

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Dental Unit Report

**Policy Number:** 507.05.11

**Effective Date:** 8/19/2020

**Page Number:** 1 of 1

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Dental Health)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

Each Facility Dental Director will provide periodic dental reports as required by the Statewide Dental Director. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

**II. Authority:**

- A. GDC Standard Operating Procedures (SOPs): 507.05.12 Auditing the Dental Unit and 507.05.05 Dental Radiographic Services;
- B. NCCHC Adult Standard: PE-06;
- B. NCCHC Juvenile Standard: Y-37; and
- C. ACA Standard:5-ACI-6A-19 (ref. 4-4360).

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

- A. Each month the Dental Director of each facility will fill out a Dental Monthly Report form (D-69-0001.01) and email it to the Statewide Dental Director. The data contained in the Dental Monthly Report will come from the Dental Daily Report (D-69-0001.02) that is to be retained at the unit for one year.
- B. The report will be kept in the facility's dental unit record at the Office of Health Services and maintained for one (1) year.
- C. All forms associated with this SOP may be found on the GDC Intranet at Captiva/ Resources/Health Services Documents/04 Dental Health/Dental Forms.

**V. Attachments: None.**

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