



HYGIENIST MANUAL

Version 03.09.2020

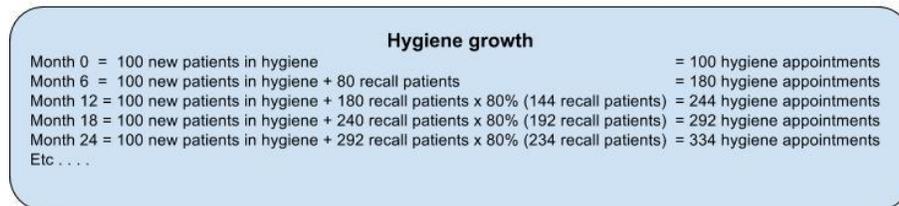
Clinical	2
Hygiene Utilization and Goals	2
Hygiene Utilization and Pay as a Percentage of Collections	3
Bonus	4
Hygiene Appointment	4
Scheduling Continuing Care Visits	4
Scripting Scaling and Root Planing	5
Upcoming Continuing Care	5
Past Due Continuing Care	7
Appointment Flow During Slow/Busy Times	8
Sterilization of Instruments	8
OSHA, HIPAA, CPR, CE Credit	9
New Employees	9
OSHA, HIPAA, CPR, and Xray Training	9
Xray Dosimetry	10
Exposure Incidents	10
Staff Meetings	11
Hygiene Setups	11
Shocking Water Lines	11
Crest Oral-B Representative	12
First Aid Kit	12
Biohazard Disposal	13
Appendix A: Generalized Insurance Guidelines - Periodontics	14
Appendix B: Daily, Weekly, and Monthly Maintenance Schedule	16

Clinical

Hygienists are an integral part of Open and Affordable Dental. Hygienists create a strong ongoing relationship with patients, and can help patients maintain their long term periodontal health. Hygienists also help the doctor in acquiring needed radiographs and in diagnosing periodontal disease and hard tissue lesions. During patient prophylactic cleanings and scaling and root planing (SRP), hygienists can identify hard tissue lesions that help the patient maintain their oral health. It is expected that all patients seen in hygiene have proper medical histories entered, radiographs taken, periodontal probing depths measured, treatment charts filled out, and chart notes completed. All diagnosis for periodontal therapy are based off the parameters set up by the American Academy of Periodontology including probing depths, bleeding on probing, general levels of plaque and calculus, evaluation of furcation invasion, exudation, gingival recession, occlusal examination and tooth mobility, and other signs and symptoms of disease activity. Open and Affordable Dental's goal is to achieve hygiene utilization (scheduled appointments/hygiene hours available) of at least 85%. It is the front office's job to manage the hygiene schedule including the previous month reminder call and the 48 and 24 hour confirmation call. Hygienists can be used as an adjunct to the front office for reminder calls. Patient experience is the most important but if the patient is insistent on same day service accelerated hygiene may take place.

Hygiene Utilization and Goals

It is Open and Affordable Dental's goal to have constant and consistent growth in recall patients. It is also a goal to create lifetime patient relationships while maximizing utilization, production, and profit. The following flowchart details how growing and productive hygiene should function.



- Achieving Goals**
- Goals: Creating a lifetime patient while maximizing hygiene utilization, production, profit.**
1. Relationship established with patient
 - a. Friendly greeting at initial phone call
 - b. Giving out business cards with office cell phone number
 - c. Showing patient that we are glad to see them and their friends and family
 2. All patients should have scheduled next appointment
 - a. Routing slips
 - b. Scheduling by providers
 - c. Using verbiage to encourage patients to reschedule
 3. Office staff utilization
 - a. Front, assistants, hygienists using free time to work on recall
 - i. Monthly calls
 - ii. 2 business day prior to appointment calls
 - iii. 1 business day prior to appointment calls
 - iv. Overdue recall
 - v. Soon to be due recall postcards
 4. Maximizing hygiene production
 - a. Filling in open appointments
 - b. Same day treatment
 - c. Fluoride and sealants placed by hygienist same day
 - d. Assisting hygienist in charting, break down, set up.

Hygiene Utilization and Pay as a Percentage of Collections

It is imperative hygienists understand their own utilization and pay as a percentage of their own collections. It is expected hygienists review these metrics monthly with the doctor. These two metrics can be calculated as follows:

Utilization = Manually count the number of patients seen on your schedule, excluding no shows and excused absences. Divide the total number of patients seen by the total hours clocked in. Practice Management → Activities → Time Clock → Employee Time Sheets. Select the appropriate dates. Your goal is to have a utilization over 95%, meaning you are working 95% of your time clocked in.

