


PLAN OPERATIONS	 From DentaQuest			
	<i>Policy and Procedure</i>			
	Policy Name:	Patient Records	Policy ID:	PLANCG-15
	Approved By:	Peer Review and Credentialing Committee	Last Revision Date:	03/28/2024
	States:	Oregon	Last Review Date:	04/26/2024
Application:	Medicaid	Effective Date:	04/27/2024	

PURPOSE

To establish guidelines for providers to follow in creating and maintaining enrollee patient records in accordance with the Oregon Dental Practice Act, and laws applicable to OHP patients.

POLICY

1. Providers are required to prepare and maintain each enrollee's dental records in accordance with the Patient Records requirements set forth in Oregon Dental Practice Act.; specifically, OAR 818-012-0070 and 818-012-0032.
2. Providers are required to maintain all enrollee clinical records for a minimum of ten (10) years following the date of service. See OAR 410-141-3520. In the case of a minor, Providers should maintain the enrollee's records for ten (10) years following the enrollee's 18th birthday.
3. The DCO and its providers shall, upon request, provide the enrollee access to their own dental records and provide copies within fourteen days of the request, at no charge to the enrollee or the DCO, other than reasonable duplication costs as permitted under Oregon law.

REFERENCES

Dental Practice Act

OAR 818-012-0070 Patient Records

OAR 818-012-0032 Diagnostic Records

OAR 410-141-3520 Record Keeping and Use of Health Information Technology

OAR 818-012-0030(9) Unprofessional Conduct

Revision History

Date:	Description
06/14/2012	Approval and adoption.
05/02/2014	Updates based on annual review.
02/23/2015	Updates based on annual review.
02/23/2016	Updates based on annual review.
02/14/2017	Updates based on annual review.
03/12/2018	Updates based on annual review.

04/23/2019	Updates based on annual review.
12/05/2019	Conversion to revised policy and procedure format and naming convention.
12/10/2020	Updates based on annual review. Policy previously titled Dental Records – renamed Patient Records.
10/13/2021	Updates based on annual review.
03/18/2021	Updates based on annual review.
01/16/2022	Updates based on annual review.
12/31/2022	Updates based on annual review.
11/13/2023	Updates based on annual review.
03/28/2024	Updates based on annual review.