

Members Present: Drs. Nidhi Handoo (Chair), John Hellstein, Justine L. Kolker, Tad Mabry, Saulo Sousa Melo, William J. Synan, Ronald Elvers, Lily T. Garcia, Paula Weistroffer, Ms. Becky Todd, Ms. Joni Yoder, Ms. Michelle Krupp and Alyssa Spilski (D3)

Absent: Drs. David M. Bohnenkamp, Bruno Das Neves Cavalcanti, Terry J. Lindquist, Theodoros Katsaros, David C. Holmes, Sherry Timmons, Nick Economos (D4) and Ryan Mooneyham (D3)

Guests: Dr. Mike Kanellis

Meeting called to order at 12:03pm.

I. **Approval of June 22, 2018 minutes** – Dr. Handoo

MOTION: to approve the June 22, 2018 minutes as submitted. Motion seconded.
MOTION APPROVED.

Welcomed the committee and introduced ourselves to the new members.

II. **CODA Update** – Dr. Garcia & Ms. Krupp

- A. As a reminder – Tuesday, September 18 at 12pm asking all students to attend the student meeting for CODA. As clerkship directors please help chum them in.
- B. The Office for Education provided D3 students with Playbooks for PASS' that includes all PASS template information and rubrics if available. There is a list to track all of their PASS', as well as a disclaimer that PASS', rubrics, etc. are subject to change.

III. **D3 Schedule – Orientation update** – Ms. Yoder & Ms. Todd (see attachment)

- A. Joni reviewed the handout about D3 orientation. The first morning is a lot of introduction; the poverty simulation is scheduled on Thursday afternoon. Friday covers topics that will assist them during patient care, including proper record keeping, clinic etiquette, financial aid, AxiUm training updates, counselor, tour of clerkships, informed consent, DWP updates, implant education program, superblock panel (clerks and clerkship directors do a question/answer session). Dress code will be business casual. The attendance policy is covered by Dean Timmons; the session can be recorded (panopto). Each clerkship director should review how vacation time is managed during their individual orientation as well.
- B. Poverty simulation is similar to North Carolina's version. The exercise highlights social determinants of care. Through role playing, students are sensitized to patient's needs and barriers to care. The simulation is conducted by Dr. McQuistan and Prof. O'Toole. The students then reflect on their experience with it. Prof. O'Toole is sending an email out to students about transportation to this session.

IV. **Use of Septocaine** – Dr. Lindquist

- A. Tabled due to absence.

V. **"How Patients Enter into the CoD"** – Dr. Kanellis

- A. Dr. Kanellis reviewed how persons seeking dental care enter the CoD; the vast majority of patients enter through admissions. Due to statewide drop in numbers of dentists participating in Medicaid, the number of DWP patients increased from 25% to 60%. The

consequences created financial constraints which led to the CoD declining to admit new DWP-comprehensive care adult patients.

- A year ago, screening appointments were booked for 4 weeks.
 - Now, there are 70% open appointments in the coming week.
 - There is a need to manage DWP comprehensive care patients. In instances of limited care, the CoD must confirm whether or not patients have a primary care provider on the outside to limit the CoD when providing limited care.
 - Beginning September 1, 2018, the \$1000 annual maximum goes into effect. No information is available to determine amount of benefits available for the first benefit year - September 1 through June 30, 2019. Next year, the benefit year is defined as July 1 – June 30.
 - Removable prostheses, diagnostic procedures, and emergency care do not count towards the \$1000 maximum expenditure (cap).
 - All “healthy behaviors” documentation must be completed by November. With DWP-MCNA patients, there is no way to verify if “healthy behaviors” has been completed. Some patients are “faking emergencies” in order to receive care.
- B. In the early Oral Diagnosis Clinic experience with 12 D3 students, it was difficult to provide all D3 students with good educational experience along with patient satisfaction. For the aforementioned reasons and lack of physical/faculty supervision, accommodating more than 12 students in this Clinic will be a serious challenge.
- C. Becky Todd is receiving requests for use of “2011 fund” support, an early indicator of patients needing financial support.

VI. **Open Discussion** – Dr. Handoo

- A. Dr. Kanellis wants new treatment plans or changes to treatments plans to be signed.
- B. Dr. Kolker had in-service this morning and learned there are no longer any more portfolio exams.
- C. Dr. Handoo affirmed that advanced standing students were moving forward into the D3 curriculum.
- D. The Clerkship Directors Committee went into Executive Session, whereby the dental student was excused for prior to protected discussion.

