1. Our goal is to relieve pain and address the most urgent need(s). Please remember this is not like doing dentistry in a dental office where more options are available and the patient has the ability to access a dentist more frequently.

2. Only **BLUE** pens should be used on patient charts – **NO BLACK INK**. Please **PRINT** all information and do **not** use abbreviations, they may not be universal to the wide variety of volunteers here.

3. Chart the exam by indicating the work that is recommended to be done in the priority of treatment sections on the patient form. If a patient does not wish to have a certain recommended treatment done, indicate “patient does not want” by the recommended treatment.

4. Circle the tooth numbers within the priority that need attention first. Depending on the number of patients, treatment will initially be limited to one quadrant identify teeth accordingly.

5. Refer to other department protocols as needed to make sure the recommended treatment is available (especially if recommending endo or lab services).

6. Patients routed to endo or oral surgery will receive an x-ray, no need to request one.

7. If a treatment partial is recommended, you do not need to list x-ray, lab and oral surgery as individual priorities, they should all be listed as one priority.

8. Make sure you are familiar with what types of treatment will be provided at the clinic. Is very frustrating for the patient to find out that certain treatment has been promised and then finding out is not possible. Dental Triage volunteers may let some of these go through unknowingly so you are the second set of eyes to confirm what treatment will be done. Examples but not limited to are: Biopsies, full dentures, Prophylactic (asymptomatic and bony impacted) third molars, Crowns, bridges other that the treatment partials for up to 6 anterior teeth, etc.

9. **Print** the triage doctor’s name on the form.

10. When exam is completed, have an escort take the form and patient to the routing table.

**LASTLY, PLEASE BE FLEXIBLE** and **THANK YOU** for participating today.