



Neighborhood Dentist Referral Guidelines (To be followed by school staff)



At the beginning of the school year call or visit your Neighborhood Dentist and introduce (or re-introduce) yourself as your school's dental referral contact. Each school is to have no more than TWO school contacts making referrals. Please note: **Each Neighborhood Dentist has committed to treating no more than ONE student per month.** If your school has more than one urgent dental need within a month, contact the Dental Health Coordinator (Jessica Minahan) at 399-3101.

1. When a student is in pain and needs urgent dental treatment, contact the parent.
 - Determine if the student has a provider and insurance. If student has no insurance, proceed with the Neighborhood Dentist Program.
 - Tell the parent he/she is required to attend the appointment, once it is scheduled.
 - Make sure the parent understands that **ONLY** the child being treated is to accompany the parent. **No other children (including babies) or family members are to come.**
2. Complete the school personnel section of the Neighborhood Dentist Referral Form.
3. Contact your Neighborhood Dentist to schedule the appointment.
4. **Arrange to attend the appointment.** Your work hours may need to be flexed depending upon the time when the appointment is scheduled. Confirm with the parent that he/she and student will be at the dentist office 20 minutes prior scheduled appointment—allowing time for paperwork to be completed. If providing transportation, please follow District guidelines for transportation.
5. Check-in for scheduled appointment and present the Neighborhood Dentist Referral Form. Ensure parent completes additional paperwork. **School must provide interpretation, if necessary.**
6. If a referral to a Specialist is necessary, follow these steps.
 - Pediatric Specialist Referral: The dental office making the referral will give you any necessary paperwork (and sometimes X-rays). Contact Dr. Phillips office at (503) 363-8466 to find out *which* Pediatric Specialist to make an appointment with. Set the appointment, notify parent, and then attend the appointment.
 - Oral Surgeon Referral: The dental office making the referral will give you any necessary paperwork (and sometimes X-rays). The dental office making the referral will call the Salem Hospital at (503) 561-5200 to find out *which* Oral Surgeon is on-call that day. Call that Oral Surgeon's office, and be sure to explain that it is for follow-up, not necessarily for same-day. Set the appointment, notify parent, and then attend the appointment.
7. Bring the Neighborhood Dentist Referral Form back to put in the student's file (a copy goes home.)
8. Have student/parent send a thank you note to the dentist(s).
9. **Contact the Dental Health Coordinator after EACH appointment, with the following information:**
 - Student's ID # ➤ Date of appointment ➤ Service provided ➤ Outcome

Dental Health Coordinator: Minahan_jessica@salkeiz.k12.or.us , or 503- 399- 3101

Additional referral forms and information can be found on the Dental Health Solutions for Children website, under Department/[Inter-District Sites](#), in [Staff Resources](#) or <http://www.salkeiz.k12.or.us/AboutUs/DentalHealth/index.htm>.