

NPE

Student NPE Checklist

- Chair should be set with all the Infection Control requirements.
- Get patient information sheet from front desk
- Bring patient from waiting room to NPE chair – Friendly introduction in the waiting room.
- Chart add the D0110 Screening Exam code & get it swiped

No Start swipe for NPE

- Seat patient, ask why they decided to come to Tufts or what brings them here.
- Ask if they are being referred for a specific procedure (Endo, 3rd Molars, Implant placement...) w/ the intent of returning to that practice asap. Let PC know
- If the patient is having an emergency (pain, bleeding, swelling...) inform the PC right away
- New patients may obtain emergency care in the emergency department until the initial exam is complete with the permission of the PC.
- Explain school policies and appointment times 9am, 1pm, 4:30pm. NO EXCEPTIONS.
- Make sure they understand that treatment takes a very long time.
- Decide if they are a good candidate for the school (if they only want a cleaning or don't have enough free time, they may not be the best patients). If the patient only wants a prophylaxis, refer them to a dental hygiene school.
- If patient is interested in UG Comprehensive Care, continue with the screening exam.
- Complete ALL 5 Consents: COVID, GENTX (attach to D0110), Finan1, MEDCON & Telehealth
- Fill out the Pt Privacy Statement
- Add new EPR and fill out Patient Admission form
- Perform an extra-oral and intra-oral screening exam. Intra Oral Exam is a Digital Exam w/ Mirror ONLY.
- Treatment plan appropriate radiographs:
 - Decide what radiographs are needed. Not just what the insurance will pay for.
 - Young, little dental history: Panoramic (D0330) and 4 BWX (D0274)
 - Complex cases; older patients, many restorations, Caries: FMX (D0210) (no panoramic, unless special circumstances)
- Bring patient to front desk to pay for radiographs (if insurance or MassHealth isn't paying)
- Bring patient to Radiology and sign them in (bring white paper for patient chart number)
- Review Radiographs w/ PC
- Take Max/Mand alginate impressions & bite registration with the permission of the PC.
- Plan Comprehensive exam (D0150)
- Write case note, attached to D0110
 - Write what you did (ok to use template with customization) any important info the student may need to know (pt availability, medical info, etc)
 - Determine who to assign the patient to and write in the note (ask DPA or PC what students need).
- Complete D0110 Screening Exam
- Complete all radiographs taken
- Obtain PC swipes
- Make the next appointment if the Pt is assigned to you.

- Write down who the patient is assigned to on the back of the patient information sheet and give to DPA

PC NPE Checklist

- Introduce self if student does not introduce.
- Check with student for completion of all 5 consents.
- Brief explanation of NPE to patient: "I am Dr. XXX, nice to meet you Mr.(s) XXX. Welcome to group practice XXXX. We have about 30 students in this group caring for about a thousand patients. We have three Faculty members who manage the group Ideally, one of us is here every day. Our practice Administrator(s), is/are here almost every day as well. It's my job to answer your questions about being a patient here. Then, I will review the information that this student collected from you on our computer system and I will briefly examine you. Then, I will determine if you should become a patient in this clinic where we are teaching people to be general dentists. If your case is more complicated, I may recommend that you go to one of our other Post Graduate specialty clinics, where residents are learning more advanced techniques. Do you have any questions?"
- Other important questions to ask include:
 - Where do you live?
 - Does it take you very long to get here?
 - We believe that the quality of our work here is very high, but it does take a long time. Do you understand that?
 - Are you available to come here for appointments weekly?
 - Review the health history with the student.
 - Is everything filled out
- Examine the patient – oral cancer screening, brief screening for dental disease and restorative issues.
- Classify patient: see presentation on classification of patients.
- The student should add their name and class year to the note to indicate that they wish to treat this patient.
- Plan D0150 and radiographs.
- D0330 w/ 4 BWX (D0274) or FMX (D0210) are the standards.
- Approve Patients Admission form.
- Welcome the patient to the group if appropriate and say goodbye.
- Remind the student to make an appointment with their new patient if that is possible.
- Once set to complete by student, approve the D0110 and the attached note.