# DENTAL CHART AUDIT FORM

**Point Value:** Yes or N/A = 2 pts, No = 1 pt

**Doctor**

**Dental Assistant**

<table>
<thead>
<tr>
<th>CHART NUMBER</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Date</td>
<td></td>
</tr>
</tbody>
</table>

## Medical History - Dental Assistant

- Allergies in patient alert (red cross in Dentrix)
- Medical history filled out completely
- Medical history entered in Dentrix (red cross in Dentrix)
- Medical conditions/medications/allergies that are no longer current are invalidated (red cross in Dentrix)
- Medical history scanned
- Physician consent scanned (if needed)

**Total points =** 12

**Percentage**

## Medical History - Dentist

- Medical history filled out completely
- Medical history reviewed at each appt (as noted in patient notes)
- Medical conditions/medications/allergies that are no longer current are invalidated (red cross in Dentrix)

**Total points =** 6

**Percentage**

## Consents - Dental Assistant

- All necessary consents signed
- Consents scanned

**Total points =** 4

**Percentage**

## Consents - Dentist

- Consent signed by Dentist

**Total points =** 2

**Percentage**

## Dental Chart - Dentist/Dental Assistant

- Previous treatment charted (if comp care pt)
- Conditions charted and up to date
- Treatment plan charted
- Treatment plan up-to-date
- Treatment plan sequenced

**Total points =** 10

**Percentage**

## Dental Treatment Notes - Dental Assistant

- Time out includes: 1) Verification of ID, 2) Review of site/procedure, 3) Staff conducting time out and 4) Time completed
- Instruments checked for sterilization status documented

**Total points =** 4

**Percentage**

## Dental Treatment Notes - Dentist

- Treatment notes in SOAP format
- Correct endodontic diagnosis documented (if pulpal/periapical assessment completed)
- Notes complete
- If root canal done: Documentation of rubber dam used
- N2O patients: Dose, length, O2 flush, pulse oximeter
- Notes indicate Assistant and Doctor/Hygienist
- Notes support treatment rendered/medical necessity for treatment
- Notes authorized by Doctor/Hygienist

**Total points =** 16

**Percentage**
<table>
<thead>
<tr>
<th>Section</th>
<th>Criteria</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriate Prescribing - Dentist</strong></td>
<td>Narcotic: Run PMP ORT Complete Consent Signed Drug interaction issues? Allergy to Medications Prescribed?</td>
<td>Total points = /10</td>
<td></td>
</tr>
<tr>
<td><strong>Correct Charges/Coding - Dental Assistant</strong></td>
<td>All codes charged out per treatment notes Correct charge(s) billed out All dummy codes charged out (TXComplete, Hygiene status, etc.) Charges billed out to the correct provider</td>
<td>Total points = /8</td>
<td></td>
</tr>
<tr>
<td><strong>Correct Charges/Coding - Dentist</strong></td>
<td>All codes charged out per treatment notes Correct charge(s) billed out All dummy codes charged out (TXComplete, Hygiene status, etc.) Charges billed out to the correct provider Correct ICD-10 code entered for procedure</td>
<td>Total points = /10</td>
<td></td>
</tr>
<tr>
<td><strong>Xrays - Dentist</strong></td>
<td>Filling: BW in last year Extraction: PA in last 6 months Crown: PA in last 6 months RCT: PA before, during, post treatment BW: at Crown Delivery</td>
<td>Total points = /10</td>
<td></td>
</tr>
<tr>
<td><strong>Xrays - Dental Assistant</strong></td>
<td>Open contacts on BW x-rays Roots visible on PA x-rays No cone cuts</td>
<td>Total points = /6</td>
<td></td>
</tr>
<tr>
<td><strong>Periodontal Treatment - Dentist</strong></td>
<td>Diagnosis in treatment notes (for adult comp care pts) Treatment adequate for diagnosis (SRP vs. prophylaxis)</td>
<td>Total points = /4</td>
<td></td>
</tr>
<tr>
<td><strong>Recall - Dental Assistant</strong></td>
<td>Recall dates entered and up-to-date in Dentrix</td>
<td>Total points = /2</td>
<td></td>
</tr>
<tr>
<td><strong>Caries Risk Assessment - Dentist</strong></td>
<td>Completed at each exam appointment (comp and periodic only) Correct CRA code charged out at exam appointment</td>
<td>Total points = /4</td>
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<tr>
<td><strong>Date</strong></td>
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<tr>
<td><strong>Auditor’s Name</strong></td>
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<tr>
<td><strong>Auditor’s Signature</strong></td>
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