Pay as a percentage of collections = Calculate your monthly salary by multiplying your total number of hours worked by your hourly salary plus any bonuses. Practice Management → Activities → Time Clock → Employee Time Sheets. Select the appropriate dates to find the total number of hours worked. Divide your total salary by your total collections for the same period. Practice Management → Reports → My Favorites → Collections Reconciliation. Choose yourself as the provider and select the appropriate range of dates.

Many dental organizations are moving towards a profit centered hygiene department. These organizations want to pay hygienists similar to what they pay doctors, which is 25-30 percent of collections. As you calculate your numbers you will see that Open and Affordable Dental pays hygienists generously as a percent of their collections. Many times you are being paid more than doctors as a percentage of collections. Open and Affordable Dental values the patient experience more than creating a hygiene profit center.

The following are ways to increase profitability of the hygiene department. Open and Affordable Dental is not willing to sacrifice the patient experience or cross ethical boundaries by using these methods.

Out of Network - Many dental organizations are billing their procedures out of network to capture higher fees. This may seem like a good idea, but many patients want only to go to an in-network provider. Higher fees leads to less new patients.

Over Diagnosing Periodontitis - Many dental organizations encourage hygienists to overdiagnose periodontitis so they can charge for the scaling and root planing. Many hygienists have their ability to diagnose taken away and the periodontitis diagnosis is done by the owner doctor.

Upselling - Many dental organizations encourage hygienists to upsell Arrestin, irrigation, adult fluoride, and laser use. These mostly out of pocket expenses increase patient fees drastically even though their scientific validity is not always sound.

Clocking out when not with a patient - In order to increase hygiene profitability, many dental organizations are asking hygienists to clock out when not with a patient.

The goal of Open and Affordable Dental is to create amazing patient experiences while being completely honest and ethical. The only way to do this is for hygienists to increase their utilization. Providers naively think that their day will be full and all patients will show up at their scheduled appointment times. It is imperative that hygienists take the lead in ensuring their schedule is full. It is expected hygienists call patients if they have missed their appointment and try to reschedule. Hygienists should also expect to see as many patients as possible especially if two patients show up at the same time. Hygienists should be asking doctors if emergency patients need a cleaning. Hygienists should be checking preauthorizations for scaling and root planings long before a patient shows up for their cleaning. Do not expect your schedule to be consistent. There will be times where many patients show up at the same time and times when no patients show up. Be prepared to work hard when patients show up. Your success is 100 percent dependent on you.

Bonus

Each office dictates their own bonus system and is not required to have any bonus system. Open and Affordable Dental discourages bonuses to Hygienists that reward production or overdiagnosis of periodontal conditions. Most bonuses are a per visit bonus system. Each appointment that requires a hygiene scaling is counted toward the per visit total. When a hygienist scales a patient, the appointment should be added to the hygiene schedule to be accurately counted toward the bonus. Hygienists are expected to count the number of visits and note this number in a block on the last clinical day of the month.

Hygiene Appointment

A typical hygiene appointment will include the hygienist greeting the patient, taking all necessary x-rays, performing all periodontal probing measurements, charting all existing and potentially proposed treatment, then performing necessary prophylactic cleaning. Six point periodontal probing should be performed on all adults during their comprehensive exam. Exceptions may be made for patients with high sensitivity. It may be more appropriate to probe these patients during their SRP appointment after numbing. Periodontal charting should be completed on all adults yearly.

<https://www.rdhmag.com/patient-care/article/14074016/standard-of-care-for-periodontal-charting>. Assistants and office staff are to be used to help perform the necessary charting. Once these are completed the doctor is alerted of the hygienist's readiness to complete the comprehensive or periodic exam. After the doctor has been alerted of the hygienist's readiness, but before the doctor has entered the hygiene room, the patient is scheduled for their next hygiene appointment, either for SRP or recall. It is important that the hygienist reviews with the doctor prior to entering the room any pertinent information regarding the patient including if they are a new patient, medical history, and clinical findings, including if SRP is indicated. The doctor will then enter the room, introduce themselves to the patient, then complete the dental charting with the hygienist by reviewing the radiographs and clinical findings. Once the exam is complete, the doctor will help the hygienist phase the treatment. The doctor or hygienist may then review the financial concerns of the treatment and schedule the appropriate appointments. It is preferred to have the hygienist instead of the front office schedule any appointment as the treatment plan and its priority have been discussed with the doctor and patient. Hygienists are expected to submit and review patient pre-authorizations.

