

Dental Services for

Floyd, Johnson, Magoffin, Martin, Model City, and Paintsville City

The procedure for using Big Sandy Health Care for Dental exams:

1. Give parent the dental packet that includes the parent cover letter, dental/medical history, dental consent, HIPPA forms, and HIPPA signature form.
2. Have parent complete the dental /medical history form, the consent if the child will be seen by Big Sandy Dental, and get HIPPA signature form signed. These are duplicate, so you will keep a copy in the child's folder.

If using Big Sandy dental on site you will need to do the following:

*If the child is seeing Big Sandy Dental Care on site , you will get them a copy of the completed dental consent, dental/medical history , HIPPA signature form, and a copy of the child's insurance card (ex: Medicaid, KCHIP, or private insurance card).

* If child has a Private insurance from parent you will need to make a copy of insurance card front and back and include the parent's Social Security number, birth date, and mailing address. This will be needed for billing purposes.

If not using BIG Sandy Dental, you will need to keep copy of the dental /medical history in child's health folder. Every child will be using the same dental/medical history.

The dates, Big Sandy will be in your center will be announced. They will need a space to set up the portable dental chair and equipment. This can be in the classroom if need be. They will need access to water and sink. They will notify you in advance to see the best place to set up. We did this last year in Floyd, Magoffin, Martin, Model City, and Pike. The staff really liked them coming on site to do the exams.

- The big item will be **dental treatment if needed**. The parents will receive a dental report card from Big Sandy Dentist. You keep a copy of this in the child health folder. The dental report card indicates if the child needs treatment or not. You will need to follow-up on those children who needed treatment, to ensure that treatment is being done. You may need to contact the parent several times to keep your files updated.
- Head Start still has contract dentist in each county for children to see if parent wants to them to. If referral to pedodontist is needed, then you will contact the pedodontist and assist the family with getting the appointment, and travel is needed.