

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 10/30/2013	NUMBER: E-36.7 Page <u> 1 </u> of <u> 1 </u>
	Replaces: 1/4/2012	
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DENTAL CLINIC OPERATIONS REPORTING		

PURPOSE: To establish a system for recording and reporting statistical data on dental clinic operations.

POLICY:

- I. Dental clinic operation's statistical data on services rendered are recorded daily on the Dental Encounter Form or by the Electronic Medical Record System.
- II. Texas Tech Dental Clinic Operations Monthly Reports will be submitted by E-mail to the Texas Tech Dental Director by the 5th working day of the month.
- III. The Private Non-EMR Prisons Dental Clinic Operations Monthly Report form (Attachment A) will be sent by the 5th working day of the month to the TDCJ Health Services Director of Dental Quality and Contract Compliance. This includes:
 - Bridgeport ISF
 - East Texas Treatment Facility
 - South Texas ISF
 - West Texas Pre Parole Transfer Facility
- IV. UTMB Dental Clinic Operations Statistical Data will be reported by E-mail by the 5th working day of the month to the UTMB Dental Director.
- V. The Texas Tech Dental Director and UTMB Dental Director should submit their dental clinic operations monthly reports to the TDCJ Director of Dental Quality and Contract Compliance by E-mail by the 20th of the month.

Reference: ACA Standard 4-4409 Statistical Reports (Non-Mandatory)