CONTINUING DENTAL EDUCATION
School of Dentistry
University of Minnesota

Spring Recordkeeping Workshop for the Dental Team Thursday, April 6, 2017
6-410 Moos Health Sciences Tower
PRELIMINARY PROGRAM

12:30 Final registration and assembly
12:55 Welcome and introduction

1:00 Dental Recordkeeping Dr. Rich Nadeau
  • seminar objectives
  • review incomplete progress note

1:10 Dental Recordkeeping Fundamentals (MN Rule 3100.9600)
  • Common recordkeeping errors
  • Essential components of the dental record
    ▪ personal data and reason for visit
    ▪ medical and dental history
    ▪ components of the dental examination
      ▪ comprehensive oral examination
      ▪ radiographs

2:15 Networking/refreshment break

2:30 Dental Recordkeeping Fundamentals (continued)
  • diagnosis
  • treatment planning
  • informed consent
  • progress note entry requirements
  • corrections
  • transfer of records
  • electronic record

3:45 Question and answer session

4:15 Adjourn

Course Instructor

Richard D. Nadeau, D.D.S., M.P.H., Director, Division of Comprehensive Care; Clinical Professor, Department of Primary Dental Care; Director, Clinical Treatment Planning, University of Minnesota School of Dentistry. Dr. Nadeau also served as the Director of the Emergency Clinic at the School of Dentistry from 1994 to 2001. He was in private practice in Minneapolis, Minnesota until joining the School of Dentistry faculty in 1993.