Streamlined, Systematic Recordkeeping for the Dental Team
Thursday afternoon, April 5, 2018

Lynda J. Young Conference Room • 6-410 Moos HS Tower

12:30 Final registration and assembly. Light refreshments

12:55 Welcome and introduction

1:00 Dental Recordkeeping  Dr. Richard Nadeau
   Seminar objectives
   Review incomplete progress notes

1:10 Dental Recordkeeping Fundamentals (MN Rule 3100.9600)  Dr. Nadeau
   Common recordkeeping errors
   Essential components of the dental record
   • Personal data and reason for visit
   • Medical and dental history
   • Components of the dental examination
     o Comprehensive oral examination
     o radiographs

2:15 Networking and refreshment break

2:30 Dental Recordkeeping Fundamentals (continued)  Dr. Nadeau
   Diagnosis
   Treatment planning
   Informed consent
   Progress note entry requirements
   Corrections
   Transfer of records
   Electronic record

3:45 Question and answer session  Dr. Nadeau

4:15 Adjourn
**Meet the Expert**

**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.

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