Scheduling Continuing Care Visits

It is IMPERATIVE Hygienists learn the skills to reschedule almost all of their patients for recare. Simply stated, the success of the entire practice depends on the hygienist's ability to keep patients coming back to the office. The value of a long term patient exceeds any procedure. Hygienists will schedule their patients' continuing care appointments before requesting the doctor see the patient. It is most successful to reschedule the patient at the beginning of the visit so as to ensure all administrative tasks are completed. This also allows the hygienist to be pulled to another operatory without leaving tasks uncompleted. This allows the hygienist to find times that work best for the patient and hygienist. It also increases the likelihood that the patient will reschedule their continuing care appointment. Language should be used by the hygienist and doctor that stresses the importance of maintaining periodontal health. It has been shown that giving patients fewer options, but complete flexibility is the most successful method to schedule recall. For example:

- *Let's get your next cleaning scheduled. I have a morning or an afternoon appointment available on the same day of the week next July. Which works best for you, morning or afternoon?*
- *The doctor would like to see you in 6 months, not only for your cleaning, but also to maintain your oral health. I have an 11 am appointment available, can we schedule that time?*

- *Joe, I know that you prefer to schedule your appointment early in the day. This is a premium time of the day, with many patient requests for that time slot. To assure that you get a convenient appointment time, we need to reserve this time for you now.*

The rejection of patients to the hygiene reappoint should adhere to the following:

1. Rejects initial request because they don't know their schedule in 6 months
 - a. That's fine, what I like to do is at least get you on the schedule so we don't forget. We give you a call one month in advance, if you need to change the date or time, that's totally fine.
2. Rejects request to schedule even with a call one month in advance, would rather just call.
 - a. Sounds good, would you like me to call you next April to get you scheduled? Hygienists should have a block at the beginning of each month with all the hygiene patients to call to schedule
3. Rejects request to call the patient at 6 months.
 - a. There is a reason the patient doesn't want to reschedule, most of the time it is a bad patient experience. Hygienists need to internalize this information and try to create a better patient experience with the doctor and dental team.

Hygienists review the financial accounts of all patients seen after each shift. Hygienists ensure all patients

seen have a recall appointment scheduled by using the Locate button  -> Current Appointments. Any patient found to have not scheduled their next appointment should be called as soon as possible by the hygienist to schedule their appointment. Hygienists ensure all pre-authorizations for their treatment are submitted and approved. Patients not approved for treatment are contacted by the hygienist to review alternatives. Hygienists should always be looking for ways to fill their schedule. It can be looking out into the schedule for new patients, SRP, or patients past recall. Doctor's that day should also be helping with emergencies who need cleaning to help fill the spot. If practice has just opened, the doctor and hygienist may use the overdue or unscheduled hygiene list to fill open slots.

Scaling and Root Planing

Hygienists should emphasize the importance and value of a "deep cleaning". It looks like we've got some barnacles of bacteria under your gums. If we leave that long term it will and has caused bone loss. This leads to loose teeth later in life. So to get that bacteria out from under the gums, we do what's called a deep cleaning. I use a vibrating machine to buzz the bacteria off, so we get you numb. I'll do your left side of the mouth on the first visit, then the right side of your mouth the second visit. I'll have you come in a little more frequently so we ensure we're keeping on top of the bacteria build up. It is important to follow clinical chronological protocol when diagnosing and performing scaling and root planing. Removing unrestorable teeth and symptomatic wisdom teeth should be completed before scaling and root planing so the deep cleaning can more effectively reach the interproximal surfaces and clean the patient in their final configuration. Most people want a deep cleaning over a simple cleaning. It is similar to wanting a deep car cleaning vs a simple no soap rinse. The hallmark of needing a deep cleaning is subgingival radiographic calculus. It is appropriate to discuss deep cleanings as something extremely positive that will remove the bacteria from under their gums, make them feel better, and prevent future loose teeth and tooth loss. We will have you back a little bit more frequently (perio maintenance) so we can make sure we stay on top of the bacteria under your gums. Unless clinical circumstances dictate, and for consistency among all providers, the first half of the mouth should be completed on the left side and then the second half on the right side. This reduces confusion among providers and staff as to which side is being done at each appointment. It may be appropriate to re-evaluate buccal surfaces for caries at the end of the second appointment. It may also be appropriate to do perio probing at

