

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 47-101

20 FEBRUARY 2014



Dental

**MANAGING AIR FORCE
DENTAL SERVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ/USAF/SG3D

Certified by: AF/SG3
(Brig Gen Charles E. Potter)

Supersedes: AFI 47-101, 20 August 2009

Pages: 8

This instruction provides guidance and instructions for the Air Force Dental Services and implements AFPD 47-1, Dental Services. It also implements the following directives and instructions for the Dental Service and its activities worldwide: Title 10, USC, Sections 1074, 1074a, 1076, 1076a, and 1077; DOD/HA Policy 98-031 Revised Utilization Management Policy for the Direct Care System when applied to Dental Practice. It also provides guidance to meet the civilian standards of the Occupational Safety and Health Administration, the Centers for Disease Control and Prevention, and the American Dental Association. As healthcare organizations, dental treatment facilities are subject to the HIPAA privacy rules and national standards, including compliance with DOD 6025.18-R, DOD Health Information Privacy Regulation, DOD 8580.02-R, DOD Health Information Security Regulation, and AFI 41-210, Chapter 6, TRICARE Operations and Patient Administration Functions, or as superseded by new or revised HIPAA privacy or security regulations or instructions, for the use and disclosure of protected health information. (T-0) This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority is in Title 10, USC, Chapter 55. Systems of Records Notices, F044 AF SG C, Dental Health Records, and F044 F SG E, Electronic Medical Records System. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This instruction applies to all United States Air Force facilities that provide dental services, including Air Reserve Components (except where application to a particular component is specified). Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to

certification and approval. Send comments and suggested improvements through channels to the Director, Air Force Dental Operations (AFMOA/SGD), 485 Quentin Roosevelt Road, San Antonio, TX 78226, on AF Form 847, Recommendation for Change of Publication.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The content of AFI 47-101 has been significantly reduced and tiered to identify waiver authority for unit level compliance items. Content that outlines specific organizational and administrative responsibilities of Dental Corps leadership has been removed. Specific details regarding clinical patient management, management of AF dental clinics, Air Force Reserve Component information and other attachments are now included in the current Dental Management Guide, Clinical Practice Guidelines and/or the AFRC Dental Consolidated Policy Memorandum for patient management.

1. Roles and Responsibilities. The Chief of Dental Services (CDS) shall ensure compliance with all aspects of this AFI.

2. Scope of Care. The CDS will ensure comprehensive dental services are readily available and delivered with maximum efficiency for all patients authorized dental benefits. (T-0) Dental services consist of diagnostic, preventive, and corrective treatments and procedures necessary to maintain and/or restore health and function of the teeth, periodontium, and other related structures in the area of the oral cavity, head and neck. Dental services may also include medically necessary adjunctive dental treatment (e.g., preventive dental treatment prior to radiation therapy, management of oral side effects from chemotherapy, fabrication of maxillofacial prostheses, etc). Treatments and procedures that are elective in nature (which includes most cosmetic care) should only be performed if required in support of residency training, to conduct approved scientific research protocols, or to maintain staff competency. The CDS will determine which specific dental services will be provided at the dental treatment facility (DTF) based on staffing, facilities available and mission requirements using current AF and/or DOD guidance. (T-2) Required dental services that cannot be provided in the DTF may be referred to the private sector. Elective care should not be referred to the private sector. **For Air Reserve Component (ARC) only-** Dental Services are solely diagnostic for providing Dental Readiness Classifications (DRC) through examinations or verifying DRC recommended by civilian providers.

2.1. Clinical management of patients will be conducted IAW the most current Air Force Medical Service (AFMS) Dental Clinical Practice Guidelines (CPGs). (T-1)

2.2. Management of AF dental clinics will be conducted IAW the most current Dental Management Guide (DMG). (T-2)

2.3. Air Force Reserve Component (AFRC) units will utilize the most current AFRC Dental Consolidated Policy Memorandum for patient management. (T-1)

3. Priority of Care. The CDS must establish local procedures to ensure AD personnel (to include Reserve Component personnel on active status) maintain optimal dental health. (T-0) Reserve Component members on AD tours are entitled to the same medical and dental care authorized for members of the regular component, during the period of duty specified in their orders. Dental services and treatment at AF dental facilities are prioritized in this order:

- 3.1. Authorized beneficiaries with dental emergencies.
- 3.2. AD personnel in DRC 4.
- 3.3. AD personnel in DRC 3.
- 3.4. AD personnel in DRC 2.
- 3.5. Command-sponsored AD family members may receive dental treatment at OCONUS locations IAW current DoD/HA and Air Force policy.
- 3.6. All others IAW current DOD/HA and Air Force policy.

