

# ANSWERS TO FREQUENTLY ASKED QUESTIONS

## **DENTISTS**

### ***RENEWAL***

**Question:** When will I renew my license?

Answer: Renewal notices will go out in the mail in November prior to renewal. You will be required to renew your license prior to December 31, 2005 and every odd numbered year thereafter.

**Question:** How many credit hours do I need to renew?

Answer: Forty (40) hours of Board-approved continuing education credits.

**Question:** What types of courses are acceptable for continuing education?

Answer: Any courses provided by a Board-approved Permanent or Biennial Sponsor, *Academy of General Dentistry PACE*, or the *American Dental Association CERP* program that include, but are not limited to, subjects that address any of the following:

- Competency in treating patients who are medically compromised or who experience medical emergencies during the course of dental treatment;
- Knowledge of pharmaceutical products and the protocol of the proper use of medications;
- Competency to diagnose oral pathology;
- Awareness of currently accepted methods of infection control;
- Basic medical and scientific subjects including, but not limited to, biology, physiology, pathology, biochemistry, and pharmacology;
- Clinical and technological subjects including, but not limited to, clinical techniques and procedures, materials, and equipment;
- Subjects pertinent to health and safety.

**Question: How many credit hours may be obtained by home study programs?**

Answer: Currently all of them as long as there is a graded testing mechanism provided at the end of the program. However, beginning in January 2002 the new Continuing Education rules will be in effect and then only a maximum of seventy-five percent (75%) of the Continuing Education requirement may be obtained through self study programs.

**Question: How can I obtain a renewal application?**

Answer: Renewals will automatically be mailed out during the month of November. If you do not receive your renewal form prior to November 31<sup>st</sup>, contact the Dental Board office to request a duplicate renewal form.

**Question: How can I obtain a list of Board-approved Sponsors of continuing education?**

Answer: Contact the Dental Board office and request a copy of the listing or download the list from the Board Website at [www.state.oh.us/den](http://www.state.oh.us/den).

## ***PERMITS***

**Question: How can I obtain an Anesthesia/Conscious Sedation Permit?**

Answer: Contact the Dental Board office to request an application.

**Question: What continuing education do I need to renew my Anesthesia/Conscious Sedation Permit?**

Answer: Proof of maintaining completion of the following:

- Basic Life Support; **and**
- Advance Cardiac Life Support (ACLS); or
- Its age appropriate equivalent (PALS); or
- Six hours of Board-approved continuing education devoted specifically to the management and/or prevention of emergencies which may result from the use of anesthesia/conscious sedation.

**Question: How will I renew my Anesthesia/Sedation Permit?**

Answer: The permits will be automatically renewed at the time of dental licensure renewal, if the dentist attests that he/she has obtained the required continuing education.

### ***GENERAL QUESTIONS***

**Question: What do I need to obtain a copy of my:**

**Wall certificate (Duplicate License)?**

Answer: Contact the Dental Board office and request an application. Fee is \$20.00

**Wallet card (Duplicate Registration)?**

Answer: Send in \$15.00 along with a written request for new Registration Card, include name and license number.

**Question: How many dental hygienists can practice under each dentist's supervision?**

Answer: Three (3) - [See ORC 4715.23]

**Question: How many AQP/EFDA's can practice under each dentist's supervision?**

Answer: Two (2) - [See OAC 4715-11-04(A)]

**Question: How long do I have to keep patient records (ex. X-rays, charts, etc.)?**

Answer: Ohio statutes do not directly address a physician's/dentist's responsibility regarding the retention of medical records. However, licensed health care facilities must maintain medical records for at least six (6) years from the date of discharge. *OAC 3701-83-11(E)*. Further, under Ohio law, a medical malpractice case must be commenced within one year after the cause of action accrues, except that, if prior to the expiration of that one year period, a claimant gives the provider written notice that he/she is considering bringing a malpractice action. *RC 2305.11(B)*. The statute of limitations is tolled for persons within the age of minority or of unsound mind. *RC 2305.16*. Federal Medicaid claims have a statutory seven (7) year look back period.

