

# HAGERSTOWN COMMUNITY COLLEGE

## Dental Education Clinic Termination of Care Policy

The mission of the HCC Dental Education Clinic is to provide thorough preventive oral health services in an educational setting. Providing optimal dental care means using all resources available to accurately assess the condition of your mouth. Because of our commitment to providing only the best dental care possible, the HCC Dental Education Clinic has adopted the *Termination of Care Policies* listed below.

### 1) Review of Findings Policy

- a) Clinic patients who receive referral forms from the HCC Dental Hygiene Clinic must have recommended treatment evaluated by their family dentist within one (1) year to remain a patient at the HCC Dental Clinic.
- b) The preventive procedures and oral screenings completed at our dental clinic cannot replace regular examinations by your dentist. Patients are encouraged to participate in their oral healthcare by contacting their dentist to schedule a thorough examination and diagnosis at least yearly.

### 2) Radiographic (x-ray) Policy

- a) HCC Dental Clinic patients ages 6 years and older must have bite-wing x-rays available and/or taken at least once every two years, or treatment cannot be provided.
- b) Patients 21 years and older must have full-mouth x-rays or panoramic x-rays taken at least once every five years.
- c) Periodontal patients and high caries risk patients may require bite-wing x-rays taken at least once every year.
- d) Please allow at least two weeks for x-rays taken at HCC to be mailed to the dentist of choice for evaluation and diagnosis. The patient also has the option of taking a copy of the x-rays personally to the doctor of choice.

### 3) Recurrent Failure Policy

- a) A failed appointment is considered as follows:
  - i) Appears at the clinic more than 25 minutes after the scheduled appointment.
  - ii) Does not call within 24 hours before the appointment time to cancel.
  - iii) Patient fails to show up for the appointment
- b) If a patient has two (2) or more failed appointments, that patient will no longer be considered for treatment at the HCC Dental Hygiene Clinic.

### 4) Patient Code of Conduct Policy

- a) A patient may be dismissed from the clinic due to unacceptable behavior. Unacceptable behavior includes, but is not limited to: unruly, disruptive, threatening or verbally/physically abusive behavior deemed to jeopardize the well-being of staff, students, faculty, or other patients.

By signing below I certify that I have: received a copy of the *HCC Patient's Bill of Rights, Procedures for Communicable/Infectious Diseases, Universal Precautions and Patients' Rights* and the *Termination of Care Policy* and was given an opportunity to have my questions answered.

Patient Name (Printed) \_\_\_\_\_

Patient Signature \_\_\_\_\_

Date \_\_\_\_\_