

Outreach Services of Indiana

DENTAL APPOINTMENTS CHECKLIST: PREPARING FOR THE DENTAL APPOINTMENT

Client Name: _____

Instructions: Staff to initial each area as completed. Document any comments related to the completion of each task in the space provided. Forward or file completed Checklist according to agency protocol.

Needed Medication

- _____ 1. Ensure Pre-appointment medication, if necessary, is available in the home the day prior to the appointment.

Prepare and take pertinent information to the appointment

If unable to find or do not know the information—Call Supervisor/Nurse

- _____ 2. Name and contact information of Guardian/Healthcare Representative
- _____ 3. Insurance cards and photo identification
- _____ 4. Medication list or copy of current MAR & medication history including recent medicine changes, reason for change & any problems.
- _____ 5. Medical/surgical/dental history; current dental x-rays, and other information related to appointment
- _____ 6. Information/questions provided by support team including events leading up to current problem/issue
- _____ 7. Completed “Healthcare visit/consultation form” with person’s name and reason for appointment written on it
- _____ 8. Contact information, directions and parking information for the healthcare provider’s office
- _____ 9. List of other current healthcare providers for the person with their contact information
- _____ 10. Name and phone and fax number of a contact person from the provider agency if applicable
- _____ 11. Name, location, and phone and fax number of preferred pharmacy

Prepare the Individual

- _____ 12. Follow orders regarding eating or holding medication as needed.
- _____ 13. Administer any necessary routine and PRN medication as ordered.
- _____ 14. Ensure time to have personal hygiene needs met and time to eat (if allowed) prior to the appointment. Ensure teeth are brushed.
- _____ 15. Ensure person is clean and dressed appropriately in clothing that can be easily removed if needed.
- _____ 16. Prepare snacks and drinks as needed especially if a long distance to the appointment. Ensure teeth are brushed if snacks are eaten prior to appointment.
- _____ 17. Prepare supplies for hygiene needs such as wipes, adult under garments, change of clothing, toothbrush and toothpaste.
- _____ 18. Prepare activities, items to keep occupied in the event you have to wait.
- _____ 19. Explain as appropriate what will happen during the appointment with input from the support team.
- _____ 20. Provide desensitization as needed and outlined in behavior support plan.
- _____ 21. Allow travel time to prevent rushing. If running late, notify office & inform of situation, expected arrival time & verify whether the provider can still see.
- _____ 22. Arrive 10-15 minutes early particularly if first appointment unless otherwise directed by provider's office.

It is essential that whoever accompanies the individual to the appointment knows the individual, knows what the appointment is for and understands what to bring to the appointment. Notify your supervisor if you have any question regarding the upcoming appointment.

Comments: _____