4. Air Force Dental Readiness Assurance Program (AFDRAP). The CDS must ensure all local dental programs and activities supporting the dental readiness of military forces are incorporated into the AFDRAP. At a minimum, this program will include:

- 4.1. Providing military members periodic dental examinations and risk-based assessment for oral diseases and conditions that might compromise individual readiness. (T-0)
- 4.2. Providing/Verifying DRC (see DODI 6025.19, Enclosure 4). (T-0)
- 4.3. Monitoring and providing priority care for AD patients in DRC 3 and 4. (T-1)
- 4.4. Providing AD dental clearances. (T-0)
- 4.5. Monitoring availability and accessibility of dental services for AD personnel, to include private sector care, if used. (T-0)

5. Urgent and Emergent Dental Care (AD only). The CDS will develop a process to ensure authorized beneficiaries are able to access emergent (immediate response) and urgent care (within 24 hours) for acute dental conditions in a timely manner and will periodically evaluate its performance in accordance with the most current AFMS Dental CPGs. (T-1)

6. Rated Personnel. The CDS will ensure all dental personnel understand their responsibilities for treating rated personnel. (T-1) Monitor and treat personnel on flying status IAW AFI 48-123, Medical Examinations and Standards, *Aerospace Medicine Operations* and the most current Dental Management Guide. (T-1) Treatment of rated personnel and recommendation parameters that support, deny or return individuals to Flying or Special Operations Duty will be coordinated with Aerospace Medicine. (T-1)

- 6.1. Dental clinics will notify the flight surgeon using AF Form 1418, *Recommendation for Flying or Special Operations Duty - Dental*, or electronically generated equivalent, to recommend to Flight Medicine if commanders should restrict a member's rated duties after dental treatment or when a rated member is placed in DRC 3. (T-1) Aerospace medicine completes AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*.

7. Personnel Reliability Program (PRP)/Sensitive Duties Program (SDP). The CDS will ensure all dental personnel understand their responsibilities involving the PRP/SDP. (T-0) Monitor and treat members who are in sensitive duty positions or work with nuclear weapons as specified in DOD5210.42R_AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program*.

8. Refusal of Dental Treatment. Refusal of necessary dental treatment is incompatible with retention in the USAF. The CDS must explain the value and necessity of proper oral health care to all AD patients who refuse treatment. If a member in DRC 3 or 4 still refuses dental care, the CDS must report the refusal to the member's commander, including information about the possible effects that an adverse dental condition may have on the individual's duty performance and readiness capability. (T-1)

9. Postmortem Dental Identification. Each AD dental facility must be able to perform or provide for (e.g., collocated Army or Navy facility) postmortem dental identifications. (T-2)

9.1. The CDS must assign a credentialed and privileged dental team leader to each postmortem identification team. (T-2)

10. Occupational Safety and Health

10.1. Regulatory Responsibilities. The CDS will ensure that dental facilities meet all health and safety requirements for staff, patients and visitors. Dental personnel must comply with federal, Air Force, state and local jurisdiction Occupational Safety and Health Administration regulatory standards. (T-0)

10.1.1. Hazardous Material Management. Dental Personnel must meet the requirements of AFMAN 48-155, *Occupational and Environmental Health Exposure Controls*. Hazardous materials in the dental clinic must be stored and maintained IAW AFI 32-7086, *Hazardous Material Management Program* or appropriate guidance. (T-0)

10.1.2. Amalgam Waste Handling Procedures. Dental personnel must meet the requirements outlined in the most current AF Dental Service guidance related to Amalgam Waste Handling. (T-0)

10.1.3. Infection Prevention and Control Procedures. Dental personnel, in coordination with the Medical Treatment Facility (MTF) infection control committee, must meet the requirements outlined in the most current *USAF Guidelines for Infection Prevention & Control in Dentistry*, AFI 44-108, *Infection Prevention and Control Program*, and local MTF instructions. (T-0)

10.1.4. Radiology. The CDS will ensure dental staff and patients receive the lowest possible radiation dose consistent with the current *Air Force Dental Service Digital Diagnostic Imaging Guidelines*. (T-0)

10.1.5. Industrial Hygiene and Environment of Care. The CDS should coordinate with Bioenvironmental Engineering to ensure compliance with Industrial Hygiene and Environment of Care guidelines.