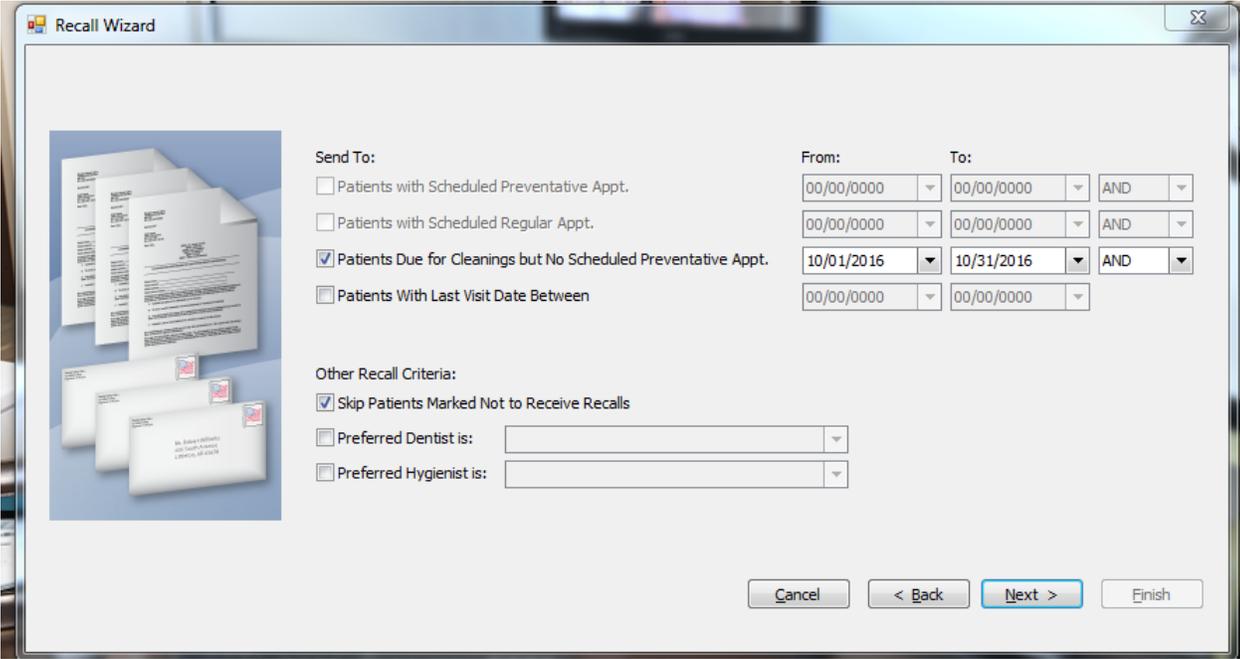
each appointment after numbing the patient instead of at the initial exam as this reduces pain during probing. A written consent is not needed for scaling and root planing.

Upcoming Continuing Care

In order to maintain periodontal health of patients, and to increase hygiene utilization upcoming recall patients will be sent a postcard a month before they are due for their recall appointments.

Practice Management → Activities → Recall Wizard → Next → Yes → Patients Due for Cleanings but No Scheduled Preventative Appt, choose today until the end of this month if you're doing it on the 1st of the month.

Select the following:

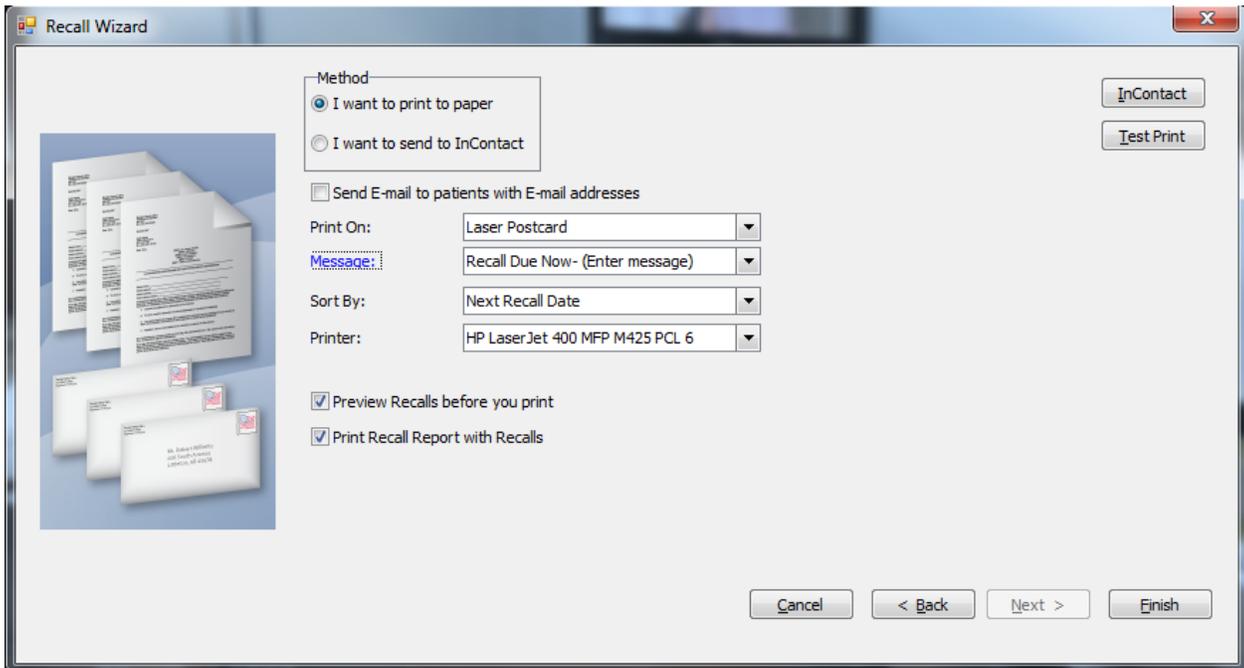


The screenshot shows the 'Recall Wizard' window with the following configuration:

