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**Dental**

**DENTAL PROCEDURES (PA)**

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This instruction establishes the administrative procedures of the 35th Dental Squadron (35 DS) at Misawa Air Base (MAB) and outlines steps to obtain dental treatment during and after duty hours at the MAB dental clinic. It defines responsibility of MAB organizations to ensure personnel keep their dental appointments. It also describes and defines dental care for family members and the preventive dentistry program. It applies to all personnel assigned or attached to MAB. This instruction implements AFD 47-1, Dental Services, and AFI 47-101, Managing Air Force Dental Service. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority is in Title 10, U.S.C., Chapter 55. Systems of records notices F 162 AF SG A, Dental Health Records, and F 168 AF SG A, Automated Medical/Dental Record System, apply.

**SUMMARY OF REVISIONS**

This revises the 17 July 2000, 35 FWI 47-101. Revises: paragraphs **1.3.** changes Periodic Dental Examination to Air Force Dental Readiness Assurance Program (AFDRAP) and paragraph **1.7.** changes TRICARE Overseas Family Member Dental Plan to TRICARE Dental Program, paragraph **3.4.** was revised to space required versus space available, the paragraph was also changed to list the HSI reference guide. A bar (|) indicates revisions from the previous edition.

**1. Responsibilities.**

- 1.1. Individuals are responsible for keeping dental appointments or notifying the dental clinic at least 24 hours in advance if they are unable to keep their appointment.
- 1.2. The individual's unit is responsible for ensuring that their personnel are released from duty to meet scheduled dental appointments unless urgent mission requirements require appointment cancellation. Commanders should take appropriate action against personnel who fail to meet scheduled dental appointments.

1.3. The dental clinic will perform periodic dental examinations for all active duty personnel. The 35 DS Air Force Dental Readiness Assurance Program (AFDRAP) and the individual's specific organization scheduler/unit health monitor accomplish scheduling of AFDRAP appointments for Air Force (AF) members. The member's organization will schedule their personnel and advise their members when to report for examinations. The unit will notify the dental clinic when personnel are scheduled, or for valid reasons (emergency leave, TDY, etc.), that they cannot meet AFDRAP appointments. Members of other United States (US) military services should contact the dental appointment desk to schedule their annual dental examination appointments during their birth month.

1.4. Active duty US military personnel may not obtain routine dental care from non-military dental clinics without prior coordination and approval of the 35 DS.

1.5. Active duty US military personnel who obtain care, either routine or emergency, from non-military dental clinics must report for consultation at the 35 DS to update their dental records for continuity of care and forensic purposes.

1.6. All active duty AF personnel will seek the dental care necessary to ensure their eligibility for worldwide duty. Personnel in dental class 3 (oral conditions that may require emergency care within 12 months) for more than 60 days may have a physical profile change initiated by the dental service as "unqualified for worldwide duty." AF members who persist as dental class 3 will be submitted for medical board action as medically unqualified for military service within 1 year of entry into profile status as "dentally unqualified for worldwide duty."

1.7. Family members actively enrolled in the TRICARE Dental Program must ensure that they coordinate with the 35 DS for a non-availability and referral form prior to receiving any routine dental care from civilian dentists when in an overseas area. Failure to obtain a dental non-availability and referral form, will subject the individual to incur the total financial cost of the procedure.

## **2. Dental Care Available.**

2.1. Emergency: Dental care is given to relieve acute pain, bleeding, and traumatic injuries. Emergency dental care is available to all authorized beneficiaries. Bonafide emergencies are seen at any time after duty hours by on call dental personnel, the Dental Officer of the Day and the Dental Charge of Quarters, after the patient reports to the Medical Treatment Facility. Emergency care does not include permanent restorations or prosthetic replacement of teeth. Emergency care is restricted to the following: control of life-hazardous oral conditions, control of bleeding and management of acute infection, and relief of pain by immediate palliative measures.

2.2. Urgent (Sick Call): Care for conditions/problems that are not emergent in nature but would benefit from evaluation in a timely manner to prevent deterioration to emergency status.

2.3. Routine: Dental care is available to all active duty armed forces personnel in relationship to military mission demands. Routine dental care is composed of examination, consultation, and follow-on care.

2.4. Follow-on Dental Treatment: That treatment determined necessary for an individual after a dental examination to maintain or attain dental health and will only be scheduled after current examination, consultation, or record review with a MAB dental officer.

2.5. Space-Available: This is a routine dental treatment appointment that in the immediate future isn't needed to meet dental service mission goals by an active duty member. Space-available care will be

allocated to eligible beneficiaries per current dental service policies/capabilities. Examinations for individuals authorized space-available care may be obtained during their sponsor's birth month as space-available resources allow.

