

	Title: Treatment Planning & Documentation	Version: 2
	Owner: Melissa Mitchell (Director of Production)	Approved: 03/22/2018

Purpose: To establish Dental Care Organization’s (DCO’s) policy on treatment planning for enrollees and what documentation is needed for treatment planning.

Responsibility: Quality Improvement (QI)/Utilization Review (UR) Committee

Scope: Advantage Dental Services, LLC

Definitions: n/a

Forms: n/a

References: 42 CFR 438.100; OAR 410-141-3180; OAR 410-141-3320

Policy:

1. Treatment planning and documentation should include (PARQ):

Prognosis (Diagnosis)

Alternative Treatment

Risks (Risk to treatment)

Questions

In this treatment planning and documentation the provider will incorporate the treatment and recommendations of other agencies and providers as it pertains to the enrollee’s special health needs.

2. The provider will develop this treatment plan with the enrollee’s participation. Charts must be completed accurately, timely and completely to avoid negative findings in DCO chart reviews and audits.
3. Always present the enrollee with a treatment plan, as well as what is covered and not covered under the enrollee’s Oregon Health Plan.
4. Obtain the enrollee’s consent prior to beginning treatment. Treatment plans must be signed by the enrollee or the enrollee’s legal guardian. The age of consent for medical services is 15 years old.
4. There should be a Preventative Treatment Plan in place for all enrollees. See diagram **Dentistry Protocol** for priority of care.

Important: Procedures that are considered a non-covered benefit under the Oregon Health Plan will need to be documented on the agreed treatment plan and an **Agreement to Pay Form** will need to be filled out acknowledging the enrollee’s responsibility for payment of the remaining balance. Copies of the treatment plan and Agreement to Pay form will be given to the enrollee at the time of the appointment.



Title: Treatment Planning & Documentation	Version: 2
Owner: Melissa Mitchell (Director of Production)	Approved: 03/22/2018

Approvals:

Date: 03/22/2018

Approved by:

Lorena Reinhart (Executive Assistant), Executive Assistant, Operations

Reviewed and Revised

06/14/2012	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
06/06/2014	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
03/12/2015	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
02/23/2016	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Jeff Dover
02/14/2017	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
03/17/2017	QI/UR Committee			
03/12/2018	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Rose Novak