

**BY ORDER OF THE COMMANDER
59TH MEDICAL WING**

59TH MEDICAL WING INSTRUCTION 47-101

23 SEPTEMBER 2015



Dental

DENTAL SERVICE FORMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 47-1, *Dental Services*, and Air Force Instruction 47-101, *Managing Dental Services*. This instruction describes the proper completion and submission of 59th Medical Wing (MDW) Dental Forms. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 55, *Medical and Dental Care*, and E.O. 9397 (SSN). The applicable SORN F044 AF SG D, and Automated Medical/Dental Record System are available at: <http://dpcl.o.defense.gov/privacy/SORNS/SORNS.html>. This instruction applies to all personnel assigned, attached, or on contract to the 59th Dental Group. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

The publication has been revised. This rewrite of 59 MDWI 47-101 includes updated and new form titles, and deleted Wilford Hall Medical Center Form 5035, *Oral and Maxillofacial Surgery APV*.

1. 59 MDW Form 143.

1.1. 59 MDW Form 143, *50% or Less N2O Minimal Sedation Clinical Record*, is used to record clinical pediatric/adult N₂O-02 minimal sedation. The form is completed by the provider and placed in the patient record. 59 MDWI 44-137, *Policy and Procedure for Moderate Sedation*, reflects the use of this new form as an exemption. The OPR for 59 MDWI 44-137, will review/approve new versions of this form, prior to publishing. Dental Services performing procedural sedation in the outpatient setting are exempt from using the prescribed 59 MDW Form 35, *Procedural Sedation Record*. Instead, may use AF Form 1417, *Sedation Clinical Record*, used for all appropriately credentialed dental providers performing procedural sedation within an AF Medical Treatment Facility, IAW AFI 47-101, *Managing Air Force Dental Services*, and the Air Force Medical Service Dental Clinical Practice Guidelines. This meets the requirements set forth in the instruction and is an equivalent community standard of care.

2. 59 MDW Form 185.

2.1. 59 MDW Form 185, *Daily Room Temperature Log (Tissue)* is used to record daily room temperatures for maintenance and storage of implantable tissues.

3. 59 MDW Form 186.

3.1. 59 MDW Form 186, *Class 3 Patient*, is used to identify, and notify patients who are not qualified for worldwide duty (Class 3) due to dental condition(s); the form records, the estimated time of treatment, and applicable diagnoses. The form is used along with AF Form 469, *Duty Limiting Condition Report*, to make commander notifications, and is maintained in the patient's medical record until treatment is completed, and member is removed from CLASS 3 status.

4. 59 MDW Form 187.

4.1. 59 MDW Form 187, *Tissue Custody Tracking Form (Dental Services)*, is used to internally track custody and receipt of implantable tissues between the 59 DG Logistics Office and user sections and is maintained per document retention guidelines. It is also used in the event the Tissue Implant Program Electronic Tracker Log is unavailable for use, due to computer system outage, and thus also serves as a redundant back-up system.

5. 59 MDW Form 188.

5.1. 59 MDW Form 188, *Dental Emergency Care*, is used to document off-base dental care required for Defense Language Institute students, transiting the base. The form is maintained, until care is identified, and costs are recorded by the 59 MDW Uniformed Business Office.

6. 59 MDW Form 189.

6.1. 59 MDW Form 189, *Radiology Retake Statistics*, is used to document problems requiring x-ray retakes, such as light image; too dense; cone cut; etc. The form(s) are collected by the noncommissioned officer in charge (NCOIC) of the section, analyzed and reported by 59 DG Radiology, for training purposes.

7. 59 MDW Form 190.

7.1. 59 MDW Form 190, *59 DG Tissue Implant Program - Allograph Products*, is the primary computer-based database, used by the 59 DG Logistics Office, 59 DG Periodontics Flight, 59 DG Advanced Education in General Dentistry Periodontics Section; and 59 DG Oral and Maxillofacial Surgery Flight. The form captures all implantable tissue data and is maintained per documentation retention guidelines.