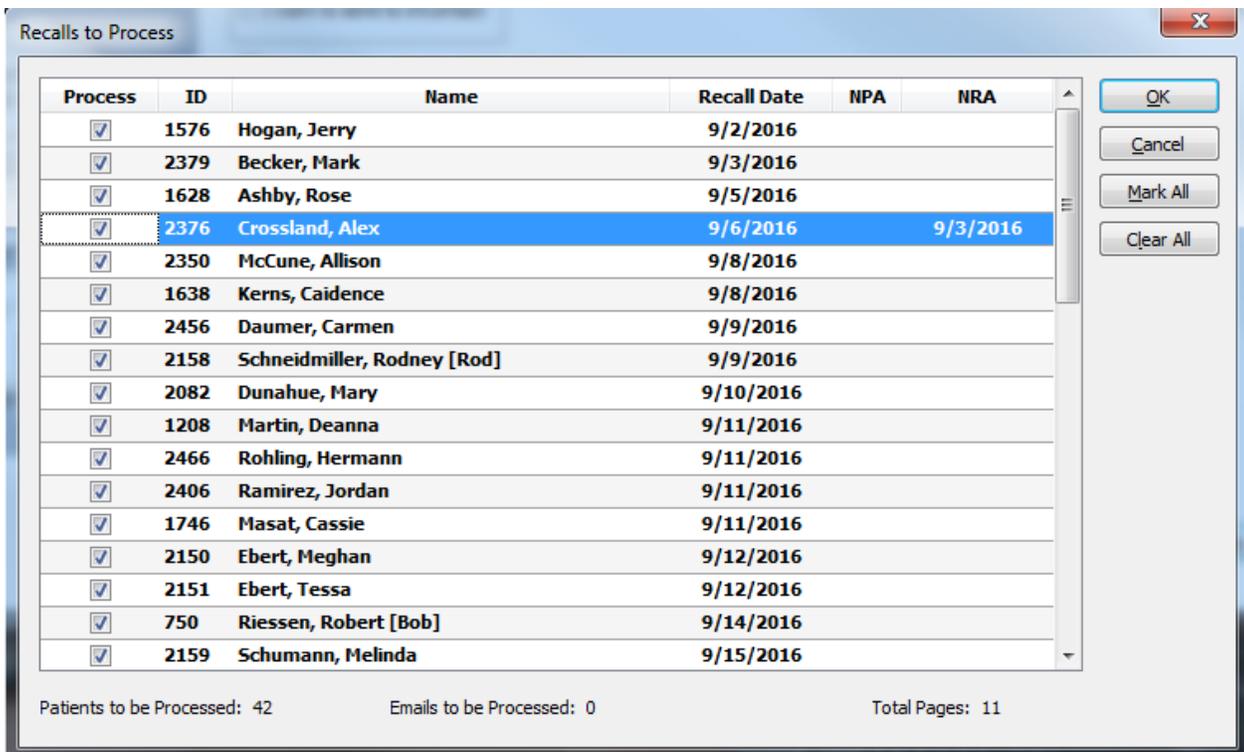
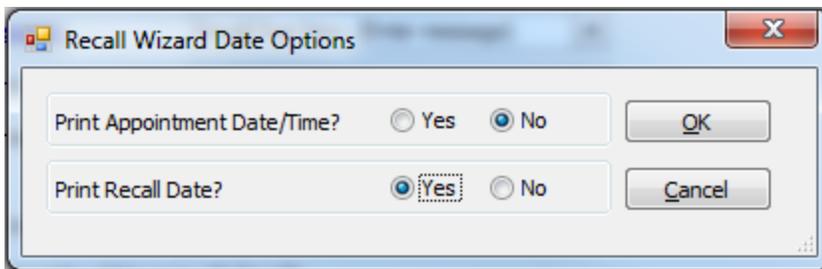
- Send To:**
 - Patients with Scheduled Preventative Appt.
 - Patients with Scheduled Regular Appt.
 - Patients Due for Cleanings but No Scheduled Preventative Appt.
 - Patients With Last Visit Date Between
- From:** 00/00/0000
- To:** 10/01/2016
- Other Recall Criteria:**
 - Skip Patients Marked Not to Receive Recalls
 - Preferred Dentist is:
 - Preferred Hygienist is:

Navigation buttons at the bottom: Cancel, < Back, Next >, Finish.

