

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Dental Radiographic Services

Policy Number: 507.05.05

Effective Date: 6/30/2020

Page Number: 1 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Dental radiographic services will be made available for the evaluation and treatment of offenders, in order to provide adequate dental care. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

II. Authority:

A. Ga. Comp. R. & Regs. 125-4-4-.07;

B. GDC Standard Operating Procedures (SOPs): 507.02.01 Health Record Management, 507.02.03 Transfer and Retention of Health Records, 507.04.03 Charges to Offender Accounts for Health Care Provided, 507.04.27 Sick Call, 507.05.01 Classification of Dental Units, 507.05.03 Guidelines for Dental Treatment, 507.05.04 Specialized Dental Services at ASMP, 507.05.06 Dental Screening, Evaluation and Profiling, 507.05.07 Dental Treatment Priorities, 507.05.09 Refusal of Dental Treatment, 507.05.11 Dental Unit Report, and 507.05.12 Auditing the Dental Unit;

C. NCCHC Adult Standard: PE-06;

D. NCCHC 1999 Juvenile Standard: Y-37; and

E. ACA Standards: 5-ACI-6A-07 (Ref. 4-4350), 5-ACI-6A-03 (Ref. 4-4346), 5-ACI-6A-19 (Ref.4-4360), 5-ACI-6A-21 (Ref. 4-4362 Mandatory), 5-ACI-6A-25 (Ref. 4-4365 Mandatory), and 4-ALDF-4C-20.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Availability of Radiographic Services:

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Dental Radiographic Services

Policy Number: 507.05.05

Effective Date: 6/30/2020

Page Number: 2 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Services)

Access Listing:
Level I: All Access

1. Radiological imaging will be available to all GDC offenders for dental services at locations approved by the Statewide Dental Director.
2. The level of facility radiographic capability will be based upon facility mission and availability of qualified staff and equipment.
3. Whenever possible radiographic services will be provided within a GDC facility. However, if the duration of any delay or the length of trip to another facility is potentially harmful to an offender, radiographic services may be obtained from the nearest appropriate community facility.
4. Emergency radiographic services will be provided by the closest appropriate source.
5. All radiological services will be provided by qualified dental or radiographic staff as defined by the Rules and Regulations for x-rays, Diagnostic Services Unit/Georgia Department of Human Resources.

B. Reading of Radiographic Images:

All dental imaging performed within GDC facilities will be read by licensed dentists only. If films are forwarded for interpretation, a qualified dentist or radiologist will read the films, and a typed report will be received within 72 hours. In emergent cases, the appropriate physician or dentist at the location where the services are provided will read imaging. All consultation reports will be written on Consultation Form PI 2007. The report original will be placed in the Dental Record. If image(s) also includes medical images, a copy of the report will be placed in the Dental Record.

C. Orders for Radiographic Procedures:

1. Radiographic procedures will be performed in accordance with the guidelines

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Dental Radiographic Services

Policy Number: 507.05.05

Effective Date: 6/30/2020

Page Number: 3 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Services)

Access Listing:
Level I: All Access

of the American Radiological Association or the American Dental Association and will not generally be conducted as a screening measure.

2. Only a licensed dentist or physician can order dental radiographic procedures.

D. Employee Safety:

1. Before installing and operating a radiographic unit, the Radiological Health Unit of the Georgia Department of Human Resources/Diagnostic Services/X-ray Unit will be notified of the intent and a request will be made for an inspection and approval to operate the unit.
2. Rules and Regulations for x-rays (Ga. Comp. R. & Regs. Chapter 290-5-22), Diagnostic Services Unit/Georgia Department of Human Resources, regarding radiographic safety will be available within the facility.
3. Only dental staff meeting the training requirements of the Georgia Board of Dentistry will provide dental radiographic services.
4. Notices will be placed in the location of the radiographic unit(s) to inform other facility employees of potential hazards. Only individuals required for the radiographic procedure will be in the area during radiographic procedures.
5. All dental staff members providing radiographic services and any other employees in the immediate area where the radiographic images are obtained are not required to participate in a radiation monitoring (dosimeter) service. Staff will have the opportunity to voluntarily enroll in a monitored dosimeter program provided through the Georgia Department of Corrections on an individual basis by request. For staff that elects to voluntarily participate in a monitoring dosimeter program (i.e. pregnant) the following will apply.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Dental Radiographic Services

Policy Number: 507.05.05

Effective Date: 6/30/2020

Page Number: 4 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Services)

Access Listing:
Level I: All Access

- a. Monthly Radiation Dosimeter Reports will be reviewed, signed, and dated by a facility dentist and maintained in a department file.
 - b. The monitoring badge service provider will be notified of additions and/or deletions in personnel within one month.
6. Equipment will be maintained as defined by manufacturer, and only personnel as defined by State Rules and Regulations or the manufacturer if no such state rules exist, will perform maintenance. Written documentation of each maintenance activity will be retained.
 7. All hazardous or potentially hazardous materials such as darkroom chemicals will be kept in a secure locked area in accordance with institutional guidelines. Additionally, all equipment will be kept secure.
 8. Proper disposal of used chemicals will be followed. The prescribed protocol is to incapsulate, absorb and bind the used fixer and developer in a product such as Chemgon.
- E. Offender Safety:
1. Offenders will be exposed to the minimum amount of radiation necessary in order to obtain a diagnostic radiograph. Guidelines include:
 - a. Collimation of the field to include only the part being examined;
 - b. Gonadal protection from the direct beam; and
 - c. If pregnancy is suspected, and dental x-rays can be deferred with no harm to either the mother or fetus, dental x-rays will be deferred.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Dental Radiographic Services

Policy Number: 507.05.05

Effective Date: 6/30/2020

Page Number: 5 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Services)

Access Listing:
Level I: All Access

F. Statistical Documentation:

A monthly count of dental x-rays will be provided to the Office of Health Services in accordance with SOP 507.05.11 Dental Unit Report and will be based upon daily logs.

G. Documentation and Storage:

1. Each time radiographs are obtained, the following information will be entered into the offender's dental chart on the progress of treatment record:
 - a. Date; and
 - b. Radiographs taken (e.g., PAX # 5, 4 BWX).
2. Intraoral radiographs will be mounted and labeled to identify the offender and date taken and secured in the back of the Dental Record. Panoramic images will be labeled and secured in the front of the Dental Record. Medical Departments will store other images (e.g., skull films).

H. Offender Movement and Radiographic Films:

1. Radiographic films related to a health problem necessitating consultation/treatment will accompany every offender being moved for consultation/treatment.
2. Scheduling of radiographic procedures at another GDC facility will be made as far in advance as possible.

Note: Retention for dental films will be the same as that for health records. See SOPs 507.02.01 Health Record Management and 507.02.03 Transfer and Retention of Health Records.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Dental Radiographic Services

Policy Number: 507.05.05

Effective Date: 6/30/2020

Page Number: 6 of 5

Authority:
Commissioner

Originating Division:
Health Services Division
(Dental Services)

Access Listing:
Level I: All Access

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.