

23 SEPTEMBER 2003



Dental

ADMINISTRATION OF DENTAL SERVICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>.

OPR: 74 DS/SGD (Col Scott E. Gray)

Certified by: 74 DS/SGDS
(Lt Col Jose E. Ibanez-Pabon)

Supersedes WPAFBI 47-101, 1 Oct 94

Pages: 4
Distribution: F

This instruction prescribes responsibilities, administrative rules, and requirements for obtaining dental treatment. It explains who may receive either routine or emergency care, and tells how appointments are scheduled. It also outlines the USAF Dental Health Program. This instruction applies to all organizations assigned or attached to Wright-Patterson Air Force Base and personnel eligible for dental treatment.

SUMMARY OF REVISIONS

This revision updates policies and procedures of the Air Force Dental Service and reorganizes this instruction.

1. Responsibilities:

- 1.1. The Dental Squadron Commander is responsible for ensuring overall compliance with the requirements of this instruction.
- 1.2. Unit commanders are responsible for ensuring personnel under their command meet scheduled dental appointments and personnel listed on rosters supplied by the 74th Dental Squadron appear for periodic dental examinations. Scheduling is done through the unit health monitor.

2. Priority of Dental Care. Priorities for treatment are as follows:

- 2.1. Emergency care for severe pain, bleeding, infection, or injury.
- 2.2. Active duty personnel in Dental Health Class 3 or 4.
- 2.3. Active duty personnel on flying status, special operations duty (e.g. Air Traffic Controllers), and personnel selected for remote or isolated duty.

- 2.4. All other active duty personnel.
- 2.5. Activated Guard and Reserve component personnel who are assigned to Wright Patterson Air Force Base units will be considered active duty personnel when determining priority of dental care.
- 2.6. Non-active duty beneficiaries may be treated on a space-available basis only, except for emergency dental care and in situations further specified below.
 - 2.6.1. Family members enrolled in the TRICARE Dental Plan may not receive treatment in military dental facilities except: in emergencies to relieve pain, stop bleeding or other life threatening situations. Treatment may also be rendered for dental needs that the TRICARE Dental Plan does not cover, although this will be on a priority access and space available basis.
 - 2.6.2. Treatment may be provided to eligible non-active duty beneficiaries to satisfy resident training objectives as follows: Active duty family members not enrolled in the TRICARE Dental Plan, active duty family members enrolled in the TRICARE Dental Plan receiving services not covered by the TRICARE Dental Plan or covered services when the annual cap has been met, and retired beneficiaries and their family members. Care in these situations will be restricted to that which supports the training requirement for the teaching program.

3. Emergency Dental Treatment:

- 3.1. Emergency dental care is available to eligible personnel at all times for excessive pain or bleeding and for serious injury, illness, or infection.
- 3.2. Normal duty hours (0730-1630 hours, Monday through Friday), contact the dental clinic at 257-8761.
- 3.3. Active duty personnel will be seen at once or given a same day evaluation appointment as the situation warrants.
- 3.4. Active duty family members and retired personnel and their family members may be given an evaluation appointment. However, subsequent treatment will be based on eligibility for care and space availability. A parent or legal guardian MUST accompany dependent children under age 18.
- 3.5. During other than normal duty hours, patients in need of emergency treatment are to report to the 74 Medical Group Emergency Room or call at 257-0770. The patient will be seen by the medical provider on call who will contact the dentist on duty or Oral and Maxillofacial Surgeon on call, as needed.
- 3.6. Air Force members treated by a non-Federal dental practice after hours will be evaluated in the Air Force clinic following treatment to have their military dental records annotated and to ensure that all required notifications (i.e. PRP/SDP, DNIF/DNIC) have been made.

4. Procedures For Receiving Routine Dental Care:

- 4.1. Routine dental care for active duty military personnel is initiated by the dental examination roster and patient notification letters as outlined in AFM 30-130, Vol 1, *Base Level Military Personnel Systems, Users Manual*. Active duty personnel who require routine dental care, but whose names do not appear on the roster, should contact the appointment scheduling section of the dental squadron, or may come in person for appointments.

4.2. Eligible personnel who are not active duty and not on the dental insurance plan (see below) may receive care on a space-available basis. This treatment is subject to staff capability and mission requirements and may therefore change throughout the year. Non-active duty eligible personnel may be seen to serve the unique needs of the Advanced Education in General Dentistry Residency Program, to serve as specialty board cases, and to allow specialists to maintain proficiency.

4.3. Upon request, eligible beneficiaries may receive a second opinion by a 74th Dental Squadron dentist regarding treatment prescribed by a civilian provider. A second opinion is provided as a service to eligible beneficiaries, and the 74th Dental Squadron is under no obligation to provide care as a result of the second opinion.

4.4. Upon request, any individual who has received evaluation and or care from the 74th Dental Squadron may receive a copy of their treatment record and/or radiographs. Individuals can receive copies of their own information or information pertaining to their minor dependent children but cannot receive copies for any other beneficiary (spouse, adult child, etc.) without power-of-attorney.

5. Appointments:

5.1. Appointments for routine treatment are given after a dental examination has been performed to determine the nature of the problem and the extent of treatment necessary.

5.2. If an appointment must be cancelled, the individual should make every effort to cancel and reschedule the appointment at least 24 hours in advance.

5.3. If a patient misses a scheduled appointment, it is considered a broken appointment and it is the patient's responsibility to contact the dental squadron and reschedule.

5.4. Eligible non-active duty personnel may stand-by for broken or cancelled appointments. Prerequisites for the stand-by program are a dental health record and a current dental examination.

6. USAF Preventive Dentistry Program: The 74th Dental Squadron commander directs the preventive dentistry program that consists of three phases:

6.1. The Clinical Phase includes all preventive services rendered in the dental clinic, such as periodic dental examinations and dental cleanings for active duty members, mouth guards for active duty participants in contact sports, oral health screening for food handlers as requested, etc.

6.2. The Community Health Phase includes all activities that benefit the USAF community as a whole, such as dental health education, monitoring base water supply fluoride levels, and monitoring/consulting with Base Exchange and commissary regarding availability of oral health aids.

6.3. The Family Member Children's Phase includes the annual participation in National Children's Dental Health Month and identification of child abuse and neglect in coordination with the Family Advocacy Officer.

SCOTT E. GRAY, Colonel, USAF, DC
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 47-1, Dental Services

AFI 47-101, Managing Air Force Dental Services

AFMAN 30-130V4, Base Level Military Personnel System, Users Manual

AFMAN 30-130V6, Volume II, Personnel Data System PDS Unit/GSU Support

AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System (MHS)