Select the following:



Select the following:



Insert appointment cards top left design up.

Past Due Continuing Care

All patients that were seen at least 7 months ago for a hygiene visit, but were not rescheduled may be called by a hygienist. These are considered category 2 patients. Notes will be taken on the printed out report to note the interaction that took place. If a patient is reluctant to reschedule the hygienist can put them into category 3 by changing their recall date to 12/31/3000. Uncontactable category 2 patients will be sent a reminder postcard reminding them they are overdue for a cleaning.

During months of high hygiene utilization such as December, it may be efficient to delay these calls until months of lower hygiene utilization.

Select Practice Management → Activities → Practice Management → The Money Finder. Select the following options. Next Recall Date From = 7th overdue month 1st of the month. Next Recall Date To = 7th month last day of the month. For example, if printing the report in September you will choose From date of 08/01/20XX and To date of 08/31/20XX.

Has Or Lacks Info	Code	Description	From	To	&/Or
-------------------	------	-------------	------	----	------

The current and past list of patients contacted will be maintained by the lead hygienist to ensure all patients have been contacted and no patients have been double contacted.

Appointment Flow During Slow/Busy Times

The patient experience is paramount at Open and Affordable Dental. There are times when a temporary accelerated hygiene schedule may facilitate a better patient experience. Accelerated hygiene should not be an ongoing or permanently scheduled protocol unless there is adequate assistant help to facilitate room setup and cleanup and all providers agree to a permanent accelerated hygiene schedule. Accommodating larger

families, patients requesting same day care, and hygienist maternity leave are a few reasons to accommodate a temporary accelerated hygiene schedule. Assistants should be used to reduce the burden of the hygiene visit including setup and breakdown of the operatory, taking x rays, placing sealants, flossing, polishing, and charting.

Sterilization of Instruments

The STATIM 5000 G4 has four sterilization cycles, each designed to sterilize a specific type of instrument. It is important not to overload the chamber as this can inhibit steam access to all instrument surfaces. The instruments will remain sterile after a successful cycle until the cassette is removed from the autoclave housing. At the end of each sterilization cycle, microbiologically filtered air-drying will commence for 60 minutes by default. **Air-drying can be interrupted at any time.** Once unwrapped instruments are exposed to ambient or external conditions, they cannot be maintained in a sterile state. If sterile storage is desired, wrap the instruments to be sterilized in autoclave bags according to the instrument manufacturer's instructions, and allow the wrapped cycle to run until the air-dry phase is complete.

<https://www.scican.com/us/media/autoclaves/95-113364-4.pdf>

OSHA, HIPAA, CPR, CE Credit

Hygienists will be tasked with helping the owner doctor obtain and maintain all certifications and credentialing within the office. The doctor and lead hygienist will maintain a checklist of all requirements needed and their current status. All training will be paid for by Open and Affordable Dental, and time spent by office staff without licenses (assistants, front office, middle office) will be compensated. Providers will not be paid for time at training but the office will pay for training needed to keep CE's up to date.

New Employees

All new employees will need to be current with OSHA training, read and sign the employee manual, be CPR certified, and provide records of immunization. The lead hygienist enrolls each new employee in OSHA and CPR training.

OSHA, HIPAA, CPR, and Xray Training

All new hires working in the clinic need to complete the following courses within 90 days of hire. They should complete the training during down times.

1. OSHA and HIPAA: www.MyDentalCE.com -> New Hire & Existing Staff Bundle: OSHA Video & HIPAA (Recertification once per year). \$29.00 per certificate
2. CPR: www.nationalcprfoundation.com -> Basic Life Support (BLS) (Recertification every two years). \$14.95 per certificate. Save 10% Code: CPR10
3. X-ray Certification: <http://www.screencast.com> (Initial certification from Dentist or Hygienist)
 - a. Username: corporate@openandaffordable.com Password: usa12345. Module is located under Shared With Me. \$300 per year for all offices

Additional training for licensed providers is available from the following:

OSHA

Kim Laudenslager:

www.kimlaudenslager.com

(303) 680-6263
kimlaudenslager@comcast.net
9162 Madre Place
Lone Tree, Colorado, 80124

OSHA

Sarah Vaughn-Patterson Dental
Phone: (303) 956-1174
Email: sarah.vaughn@pattersondental.com

CPR

Thurmond CPR AED and First Aid
Josh Thurmond
(303) 359-2070
Email: ThurmondCPR@gmail.com (preferred contact)
Mailing Address:
Thurmond CPR
58770 E. 40th Dr.
Strasburg, CO 80136

CPR

<http://www.onlinecprcertification.net>

Additional CE for Licensure

www.Dentalcare.com
www.MyDentalCE.com
www.aces4ce.com

SDS:

Safety and Data Sheets is provided through a 24 hour hotline if anything spills. A poster is hung up in the lab. Phone number to reach is: 800-451-8346 or 760-602-8703.

