

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Specialized Dental Services and Consultations

Policy Number: 507.05.04

Effective Date: 09/03/2020

Page Number: 1 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Specialized dental services and consultations that are consistent with the established treatment guidelines of the Office of Health Services, may be arranged through the Utilization Management process. This procedure is applicable to all facilities that house state offenders to include private and county prisons.

II. Authority:

- A. Georgia Department of Corrections (GDC) Standard Operating Procedures (SOPs): 507.04.52 Patient Transport, 507.05.03 Guidelines for Dental Treatment, 507.05.05 Dental Radiologic Services, 507.05.06 Dental Screening, Examination, and Profiling, and 507.05.07 Dental Treatment Priorities;
- B. NCCHC Adult Standard: P-E-06;
- C. NCCHC Standard: Y-37; and
- D. ACA Standards: 5-ACI-6A-07 (ref. 4-4350), 5-ACI-6A-19 (ref. 4-4360), 5-ACI-6A-25 (ref. 4-4365, Mandatory), 5-ACI-6A-05 (ref. 4-4348), 5-ACI-6D-06 (ref. 4-4414) and 4-ALDF-4C-20.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Specialized Dental Care and/or Consultations. Specialized care will be provided for offenders in accordance with the treatment guidelines found in SOP 507.05.03 Guidelines for Dental Treatment.

1. The above services generally include:

- a. Surgical problems;

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- b. Oral Pathology Consultations; and
 - c. Routine services for offenders severely compromised by medical history.
2. When appropriate, emergency and routine care will be provided for those offenders where a significant level of isolation for communicable diseases is required. All non-emergency treatment/consults must have prior approval by the Dental Utilization Manager.
 3. Specialized dental services and consultations will usually be provided at Augusta State Medical Prison (ASMP).

B. Dental Classifications. State priorities for transfer of offenders for dental services at ASMP are established by SOP 507.05.07 Dental Treatment Priorities. The order of treatment/evaluation is as follows:

1. **Emergency Care:** This class will take precedence over all other classifications. Emergency care conditions are those:
 - a. That are potentially life threatening (e.g., significant developing infection with potential for airway obstruction)
 - b. Where delay would be inappropriate to ensure safe treatment or proper healing (e.g., displaced facial fractures)

Conditions that are immediately life threatening (e.g., airway obstruction, uncontrollable hemorrhage or where any delay would severely compromise the patient's health) will be treated using local specialists or hospital facilities. When the offender is stabilized, referral to ASMP or a regional infirmary may be made for further recovery.

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2. Urgent Care: Offenders that should be scheduled within ten (10) days and includes:

- a. Evaluation of both soft and hard tissue oral lesions (e.g., potential carcinomas, ameloblastomas, etc.);
- b. Treatment of oral infections that are controlled but beyond the treatment capabilities of the facilities (e.g., chronic osteomyelitis); and
- c. Conditions with significant pain and/or disability (e.g., green stick fractures).

3. Routine Treatment: Conditions in this category include those that are not life threatening and are established medical/dental conditions that can be treated as time permits (e.g., impactions, significant TMJ problems, pre-prosthetic surgery).

C. Procedures for Referral to ASMP. Dental directors or their designees are responsible for the referral of significant dental conditions that are beyond the diagnostic and treatment resources available at their facility. Detailed procedures, rules and regulations governing the transfer of dental/medical patients to ASMP for same day care, transient care, or permanent placement are contained in SOPs 507.04.52 Patient Transport, 507.04.11 Referrals for Health Care Services, and 507.04.10 Consultations and Procedures.

1. Emergency Care: Arrangements are made for immediate transfer as follows:

- a. The referring dentist will call the Medical Utilization Manager or designee to explain the emergent situation. If it is prudent to provide treatment through ASMP or a GDC infirmary, the UM Director will authorize the transfer.

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- b. It is the referring site's responsibility to arrange appropriate transportation (If bed space is not available within the GDC system, the UM Director will approve treatment by an outside provider or emergency room). The referring institution's Medical Director should also be informed of the emergent situation and he or she should help in facilitating the transfer.
- c. The referring dentist is expected to monitor the situation to confirm that the expected transfer takes place and should ensure that a consult request is entered into SCRIBE as described below.

2. Urgent Care:

- a. The Dental Director or designee at the ASMP clinic will arrange for these patients to be seen within ten (10) days. A specific appointment is given as follows:
- b. The referring dentist will complete consultation form PI2007 and place it in the Consultation section of the medical record. The referring dentist is responsible for ensuring that the consult request information is entered into SCRIBE, within 24 hours of its' writing, as outlined in SOP 507.04.10 Consultations and Procedures. If the consult request is approved, an appointment will be made within 10 working days through the UM process. The ASMP Dental Director and/or the GDC Statewide Dental Director should be called to alert them of the urgent situation.
- c. If a CT or MRI is obtained at a local hospital, a copy of the disc should be included in the offenders GDC medical record for the consultation appointment.

3. Routine Treatment. The Dental Utilization Manager must approve all routine treatment.

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- a. The referring dentist will complete consultation form PI2007 and place it in the consultation section of the medical record.
- b. The referring dentist is responsible for ensuring that the consult request information is entered into SCRIBE, within 24 hours of its' writing, as outlined in SOP 507.04.10 Consultations and Procedures.
- c. The Statewide Dental Director or designee will approve or deny the requested consult within five working days of entry. If approved, an appointment will be made within sixty (60) working days.
- d. The referring dentist or dentist assigned to the offender's home facility is responsible for ensuring requested post op care, prescriptions and additional consultation requests are completed.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** Forms utilized per the SOP must be placed in the offender's medical record and held for ten (10) years.