Therefore, it is suggested that a physician/dentist maintain patient records for at least

seven (7) years, but the best advice would be to keep the records indefinitely.

**Question: Who owns patient records and do I have to provide copies of the records?**

Answer: Ohio law does not directly address patient access to records kept by a private physician. However, the American Medical Association (AMA) and the American Dental Association (ADA) has rendered opinions on the issue.

Dentists are obliged to safeguard the confidentiality of patient records. Dentists shall maintain records in a manner consistent with the protection of the welfare of the patient. Upon request of a patient or another dental practitioner, dentists shall provide any information that will be beneficial for the future treatment of that patient. *ADA Code Section 1.B.*

A dentist has the ethical obligation on request of either the patient or the patient's new dentist to furnish, either gratuitously or for nominal cost, such dental records or copies or summaries of them, including dental x-rays or copies of them, as will be beneficial for the future treatment of that patient. This obligation exists whether or not the patient's account is paid in full. *ADA Advisory Opinion 1.B.1.*

Ohio Revised Code Section 3701.741 dictates how health care professionals, including dentists, must make records available to patients or their representatives. Records must be available for examination to patients or representatives free of charge. Copies of such records must be made available according to the following terms:

- An initial fee of \$15 to compensate for the records search.
- One dollar per page for the first 10 pages of paper records, 50 cents per page for pages 11-50 and 20 cents per page for pages 51 and higher.
- For information recorded by methods other than paper, the actual cost of producing the copy.
- The actual cost of any postage paid by the health care practitioner.

**Question: How/When do I need to notify the Board of a change of address?**

Answer: You need to send the change of address in writing either by fax or by mail to the Dental Board office and include your name, license number, and new address, within ten (10) days of such change.

**Question: What do I have to do to retire my license?**

Answer: Send notification in writing by fax or by mail requesting that your license be placed in an inactive or retired status.

**Question: Is a dentist required to have CPR?**

Answer: No. Only the dental hygienist is required to be certified in CPR at the time of renewal.

## **DENTAL HYGIENISTS**

### ***RENEWAL***

**Question: When will I renew my license?**

Answer: Renewal notices will go out in the mail in November prior to renewal. You will be required to renew your license prior to December 31, 2005 and every odd numbered year thereafter

**Question: How many credit hours do I need to renew?**

Answer: Twelve (12) hours of Board-approved continuing education credits. (the hours taken to update CPR certification may be used towards fulfillment of this requirement)

**Question: What types of courses are acceptable for continuing education?**

Answer: Any courses provided by a Board-approved Permanent or Biennial Sponsor, *Academy of General Dentistry PACE*, or the *American Dental Association CERP* program that include, but are not limited to, subjects that address any of the following:

- Competency in treating patients who are medically compromised or who experience medical emergencies during the course of dental treatment;
- Knowledge of pharmaceutical products and the protocol of the proper use of medications;
- Competency to diagnose oral pathology;

- Awareness of currently accepted methods of infection control;
- Basic medical and scientific subjects including, but not limited to, biology, physiology, pathology, biochemistry, and pharmacology;
- Clinical and technological subjects including, but not limited to, clinical techniques and procedures, materials, and equipment;
- Subjects pertinent to health and safety.

**Question: How many credit hours may be obtained by home study programs?**

Answer: Currently all of them as long as there is a graded testing mechanism provided at the end of the program. However, beginning in January 2002 the new Continuing Education rules will be in effect and then only a maximum of seventy-five percent (75%) of the Continuing Education requirement may be obtained through self study programs.

**Question: How can I obtain a renewal application?**

Answer: Renewals will automatically be mailed out during the month of November. If you do not receive your renewal form prior to November 31<sup>st</sup>, contact the Dental Board office to request a duplicate renewal form.