Xray Dosimetry

1. Below is the PDF application for the waiver for dosimetry monitoring (*R-400 Dosimetry Waiver Request for an alternative to continuous Individual Dosimetry Monitoring*) :
https://www.colorado.gov/pacific/sites/default/files/HM_xrayform-R-400-req-for-dosimetry-monitoring-exemption_1.pdf
2. In order to be eligible, you need to provide documentation for the last 6 months of dosimetry monitoring to have been below 10% of the annual radiation limits. To order dosimetry badges proceed to site:
<https://www.quala.com/products/x-ray-monitoring-badges>
3. To obtain exemption, all employee badges must be worn by the same employees, meaning employees who leave during the monitoring timeframe will invalidate your results. Ensure all employees with badges are those who will be employed during the monitoring time frame. Wear badges as indicated for time periods noted. Once the time period is complete, send badges back to the company, and they should send you a new batch of badges for the next quarter. They will send a report back within a

couple weeks with radiation exposure levels. Keep records until you are ready to submit the waiver request (You need 6 months worth of data).

4. Complete form in step one and send all necessary documentation via email/fax/postal (information listed in application form).
5. Upon receipt of exemption status, file status report in the office OSHA folder.

X-Ray Shielding

It is imperative that all panoramic xrays be diagnostic. If the first attempt contains the white triangle from the poncho blocking the field, it may be appropriate to not use the poncho on the second exposure. There is growing evidence that shielding during x-rays is not needed and potentially harmful. It may be appropriate to discuss not using shielding with staff.

<https://www.aapm.org/org/policies/details.asp?id=468&type=PP>

<https://www.ajronline.org/doi/full/10.2214/AJR.18.20508>

<https://www.todaysrdh.com/radiology-update-evolving-standards-for-pregnancy-shielding-and-frequency/>

<https://www.statnews.com/2020/05/12/lead-aprons-little-protection-xrays-clinician-use/>

<https://cdaonline.org/news/latest-news/new-x-ray-requirements/>

Exposure Incidents

Concentra

As an office we are signed with up Concentra if an employee has an exposure. Concentra will have the office workman's comp insurance information to take care of any necessary test and cost. Employees who experience exposure need to take the "grab and go packet" located in the filing cabinet with them and fill out the information and return to any provider.

SDS:

Safety and Data Sheets is provided through a 24 hour hotline if anything spills. A poster is hung up in the lab. Phone number to reach is: 800-451-8346 or 760-602-8703.

Staff Meetings

The lead hygienist will block off time for the monthly staff meeting. Staff meetings usually last between 1 and 1.5 hours. Times during the day where patient scheduling is usually light and where most staff can be in attendance is the best time for staff meetings. A lunch will be provided by Open and Affordable Dental. It is important that staff meetings are scheduled to occur monthly.

Hygiene Setups

6 Trays containing:

HuFriedy EverEdge H6/H7 Scaler

HuFriedy EverEdge 204S Scaler

HuFriedy EverEdge 5/6 Curette

11/12 Explorer regular handle

Shephards Hook Explorer

HuFriedy ColorVue Probe

Dental Mirror

3 - SRP kits for room containing:

HuFriedy EverEdge 11/12 Gracey Curette

HuFriedy EverEdge 13/14 Gracey Curette

HuFriedy EverEdge 1/2 Gracey Curette

3 - EverEdge 2.0 #1 Nevi double end anterior sickle scaler with #9

Manufacturer code: SCNEVI19E2

3 - After Five Swivel Direct Flow Hu Friedy #1000 Triple Bend Swivel (Prophy, Perio)

2 - Satin Swivel #100 Thin Universal Swivel Ultrasonic Insert, 30Khz (Prophy, Perio)

1 - Cavitron FSI Focused Spray 30K FSI-1000 insert (SRP)

1 - Young Hygiene Handpiece, designed to fit the contours

Sharpening stone, fine grit

Sparkle Medium Grit, Mint Flavored Prophy Paste, Gluten Free formula

Floss Threaders

SoftPicks

Glide Floss

GUM Deep Clean Compact Head Manual Toothbrush

Rubber Tip Stimulator

Sensodyne toothpaste (Practicon)

Shocking Water Lines

STEP 1: CREATE BLEACH-WATER SOLUTION

8.25% Bleach Product Concentration:

Add 1 part bleach for every 13 parts water

5.25% Bleach Product Concentration:

Add 1 part bleach for every 9 parts water

Air-Water Syringe

1. Run each A/W Syringe for 10 seconds or until you smell the bleach flow out the spout or you notice the “slippery” feel of the bleach. The bleach is now in the lines.
2. Set your timer for 10 minutes.