2.6. Consultations (evaluation) for conditions may be scheduled by phone at the convenience of the individual and the dental service.

2.7. Continuity of Care: The dental service will not be obligated to continue treatment procedures for space-available category patients initiated by this or any other dental facility/source, civilian or military. The acceptance of dental referrals at this facility will be per AFI 47-101.

2.8. Fee for Service Dental Care: Civilian U.S. Government employees, their family members (and civilian contractors and their family members when contractually authorized routine military facility use) are eligible for routine care on a space-available basis. These individuals will be charged on a fee-for-service basis for dental care rendered in military medical facilities by the 35th Medical Group, Resource Management Office. An estimate of charges is available upon request. Department of Defense civilian employees and other pay patients report to the Resource Management office at the medical facility, pick up a claim form, and sign in at the dental clinic. The Resource Management office will then bill civilian patients for care received.

### **3. Priority of Care.**

3.1. Patients will receive routine dental care in the following priority: All active duty personnel in dental classes 3 and 4.

3.2. Active duty personnel on: flying status, special operations duty (missileers, controllers, and space operations personnel), personnel selected for deployment, remote, or isolated duty, and mobility assigned personnel.

3.3. All other active duty military personnel.

3.4. All others according to Department of Defense (HA) Policy 97-045 and AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System. Family members of active-duty personnel who are eligible beneficiaries receive dental treatment on a space-required basis. (Reference: HSI Guide 2001, Element OPS 8.2.3)

### **4. Procedures for Receiving Emergency Care.**

4.1. Emergency dental care will be rendered at any time; however, for efficiency during duty hours, individuals should first phone the dental service at 226-6700 to coordinate their treatment. After normal duty hours, personnel should report to or phone the 35th Medical Group Emergency Room (ER), 226-6647, for consultation with the Dental Officer of the Day.

### **5. Procedures for Receiving Urgent (Sick Call) Care.**

5.1. Patients with urgent dental needs or dental issues/items of concern should call the dental clinic 226-6700 to schedule a dental consultation appointment.

### **6. Procedures for Receiving Routine Care.**

6.1. Members requiring dental care other than a periodic/annual exam may call the dental clinic or come by in person to schedule a dental consultation. A dental consultation is necessary to identify the type of treatment needed prior to rendering further dental care.

## 7. Appointments.

7.1. Unit commanders may be notified of individuals who have missed dental appointments. The cooperation of each commander should ensure the number of missed appointments by their organization is kept to a minimum. Rated personnel delaying or refusing dental treatment will be forwarded to the local flight surgeon with recommendation for immediate removal from flying status when the situation warrants.

### 7.2. Canceled and Broken Appointments:

7.2.1. Canceled Appointments: Once a dental appointment is made, it is regarded as a mandatory formation and may be canceled only when absolutely necessary. Dental appointments that absolutely can't be kept by a member may be canceled in person or by telephone, if 24 hours notice is given. Only the individual's supervisor or orderly room may cancel an appointment for mission-essential reasons within 24 hours of the appointment time.

7.2.2. Broken Appointments: Failing to meet (that is, failure to be present at the dental reception area/desk) a scheduled appointment time without prior notification as in paragraph 7.2.1. is classified as a broken appointment.

## 8. Preventive Dentistry.

8.1. A Preventive Dentistry Program is conducted for all eligible beneficiaries and will include a clinical and community phase. The following procedures are accomplished for military personnel and for eligible children aged 4 to 21 (and up to 23<sup>rd</sup> birthday if pursuing a full course of study) as routine care and for other beneficiaries as space-available care:

### 8.2. Clinical Phase:

8.2.1. A periodic/annual dental examination to assess the status of the dentition, periodontium, other oral tissues, and oral hygiene.

8.2.2. Oral prophylaxis (teeth cleaning), topical (surface) application of fluoride, tooth sealants, and oral health counseling will be provided when necessary. Protective mouthguards for contact sports will be made on request.

### 8.3. Community Health Phase can include:

8.3.1. Group health talks.

8.3.2. Base newspaper articles.

8.3.3. Radio and television spot announcements.

8.3.4. Coordination with the Base Exchange as to stocking recommended oral hygiene aids.

8.3.5. Distribution of dental health aids, literature, and handouts.

8.3.6. School programs.

8.3.7. The review of reports of the base water supply fluoride levels and advice as necessary on optimal fluoride levels.

LOYD S. UTTERBACK, Brig Gen, USAF  
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