10.2. The CDS or designated representative must ensure required health and safety training is accomplished and documented on AF Form 55, *Employee Safety and Health Record* or equivalent. (T-0)

11. Monitoring Clinical Performance. (AD only) The CDS will closely monitor the DTF's clinical performance utilizing the accepted performance metrics (currently Sharp-7) and achieve established goals. (T-2) The specific elements and goals will be published annually by the Assistant Surgeon General for Dental Services.

THOMAS W. TRAVIS, Lieutenant General,
USAF, MC, CFS
Surgeon General

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

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

Title 10, USC, Sections 1074, 1074a, 1076, 1076a and 1077

DOD/HA Policy 98-031, *Revised Utilization Management Policy for the Direct Care System*, 15 April 1998

DOD 6025.18-R, *DoD Health Information Privacy Regulation*, 24 Jan 2003

DOD 8580.02-R, *DoD Health Information Security Regulation*, 12 July 2007

AFI 41-210, *TRICARE Operations and Patient Administration Functions*, 6 June 12

Privacy Act of 1974 (5 U. S. C. A. 552A)

Title 10, USC, Chapter 55

SORN, F044 AF SG C, *Dental Health Records*, 20 May 2003

SORN, F044 F SG E, *Electronic Medical Records System*, 13 December 2011

AFMAN 33-363, *Management of Records*, 20 July 2011

AFRIMS RDS <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

Dental Clinical Practice Guidelines, July 2013

Dental Management Guide, July 2013

AFRC Dental Consolidated Policy Memorandum for Patient Management

HA Policy 98-021, *Policies on Uniformity of Dental Classification System, Frequency of Periodic Dental Examinations, Active Duty Overseas Screening, and Dental Deployment Standards*, 19 February 1998

DODI 6025.19, *Individual Medical Readiness*, Enclosure 4, 3 January 2006

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009, Incorporating Through Change 2, October 2011, Supplement 19 July 2012

DODI 5210.42R, 13 November 2006, Incorporating Change 2, 2 November 2010, 2009, *Nuclear Weapons Personnel Reliability Program (PRP) Regulation*, Supplement 5 Dec 2012

AFMAN 10-3902, 13 November 2006, Incorporating Change 2, 2 November 2010, 2009, *Nuclear Weapons Personnel Reliability Program (PRP) Regulation*, Supplement 5 Dec 2012

OSHA Act of 1970 Section 6: *Occupational Safety and Health Standards*

29 CFR-Title 29

AFMAN 48-155, *Occupational and Environmental Health Exposure Controls*, 1 Oct 2008

29 CFR Title 29 1910.1200

AFI 32-7086, *Hazardous Material Management*, 1 Nov 2004

AFI 44-108, *Infection Prevention and Control Procedures*, 1 March 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1418, *Recommendation for Flying or Special Duty Dental*

AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*

AF Form 55, *Employee Safety and Health Record*

Abbreviations and Acronyms

AF—Air Force

AFDRAP—Air Force Dental Readiness Assurance Program

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFMS—Air Force Medical Service

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Component

AFRIMS—Air Force Records Information Management System

CDS—Chief of Dental Services

CFR—Code of Federal Regulations

CPG—Clinical Practice Guidelines

DMG—Dental Management Guide

DOD—Department of Defense

DODI—Department of Defense Instruction

DRC—Dental Readiness Classification

DTF—Dental Treatment Facility

HA—Health Affairs

HIPAA—Health Insurance Portability and Accountability Act

IAW—In Accordance With

MTF—Medical Treatment Facility

OSH—Occupational Safety and Health Administration

USC—United States Code

PRP—Personnel Reliability Program

RDS—Records Disposition Schedule

SDS—Sensitive Duties Program

SG—Surgeon General

SGD—Surgeon General Dental

SORN—System of Records Notification

USAF—United States Air Force