam. Commanders at all levels should ensure maximum participation by unit members. The 18 DS monitors compliance and maintains participation rates which will be forwarded to commanders as needed and upon request.

2.7. The 18 DS/CC establishes an ongoing Preventive Dentistry Program incorporating clinical and community aspects, and a children's health phase.

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