High & Slow Speed Lines

1. Remove each handpiece from the end of the line.
2. Place the handpiece connection into a sink, cup, or bucket.
3. Switch the “flush” toggle (or step on the rheostat) for a few seconds until you can smell the bleach at the handpiece connection.
4. Repeat this procedure at every handpiece line, including slow speed handpieces.
5. If no water flows through your slow speed lines, shocking these lines is not necessary.

Ultrasonic Scalers

1. If you have an ultrasonic scaler in this operatory, run the scaler until you smell the bleach at the scaler tip.

2. Detach your chair's water bottle.
3. Add a small amount of bleach based on your bottle size and bleach product concentration (See tables below). Fill the rest of the bottle with water.

STEP 2: RE-ATTACH YOUR BOTTLE TO THE UNIT

STEP 3: RUN BLEACH INTO EACH LINE

1. Leave bleach in each line for 10 minutes and NEVER MORE than 15 minutes.
2. After 10 minutes per line, disconnect the water bottles and dump the remaining solution into the sink. Do not send the bleach solution through evacuation lines.
3. Refill water bottles with warm water and flush the lines for 1-3 minutes or until the remaining bleach odor disappears.

Crest Oral-B Representative

Sue Macintosh: (970) 744-8556

Dental Professionals: 1-800-543-2577

Account #: 7656571

First Aid Kit

Epipen 1:1,000 injectable

Histamine blocker injectable

Oxygen with positive pressure administration capability

Nitroglycerin a sub lingual tablet or aerosol spray be aware of contraindications

Asthma inhaler

Sugar a quick source of glucose such as orange juice or frosting and aspirin

Band-aids

Rubbing alcohol

Peroxide

Biohazard Disposal

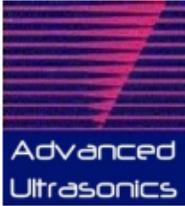
MedPro

1-886-416-131

Appendix A: Generalized Insurance Guidelines - Periodontics

If there are questions regarding the information below please check with your front office.

Aetna:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 	Metlife:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day =
Ameritas:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 	Principal:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day =
Sun Life:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 	UHC:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 2 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = Yes
Cigna:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 	UCCI:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day =
Delta:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 2 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 		
GEHA:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 		
Guardian:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 		
Humana:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 4 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 		
Medicaid:	Periodontics: <ul style="list-style-type: none"> ● D4341 = 2 quads same day ● D4342 = 4 quads same day ● Prohy & SRP same day = 		



Advanced Ultrasonics

300 E. Oakland Park Blvd. # 318
Oakland Park, FL 33334

Phone: 954-630-0956 ▼ Fax: 954-284-5724

Toll Free: 877-9AUDENT (877-928-3368)

E-mail: info@advanced-ultrasonics.com

Web site: www.advanced-ultrasonics.com

Scaler / Polisher Repair Form

Name: _____ Contact: _____

Shipping Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

How should we contact you? (please check one): Phone Fax Email

Serial Number: _____

Check one: Repair as needed Provide estimate before repair (approval required)

Please describe problem/symptoms: _____

Method of payment: Visa MasterCard Discover PayPal
e-mail address required

Credit Card Information

Card Number: _____ Expiration (mm/yy): _____

Check if your credit card billing information is the same as your shipping information and sign & date below

Name on Card: _____ Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ **Today's Date:** _____

Appendix B: Daily, Weekly, and Monthly Maintenance Schedule

Daily:	Date: _____
<input type="checkbox"/> Shock lines with Vac Attack	<input type="checkbox"/> Turn off xray unit
<input type="checkbox"/> Sterilize hygiene handpiece	<input type="checkbox"/> Order toothbrushes
<input type="checkbox"/> Check Medicaid SRP Pre-auth for next week	<input type="checkbox"/>
<input type="checkbox"/> Pre-auth for Medicaid SRP submitted	<input type="checkbox"/>
<input type="checkbox"/> Hygiene rooms stocked	<input type="checkbox"/>
<input type="checkbox"/> Water bottle filled	<input type="checkbox"/>
<input type="checkbox"/> Look at hygiene schedule one week in advance	<input type="checkbox"/>

Weekly:	
<input type="checkbox"/> Change mats in sterilization room	<input type="checkbox"/>
<input type="checkbox"/> 1 month calls are done	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Yearly:	
<input type="checkbox"/> OSHA	<input type="checkbox"/> CPR Certification
<input type="checkbox"/> HIPAA compliance	<input type="checkbox"/> Licenses updated every 2 years



Open and Affordable Dental and Braces

HOW MUCH RADIATION AM I GETTING?