8. 59 MDW Form 3205.

8.1. 59 MDW Form 3205, *Lackland Dental Laboratory Services Quality Control*, is used for technician/dentist comments on the quality/timeliness of products received/fabricated in the dental laboratory. It indicates materials used to fabricate appliances/prostheses and porcelain firing temperatures (if indicated). The top portion of the form is filled out by the NCOIC, Dental Laboratory. The individual technicians fill out pertinent information on materials and firing temperatures. Technicians/section heads initial the back of the form to indicate who accomplished specific procedures. When the case is received in the dental laboratory, the form is filled out and placed in the case pan. The form accompanies the case through completion and insertion/delivery and is then returned to the dental laboratory. The forms are reviewed by the NCOIC, Dental Laboratory. A quality control report is filled out based on the information received on the forms. The information received is used to drive training/continuing education.

9. 59 MDW Form 5003.

9.1. 59 MDW Form 5003, *Prosthodontics Treatment Plan*, is an approved form, used to record patient findings and document sequential plan of treatment. The form is completed by the dental provider and maintained in the patient's record until treatment is completed.

10. 59 MDW Form 5020.

10.1. 59 MDW Form 5020, *Patient Questionnaire – Adult*, is an approved form, used to record initial adult patient interview prior to consideration for orthodontic treatment. The patient completes the form and gives it to the provider/resident for diagnostic workup. The form is completed by the dental provider and maintained in the patient's record until treatment is completed.

11. 59 MDW Form 5021.

11.1. 59 MDW Form 5021, *Orthodontic Clinical Exam*, is an approved form, used to record patient findings as a result of orthodontic exam. 59 MDW Form 5022, *Patient Progress Log*, is used to record patient progress toward completion of orthodontic treatment. The form is completed by the dental provider and maintained in the patient's record until treatment is completed.

12. 59 MDW Form 5022.

12.1. 59 MDW Form 5022, *Patient Progress Log*, is an approved form, used to document progress on orthodontic training cases. The form includes information on images, tracing, data gathering forms, etc., for the patient work-up, treatment, planning deliberations, and progress. The form is completed by the dental provider and maintained in the patient's record until all treatment is completed, and treatment documented for the board exam process.

13. 59 MDW Form 5023.

13.1. 59 MDW Form 5023, *Patient Questionnaire-Child/Adolescent*, is an approved form, used to record initial interview for child/adolescent patient prior to consideration for orthodontic treatment. The form is completed by the parent or legal guardian and given to the provider/resident for diagnostic workup, and maintained in the patient's record until treatment is completed.

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Commander, 59th Dental Group

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

AFPD 47-1, *Dental Services*, 26 August 2011

AFI 47-101, *Managing Air Force Dental Services*, 20 February 2014

59 MDWI 44-137, *Policy and Procedure for Moderate Sedation*, 20 December 2013

Prescribed Forms

59 MDW Form 143, *50% or Less N2O Minimal Sedation Clinical Record*

59 MDW Form 185, *Daily Room Temperature Log (Tissue)*

59 MDW Form 186, *Class 3 Patient*

59 MDW Form 187, *Tissue Custody Tracking Form (Dental Services)*

59 MDW Form 188, *Dental Emergency Care*

59 MDW Form 189, *Radiology Retake Statistics*

59 MDW Form 190, *59 DG Tissue Implant Program - Allograph Products*

59 MDW Form 3205, *Lackland Dental Laboratory Services Quality Control*

59 MDW Form 5003, *Prosthodontics Treatment Plan*

59 MDW Form 5020, *Patient Questionnaire – Adult*

59 MDW Form 5021, *Orthodontic Clinical Exam*

59 MDW Form 5022, *Patient Progress Log*

59 MDW Form 5023, *Patient Questionnaire-Child/Adolescent*

Adopted Forms

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1417, *Sedation Clinical Record*

Acronyms and Abbreviations

IAW—In Accordance With

MDW—Medical Wing

NCOIC—Noncommissioned Officer in Charge