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**Dental**

**DENTAL ADMINISTRATIVE PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes responsibilities and policies for providing dental treatment to all authorized personnel in accordance with AFI 47-101.

**SUMMARY OF CHANGES**

This revision changes the afternoon sick call hours from 1230 hours to 1300 hours.

**1. RESPONSIBILITIES:**

- 1.1. The 6th Dental Squadron Commander is responsible to the 6th Medical Group Commander for all professional, technical, and administrative matters pertaining to the operation of the Dental Squadron.
- 1.2. Organizational commanders will ensure personnel under their command meet scheduled appointments and ensure that personnel listed on appropriate rosters appear for their periodic dental examinations.
- 1.3. Active duty personnel are not authorized to maintain their own dental records. They are responsible to maintain their dental health in a state that will not impair or prevent the performance of their duties on a worldwide basis and to present themselves at the dental clinic for examination and follow-up appointments as needed.
- 1.4. Personnel on flying status will comply with regulations concerning duty-not-involving-flying status when indicated after treatment.
- 1.5. Personnel on the Sensitive Duties Program will comply with appropriate regulations when indicated after treatment.

**2. PERSONS AUTHORIZED DENTAL TREATMENT:**

- 2.1. Active duty personnel: All dental treatment, including specialty treatment, is authorized and available; however, no orthodontist is assigned and orthodontic care is very limited. Treatment for individuals on flying status, individuals with orders for a remote assignment, and individuals on mobility will be expedited whenever dental conditions exist that will interfere with their assigned duties.
- 2.2. Non-active duty military: Dental care will be provided on a very limited space available basis.

**3. SICK CALL HOURS:**

- 3.1. Dental sick call for active duty personnel is held each duty day at 0730 and 1300.
- 3.2. Dental sick call for retired personnel and all dependents is held each duty day at 1300.
- 3.3. Individuals with conditions of a minor nature should report during stated sick call hours. Bona fide emergencies will be seen at any time throughout the day. Patients requiring emergency dental treatment after normal duty hours should report to the hospital emergency room. A dental officer and technician on call will be notified. Normal commuting times should be expected when a physical evaluation by the dental officer is required.

**4. ACTIVE DUTY APPOINTMENTS:**

- 4.1. All routine treatment is provided on an appointment basis. Initial appointments will be made only after an examination by a dental officer to determine the extent of the treatment needed. AF Form 490, Medical/Dental Appointment, will be completed and given to the patient.
- 4.2. A dental appointment is a military formation and takes priority over normal military duties. Dental personnel will attempt to coordinate appointments with the patient's working schedule, if possible, to minimize interference with duties.
- 4.3. Periodic dental examinations are conducted from 0730 - 1030 and 1300 - 1530 each duty day. Appointments for periodic dental examinations are usually coordinated by dental personnel with squadron monitors using monthly rosters.

**5. CANCELED AND BROKEN APPOINTMENTS:**

- 5.1. Patients may cancel appointments by phone with 24 hours notice. Those individuals who fail to do so and miss their appointments will be charged with a broken appointment. Statistics on broken appointments are maintained for organizational commanders' information.
- 5.2. Appointments of individuals who are more than 5 minutes late will be filled in with a standby patient if possible, and the individual may have to be reappointed.

**6. DENTAL CARE FOR DEPENDENTS OF ACTIVE DUTY PERSONNEL:**

- 6.1. Dental Insurance Program: Since 1 August 1987, a dental insurance program has been available for active duty dependents that provides dental care by civilian dentists. Enrollment/disenrollment procedures are completed at the Military Personnel Flight and information on the program is available in the Health Benefits Advisor's Office.

6.2. Space Available Treatment at MacDill Air Force Base: Dependents not enrolled in the dental insurance program are eligible for a very limited space available dental care program.

**7. USAF DENTAL HEALTH PROGRAM:**

7.1. Clinical Phase:

7.1.1. Periodic dental examination and hypertension screening.

7.1.2. Dental prophylaxis and preventive dentistry counseling as indicated.

7.2. Community Health Phase:

7.2.1. Monitoring of fluoridation levels in the base water supply and providing supplements when necessary.

7.2.2. Use of various communications media to disseminate oral health information to base personnel.

7.2.3. Monitoring the Base Exchange and Commissary to ensure availability of suitable dental home care items.

7.3. Family Member Children's Phase: Clinical treatment (examinations, cleanings, etc.) will be provided on a limited space available basis. The clinic will participate in National Children's Dental Health Month and other school oral health activities.

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Commander