



Salem-Keizer Schools Roles & Responsibilities for Medical Teams International school-based dental van clinics

- 1) Identify students with immediate need for dental fillings and/or extractions.
- 2) Contact student's parent to determine if the student is covered by dental insurance (Oregon Health Plan included).
 - If insured, student is NOT eligible for dental van services. Explain to the parent the importance of student being taken in for an appointment.
 - If uninsured, then proceed, but encourage parent to apply for the Oregon Health Plan.
- 3) Make arrangements with parents to
 - Complete and sign the Dental Van Health History Form. (Send it home with student or Have parent come to school for assistance.) Parents are not required to attend the appointment but are allowed.
 - Call the school if the student is unable to attend the appointment
- 4) Schedule all allocated dental van appointments (in most cases there will be 10 appointments available), and have 2 students as stand-bys in case of absences or mistaken dental needs.
 - Ensure each patient has a completed and signed Dental Van Health History form!
- 5) Make arrangements for additional staff assistance for dental van clinic day if necessary:
 - Providing interpretation for non English speaking students (or parents)
 - Retrieving student from class (or from home outside of school day)
- 6) On the day before the clinic, call parents to remind them of their student's appointment. Also remind your building's office and custodian about the dental van coming.
- 7) If there are any appointment times that are not filled, notify Jessica Minahan at 399-3101 or minahan_jessica@salkeiz.k12.or.us so that arrangements can be made for students from other schools to fill these slots.
- 8) On the day of the clinic,
 - Expect the dental van to arrive one hour before the first scheduled appointment for set up. (Make sure you know ahead of time where the hook-up for the Van is located.)
 - It's helpful to have access to radios for quicker communication with the van when one patient is complete and it's time for another.
- 9) After the clinic, confirm payment has been made by your school's office manager to Kristina Kihs at Student Services as a Reclassification of Revenue.
- 10) Take the Dental Van Health History Forms from the dental van and file them in students' files in main office.

For more information, please contact Salem-Keizer School District Dental Health Coordinator, Jessica Minahan at 503-399-3101.