**Question: How can I obtain a list of Board-approved Sponsors of continuing education?**

Answer: Contact the Dental Board office and request a copy of the listing or download the list from the Board Website at [www.state.oh.us/den](http://www.state.oh.us/den).

**Question: Am I required to be certified in CPR?**

Answer: Yes, you must be currently certified by the *American Red Cross* or the *American Heart Association* at the time of licensure renewal.

## ***PERMISSIBLE DUTIES***

**Question:**     **What do I have to do in order to practice dental hygiene without the dentist being present? (OAC 4715-9-05)**

**Answer:**       All of the following (A-D) must be documented on a form provided by the Board and maintained in the dental office wherein the dental hygienist is practicing without the dentist being present:

- (A)     You must have at least two (2) years **and** have a minimum of three thousand (3000) hours of experience in the practice of dental hygiene.
- (B)     You must have successfully completed a board approved course in the identification and prevention of potential medical emergencies that is at least four (4) hours in duration and includes the following topics:
  - Medical history;
  - Recognition of common medical emergency situations;
  - Office emergency protocols;
  - Basic airway management;
  - Prevention of emergency situations during dental appointments; and
  - Recognition of symptoms, first aid treatment and possible outcomes for patients who exhibit bleeding injuries, cardiovascular disease, insulin reaction, diabetic coma, shock, syncope, epileptic seizures and allergic reactions.
- (C)     You must be currently certified in CPR at all times while treating patients.
- (D)     Your supervising dentist has evaluated your skills and has determined that you are competent to treat patients without the dentist being present.
- (E)     The services are performed after examination and diagnosis by the dentist and in accordance with the dentist's written treatment plan for the procedures to be performed by the dental hygienist.

▪    **OR**

**Answer:**       You must be providing services as part of a dental hygiene program that is approved by the Board and all of the following requirements are met:

- (A)     The program is operated through a school district board of education or the governing board of an educational service center; the board of health of a city or general health district of the authority having the duties of a board of health under ORC section 3709.05; a national, state, district, or local dental association; or any other public or private entity recognized and approved by the state dental board.

- (B) The supervising dentist is employed by or a volunteer for, and the patients are referred by, the entity through which the program is operated.
- (C) The services are performed after examination and diagnosis by the dentist and in accordance with the dentist's written treatment plan for the procedures to be performed by the dental hygienist.

**Question: What dental hygiene duties can I perform while the dentist is not present?**

Answer: Permissible duties of the dental hygienist are listed under Ohio Administrative Code Sections 4715-9-01 and 4715-9-05.

**Question: When must the patient have been seen by the supervising dentist in order for me to provide dental hygiene services?**

Answer: The patient must have been examined by the supervising dentist not more than seven (7) months prior to the date of services being performed by the dental hygienist; and the supervising dentist must have completed and evaluated a medical and dental history of the patient not more than one (1) year prior to the services being performed by the dental hygienist.

### ***GENERAL QUESTIONS***

**Question: How many dental hygienists can practice under each dentist's supervision?**

Answer: Three (3) - [See ORC 4715.23]

**Question: How many AQP/EFDA's can practice under each dentist's supervision?**

Answer: Two (2) - [See OAC 4715-11-04(A)]

**Question: Where can I get Board approved CPR certification?**

Answer: The Board accepts CPR certification through the *American Red Cross* or the *American Heart Association* only.

**Question: How do I report temporary employment with a dentist?**

Answer: There is no need to report temporary employment locations only permanent employment even if it is only part-time.

**Question: How/When do I need to notify the Board of a change of address?**

Answer: You need to send the change of address in writing either by fax or by mail to the Dental Board office and include your name, license number, and new address, within ten (10) days of such change.

**Question: What do I have to do to retire my license?**

Answer: Send notification in writing by fax or by mail requesting that your license be placed in an inactive or retired status.