Next Meeting: **October 19, 2018**

Minutes recorded: Ms. Lauren Moniot

DOCCS - D-3 Orientation for Clinical Clerkships

Thursday, August 16, 2018 – Galagan 14A

- 8:00 **Ms. Joni Yoder**, D3 Patient Manager, Clinic Administration
Welcome to your D3 year!
- 8:10 **Dr. Sherry Timmons**, Associate Dean for Student Affairs
Welcome from the Student Affairs Office and D3 Attendance Policy
- 8:20 **Dr. Ron Elvers**, Director of Clinics
Welcome from Clinic Administration and HIPAA Review/Patient Privacy/Social Media
- 8:30 **Ms. Kristen Flick**, Collegiate Social Worker, Dental Clinic Administration
Role of the Social Worker
- 8:45 **Mr. Justin Bringman**, Facility Manager, Administrative Support Services
Hazardous Waste Disposal/Operatory Maintenance
- 8:55 **Mr. Curtis Iburg**, Supervisor, Sterilization Services & Health and Safety Officer
Role of the Dispensaries/ Instrument Processing Techs and Health/Safety Compliance
- 9:05 **Ms. Joni Yoder, Ms. Joan Welsh-Grabin and Ms. Becky Todd**, Patient Managers, Clinic Administration
Role of the Patient Managers
- 9:10 **Ms. Patty Duffe**, Supervisor, Central Records
Central Records and Fee Class Policy
- 9:20 **Ms. Rachael Kowbel**, Director, Dental Student Admissions
Student Tours
- 9:30 **Dr. Lily Garcia**, Associate Dean for Education
Ms. Michelle Krupp, Director, Education Development
Welcome from the Office of Education
- 10:00 **BREAK**
- 10:15 **Dr. Patty Meredith**, Director of IDASP
Introduction of IDASP Students
- 10:20 **Dr. Dan Caplan**, CAPP Committee
Code of Conduct and Professionalism
- 10:45 **Ms. Ann Synan**, Patient Representative, Clinic Administration
Role of the Patient Rep
- 10:55 **Ms. Karen Cabrera**, Revenue Cycle Rep, Business Office
Interpreting Services
- 11:00 **Ms. Lynn Conway**, Revenue Cycle Associate Director, Clinic Business Office
Business Office Protocol
- 11:30 **Mr. Chuck McBrearty**, Director, Dental Technology and Media Services
Acceptable Computer Usage in the Operatory, Asepsis, Remote Access, Helpdesk, HIPAA, Cell Phone Usage

Thursday, 8/16/18 (1-5pm)
Poverty Simulation at the Kirkwood Regional Center in Coralville
Attendance is Mandatory!

Friday, August 17, 2018 – Galagan 14A

8:00am D3 Patient Flow – How patients get referred to the D3 Clerkships – Dr. Ron Elvers

- How Patients are appointed and referred to the D3 Clerkships
- Oral Diagnosis –Developing a roadmap to the Clerkships
- Ensuring Comprehensive Care – Helping patients keep on track!

8:20am Proper and Complete Record Documentation – Dr. Ron Elvers

- What the Iowa Law says about record documentation
- Progress Note Best Practices
- DWP Requirements
- Record Audits

8:40am Clinic Etiquette – Be Professional! Be Prepared! – Dr. Ron Elvers and Dr. Terry Lindquist

- Clinical Preparedness and Professionalism
- Respect No music
- Introductions No Social Media
- Dress Code Consultations
- Timeliness

9:00am Financial Aid/Debt Counseling – Ms. Kelsey Ryder, Financial Aid Manager

9:30am AXIUM training – Sim Clinic (*Attendance is required for Early OD/Rad students*)

11:00am Welcome from the Counselor's Office – Ms. Cari Anderson

Noon Lunch – 1st Floor Link (Boxed lunch from Which Wich)

1:00pm Clerkship Tours – (Meet in 14A at 1pm)

- Dr. Kanellis (1A/1B) Ms. Yoder (1C/1D)
- Ms. Welsh-Grabin (2A/2B) Ms. Todd (2C/2D)P

2:30pm Obtaining Informed Consent – Dr. Mike Kanellis

- What is informed consent
- Why is informed consent important
- Proper steps – Communication, Consent, Documentation
- Informed Consent Cases from the College – what we can learn from them
- Where do I find consent forms in axiUm?

2:50pm Dental Wellness Plan –Update – Dr. Mike Kanellis

- Changes with DWP
- Treating patients with DWP coverage

3:30pm Collegiate Implant Education – Dr. Terry Lindquist

Patient and Student Implant Education Coordinator, Ms. Patty Duffy

4:00pm Super Block Student/Faculty Panel – Dr. Lindquist – Emily Dake (Pros), Dr. Cavalcanti-Ruby Kern (Endo), Dr. Katsaros – Tina Kantaphone (Perio), D4's – Gabi Moen, Jimmie Betz

- How patients are assigned and your responsibility to that patient
- Financial responsibilities and other patient modifiers
- How to get and stay organized
- Tips for success
- Question/answer session