



**MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS E-06.6	Subject: Outside Dental Consultation or Treatment
Reference: NCCHC Standard P-E-06; NCCHC Standards Appendix G; DOC Policy 4.5.26, Offender Dental Services	Page 1 of 3 and 1 Attachment
Effective Date: November 1, 2010	Revised: 12 AUG, 2020
Signature / Title: /s/ Daniel W Hash / Director, Dental Services	
Signature / Title: /s/ Cindy McGillis-Hiner / Medical Bureau Chief	

I. Purpose:

To provide an option to refer an inmate to a community practitioner, specialist, or facility when approved dental treatment, laboratory test and/or diagnostic consultation services cannot be performed at an MSP dental clinic.

II. Definitions:

Dental Services Review Committee – a committee comprised of the two dentists and the DOC/MSP Dental Director.

Outside dentist, practitioner or specialist - a medical or dental practitioner licensed in the State of Montana who is not employed or under contract with Montana State Prison.

Outside guest - a medical or dental practitioner licensed in the State of Montana who is not employed or under contract with Montana State Prison who has been invited to Montana State Prison.

III. Procedures:

A. Request for Referral – Dental Conditions

1. For conditions involving primarily the oral, dental or maxilla-facial region.
2. MSP dental staff submits a recommendation for a referral to an outside practitioner or specialist utilizing the MT DOC Clinical Services Department Dental Referral Request Form.
3. The referral request is forwarded, along with documentation and radiographs to the MT DOC Director, Dental Services and the MSP Dental Clinic Manager. The request may be forwarded to the Dental Services Review Committee, if appropriate.
4. The MT DOC Director, Dental Services or the Dental Services Review Committee determines if the treatment, diagnostic consultation or laboratory services are necessary, whether the services could be accomplished by a member of the MSP dental staff, or approves the referral request to an outside practitioner or specialist.
5. A copy of an approved or denied referral request is forwarded to the MSP Outside Medical Scheduler.
6. The inmate is placed on the MSP Outside Appointment Tracker follow-up list. This allows for tracking of inmates scheduled for a consultation or treatment with an outside dentist or other health care provider. In addition, this ensures post-referral follow-up care is completed.
7. Notations are made in the Daily Treatment Sheet in the inmate’s dental charts concerning the referral.

B. Request for Referral – Dental / Medical Conditions

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1. For conditions where there is an overlap of medical and dental concerns, head and neck conditions (other than dental conditions, above) or for complex conditions where involvement of dental and medical practitioners in the Inmates care are anticipated.
2. MSP dental staff submits a recommendation for a referral to an outside practitioner or specialist utilizing the MT DOC Clinical Services Department Preauthorization Request Form.
3. The referral request is forwarded, along with documentation and radiographs to the Director, Dental Services. The request is then forwarded to MT DOC Medical Director through the MT DOC Managed Care Administrator.
4. If approved, the Inmate will be scheduled with outside practitioner or specialist by the medical staff member designated to schedule off-site appointments.
5. The inmate is placed on the MSP Outside Appointment Tracker follow-up list, to allow for tracking of inmates scheduled for a consultation or treatment with an outside health care provider. In addition, this ensures post-referral follow-up care is completed.
6. In an Emergent situation, referral or direct consultation with a medical provider should be considered.
7. Notations are made in the Daily Treatment Sheet in the inmate's dental charts concerning the referral.

C. Results of the Referral

1. Resulting documentation from the referral is forwarded to the Director, Dental Services, and if appropriate to the medical department.
2. Determination is made concerning the need for further follow-up or post treatment evaluation or consultation.
3. All documentation concerning the referral should be placed in the inmate's dental chart. Notations are made in the dental chart concerning recommended follow-up appointments or routine dental care.
4. After all treatment, follow-up appointments or consultations are completed, the inmate is removed from the MSP Outside Appointment Tracker follow-up list. If additional follow-up care is recommended, such as a 6 month radiograph or evaluation, the inmate is left on this treatment list.

D. Community practitioners or specialist treating patients at MSP

1. Security checks need to be completed on the practitioner or specialist and their staff members prior to entering the facility.
 - a. An *MSP Authorization for Outside Guest* form (available from the Warden's office) must be completed and delivered to Command Post staff at least 48 hours prior to visit to allow for a background security check.
 - b. Subsequent visit authorization forms need to be delivered to Command Post staff for authorization at least 24 hours prior to the visit.
2. To minimize scheduling conflicts, scheduling should be made in consultation with the MSP Medical Scheduling Coordinator, especially with inmates requiring a Correction Officer escort to the dental clinic.
3. All referred dental consultations or treatment should be reviewed by the MT DOC Director, Dental Services, prior to the planned treatment date, to ensure the referral is necessary and that the treatment cannot be accomplished by MSP dental staff.

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4. Scheduling of inmates should be made to minimize non-productive time for the visiting practitioner.
5. MSP dental staff can assist the practitioner or specialist to a limited extent; however the visiting practitioners or specialist should provide their own support staff, if needed.
6. The practitioner or specialist must document all consultations and treatment in the inmate's dental chart in accordance to the [*MT DOC Guide to the Dental Chart*](#). The practitioner or specialist will have future access to the inmate's dental chart, if needed, for medical or legal requirements.
7. To ensure follow-up requirements are taken care of and dental chart documentation is complete, all dental charts seen by the visiting practitioner or specialist should be reviewed by the MSP Director, Dental Services.
8. All requests for laboratory or referral to outside practitioners or facilities made by the community provider or specialist should follow the standard referral process (above). In cases where it is deemed necessary for immediate referral, MT DOC Director, Dental Services approval can be made after the fact.

E. **MSP Outside Appointment Tracker**

1. A log of all dental referrals for consultation, treatment and/or laboratory services will be maintained to monitor whether:
 - a. Referrals have been made in a timely manner.
 - b. The scheduled appointments have been kept.
 - c. The report back from the outside practitioner or specialist were received and reviewed by MSP dental staff.
 - d. Appropriate follow-up care was made by MSP dental staff. If needed, additional follow-up care, such as additional follow-up imaging or consultations after a specified future date can also be tracked.
 - e. The inmate was consulted concerning the referral or laboratory report.
 - f. Notations were properly made in the Inmates dental chart.
2. A separate section of the MSP Outside Appointment Tracker will track treatment for inmates seen at Montana State Prison, provided by visiting practitioners or specialist.

IV. Closing

Questions concerning this operational procedure will be directed to the Health Services Manager.

V. Attachments:

MT DOC Dental Referral Request – Montana State Prison