

Tips for Starting in the Patient Treatment Centers

Courtesy of Lynsey Doan DMD 05

I hope you will find this step-by-step guide helpful. Of course, it is by no means complete.

1. Go to the fifth floor and request your "Patient List." New patients will be notified by email.
2. Once you have obtained this list, request patient charts on the fifth floor by 11:00 am in order to obtain the charts on the same day. Charts will be available at noon. Nontreatment charts can be picked up on the fifth floor. Treatment charts are available on the sixth floor.
3. You **must** be prepared by reading through the patients' charts to have a sense of who your patient is. Instructors often ask questions about patient's prior treatments (procedure/date).
Before the initial consultation:

- A. Check **radiographs**. If the FMX is missing OR incomplete (make sure you can see the interproximals and apices of ALL teeth on at least one film, or supplemented with a panorex) or needs to be retaken (new set approximately every three to five years), then ask the patient to come in to take radiographs. Must be approved first by a periodontist on the fifth floor, just show chart and ask.
- B. Check **medical history**. Ask periodontology instructors on the fifth floor (if you are unclear) whether they think the patient needs a Medical Consult Form (to be filled out by their physician prior to the consult). If a Medical Consult Form is required, ask a periodontist, Dr. Boumadouche, or Dr. Guarente to help indicate the necessary information. Fax the form to the patient's physician, have the patient pick it up, or send it to patient. **It is important (your responsibility) that this form is present at the patient's initial consultation.**

It is very important to have tasks A and B taken care of and ready at the initial consultation, otherwise you may have to send the patient home and lose an "A priority."

4. Call your patient and schedule an appointment for the consultation.

For example: "Hello Mr. Smith my name is Knoll Pane. I'm from Boston University School of Dental Medicine and I have been assigned to you as your new student dentist. I would like to schedule an appointment for you for a consultation."

Be sure the patient understands **no procedure** will be performed during the consult. Tell the patient the initial appointment is only a thorough evaluation of their teeth and gums and coming up with a treatment plan.

Ask patients to sign in on the fifth floor 20 to 30 minutes before the start of a session.

5. Before the day of the consultation and as a suggestion just for starters:

Obtain a **Diagnosis and Consultation Form** (gray color) from the fifth floor and using the FMX, fill out **Section VIII. Radiographic Findings**. (Dr. Gohel can help with this.) Bring the FMX to the radiology room and ask for the **Oral Radiology Form**. The preliminary findings will be written on the form and checked by Dr. Gohel before recording them in section VIII, which will be confirmed clinically later.

Diagnosis and Consultation Form: Section III. Oral Hygiene. **Plaque Index = Total no. of surfaces stained/ total # surfaces* 100=%**

7. Know how to use your **stethoscope and sphygmomanometer** and bring it to every appointment, especially to the initial consult.

8. During the consultation, if the patient needs fixed/removable treatment, take alginate impressions, facebow and an interocclusal record **before** the patient leaves. Pour up the casts and mount them before the next appointment. If the patient needs a total of four or more units of fixed work, then they will need to have a fixed consult with a fixed instructor or approved by Dr. Kong in her office.

GOOD LUCK!

Summer Hours

DAYS	SESSION 1	SESSION 2	SESSION 3
Monday	8:30-11:30 a.m.	12:30-3:30 p.m.	
Tuesday	8:30-11:30 a.m.	12:30-3:30 p.m.	4-6 p.m.
Wednesday	8:30-11:30 a.m.	12:30-3:30 p.m.	
Thursday	8:30-11:30 a.m.	12:30-3:30 p.m.	4-6 p.m.
Friday	8:30-11:30 a.m.	12:30-3:30 p.m.	

Regular Hours (start September 3, 2004)

DAYS	SESSION 1	SESSION 2	SESSION 3	SESSION 4
Mon.-Fri.	8:30-10:30 a.m.	11:15 a.m.-1:30 p.m.	2:15-4:30 p.m.	
Sat.	8:30-11:30 a.m.	12-3 p.m.		5-7 p.m.