## **DENTAL ASSISTANT RADIOGRAPHERS**

### ***APPLICATIONS***

**Question: What requirements do I need to obtain an application for licensure for:**

#### **A currently certified dental assistant?**

Answer: Proof of current certification from:

- the *Dental Assisting National Board* (DANB); or
- the *Ohio Commission on Dental Assistant Certification* (OCDAC)

Proof of immunity to or immunization against Hepatitis B:

- Copies of inoculation records; or
- Copy of a recent titer test indicating immunity

#### **Non-certified dental assistant?**

Answer: Complete a seven (7) hour Board approved Initial Training Course  
You must complete the clinical portion of the course in a dental office within sixty (60) days of completion of the lecture portion of the course.

Take and pass the DANB examination for radiology

Submit proof of course completion and passing grades from DANB

Proof of immunity to or immunization against Hepatitis B:

- Copies of inoculation records; or
- Copy of a recent titer test indicating immunity

**Question: What do I need to obtain a copy of my:**

**Wall certificate (Duplicate License)?**

Answer: Call the Dental Board office and request an application. Fee is \$20.00

**Wallet card (Duplicate Registration)?**

Answer: Send in \$15.00 along with a written request for new Registration Card to the Dental Board office, include your name and license number.

**Question: How soon does my application need to be submitted to appear before the Board for approval?**

Answer: Ten (10) days prior to the next scheduled Board meeting.

**Question: What is the fee for licensure?**

Answer: \$25.00

## ***RENEWAL***

**Question: When will I renew my license?**

Answer: Renewal notices will go out in the mail in November prior to renewal. You will be required to renew your license prior to December 31, 2002 and every even numbered year thereafter.

**Question: How many credit hours do I need to renew?**

Answer: Two (2) hours of Board-approved continuing education in dental radiography within the two (2) year biennium.

**Question: What types of courses are acceptable for continuing education?**

Answer: Any dental radiography courses provided by a Board-approved Permanent or Biennial Sponsor, *Academy of General Dentistry* PACE, or the *American*

*Dental Association CERP program.*

**Question:** How many credit hours may be obtained by home study programs?

Answer: All of them as long as there is a graded testing mechanism provided at the end of the program.

**Question:** How can I obtain a renewal application?

Answer: Renewals will automatically be mailed out during the month of November.

**Question:** How can I obtain a list of Board-approved Sponsors of continuing education?

Answer: Contact the Dental Board office and request a copy of the listing or download the list from the Board Website at [www.state.oh.us/den](http://www.state.oh.us/den).

### ***GENERAL QUESTIONS***

**Question:** How long do I have after I finish the initial training course before I can take the radiology examination?

Answer: You have sixty (60) days within which to complete the clinical portion (actually taking x-rays) of the course (you may complete this portion before the allotted time). After that time, however, you must cease taking x-rays until such time as you become licensed as a dental assistant radiographer. Once you have completed both portions of the course you may take the radiology examination.

**Question:** Is there a time limit on when you can take the radiology examination?

Answer: No. Once you've completed both portions of the initial training course, lecture and clinical, you can take the course immediately or wait a while. Remember though, if you do not hold a current dental assistant radiographer licenses, you cannot take x-rays after the sixty (60) days allowed for completion of the clinical portion.

**Question:** How/When do I need to notify the Board of a change of address?

Answer: You need to send the change of address in writing either by fax or by mail to the Dental Board office and include your name, license number, and new address, within ten (10) days of such change.

**Question: What do I have to do to retire my license?**

Answer: There is no allowance in the Dental Practice Act for retiring a dental assistant radiographer license. You must either renew it as scheduled or allow it to lapse for failure to renew. However, once it is suspended for failure to renew, you must file a new application.

**Question: Is a dental assistant radiographer required to have CPR?**

Answer: No. Only the dental hygienist is required to be certified in CPR at the time of renewal.