

**BY ORDER OF THE  
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE  
INSTRUCTION 47-1**

**15 MARCH 2004**

**Medical Services**

**DENTAL TREATMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines policies and procedures to obtain dental care at the 437th Medical Group, Charleston AFB. It is directive in nature and applies to eligible beneficiaries as identified in AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System*.

**SUMMARY OF REVISIONS**

Paragraph **3.2** outlines changes for securing emergency dental care after normal duty hours and on non-duty days. A bar ( | ) indicates revision from the previous edition.

**1. Responsibilities:**

- 1.1. The Dental Flight Commander is responsible to the Commander, 437th Medical Group at Charleston AFB for the proper conduct and operation of the dental services.
- 1.2. Organizational commanders will ensure assigned personnel meet scheduled appointments. A broken appointment letter with individuals' names is sent to the respective organization.

**2. Routine Dental Care:**

- 2.1. Active duty personnel may initiate routine care by calling to schedule an appointment.
- 2.2. Subject to active duty workload, family members of active duty personnel who are not enrolled in the family member dental insurance program may request an examination appointment and subsequent care on a space available basis.
- 2.3. Active duty families who are enrolled in the insurance program are eligible for routine care not covered by the insurance program, on a space available basis, and emergency care as necessary.

2.4. Children younger than 16 years old must be accompanied by a parent or legal guardian for treatment.

2.5. The Dental Flight Commander determines how much time may be devoted to family members. If it is determined space is available for other than active duty family members, it may be made available to retirees and their family members.

2.6. The priority for care is:

2.6.1. All active duty personnel in dental class 3 and 4.

2.6.2. Active duty personnel on flying or mobility status, those assigned to special operations duty (missileers, controllers, space operations personnel), and personnel selected for remote or isolated duty.

2.6.3. All other active duty personnel.

2.6.4. All others according to AFI 41-115.

**3. Emergency Dental Care.** This care is defined as the dental care rendered for humane reasons to relieve acute pain, acute septic conditions, painful injuries to the oral structure, blockage of the airway, or uncontrolled bleeding.

3.1. Dental sick call is at 0730 and 1230 hours, Monday through Friday, in the base dental clinic. Bona fide emergencies will be seen anytime during normal duty hours.

3.2. On non-duty days, holidays, or after duty hours, emergency dental care is obtained by contacting the on-call medical technician at 963-6750. Dental on-call personnel will be contacted by the medical technician at that time.

#### **4. Dental Appointment Policies:**

4.1. All scheduled appointments are considered mandatory formations for active duty personnel.

4.2. If appointments cannot be met, the dental clinic must be notified at least 24 hours before the appointment time. This will be considered a cancellation, and a new appointment may be scheduled.

4.3. Appointments not canceled will be considered broken. If a patient arrives more than five minutes late for an appointment, this may, at the discretion of the treatment provider, be considered a broken appointment. Broken dental appointments by active duty personnel and their family members will be reported in writing to the appropriate unit commander.

4.4. Active duty appointments for periodic dental examinations are made by each unit's health monitor. These are coordinated with the base Air Force Dental Readiness Assurance (AFDRAP) manager and any changes must be accomplished through the unit monitor.

**5. USAF Preventive Dentistry Program.** In the interest of improving and maintaining oral health, this program is divided into two distinct phases:

5.1. The Clinical Phase. This phase includes those aspects of preventive dentistry normally accomplished within the dental facility and will include:

5.1.1. Periodic dental examination for active duty personnel.

5.1.2. Preventive dentistry counseling.

- 5.1.3. A dental prophylaxis as required and indicated by a dental officer.
- 5.1.4. The construction of mouthguards upon request for individuals involved in contact sports.
- 5.2. The Community Health Phase. This phase includes efforts to publicize the program and educate the Air Force community and may include:
  - 5.2.1. Preventive Dentistry displays and handouts.
  - 5.2.2. Radio or television broadcasts.
  - 5.2.3. Base newspaper articles.
  - 5.2.4. Group lectures.
  - 5.2.5. Monitoring the fluoride level of the base water supply.
  - 5.2.6. Advice concerning appropriate oral health aids in the base exchange and commissary.

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