



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY DENTAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCDS

25 March 2004

MEMORANDUM FOR ALL U.S. Army Dental Command Personnel

SUBJECT: U.S. Army Dental Command (DENCOM) Policy Letter 04-31, Mobilization Dental Processing through U.S. Army Dental Command Dental Treatment Facilities (DTFs)

1. References

- a. ASD (HA) Policy 98-021, Policies on Uniformity of Dental Classification System, Frequency of Periodic Dental Examinations, Active Duty Overseas Screening and Dental Deployment Standards, 19 Feb 98.
- b. DoD Guidelines for Dental Procedure Codes and Dental Weighted Values, code D0120, Periodic Oral Evaluation, Oct 03.
- c. HA Policy 02-011, Policy on Standardization of Oral Health and Readiness Classifications, 4 Jun 02.
- d. Memorandum For Secretary of The Army, Alternatives to Reduce Post-Mobilization Training Time for Operation IRAQI FREEDOM II (OIF II), Dr. David Chu, 10 Sep 03.
- e. DENCOM Policy letter 03-26, Periodic Oral Evaluation Requirements, 17 June 2003. DD Form 2813, Active Duty/Reserve Forces Dental Examination, Mar 03.

2. Purpose: The intent of this policy is to standardize mobilization dental processing requirements within DENCOM DTFs.

3. Mobilization Dental Processing Requirements

Military Dental Record
Annual Periodic Dental Examination
Panographic and Supporting Radiographs
Dental Readiness MEDPROS Data
Class 3 Dental Treatment

4. Military Dental Record Requirements

a. All mobilizing and demobilizing soldiers must have a complete military dental record. A complete record includes:

- (1) Military dental record jacket
- (2) DA Form 5570 (signed), Health Questionnaire envelope
- (3) DD Form 2005 (signed), Privacy Act Statement
- (4) SF 603/603A and/or DD Form 2813
- (5) Panographic and supporting radiographs
- (6) HIPAA NOPP (Notice of Privacy Practices) Acknowledgement label (signed)

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5. Periodic Dental Examination

- a. All mobilizing soldiers should have a periodic dental examination on an annual basis documented in their military dental record.
- b. An annual periodic dental examination should be performed according to DoD Guidelines for a Periodic Oral Evaluation, procedure code D0120.
- c. An annual periodic dental examination by a non-government contracted civilian dentist (e.g. private dentist) will be documented on DD Form 2813 (Active Duty/Reserve Forces Dental Examination).
- d. An annual periodic dental examination by a military or government-contracted dentist will be documented on SF 603/603A (Dental Health Record).

6. Panorgraphic and Supporting Radiograph Requirements

- a. The frequency of prescribing radiographs is based upon the clinical judgment of the soldier's dentist and existing practice guidelines, including HHS Publication No.FDA 88-8273.
- b. Radiographs should be of diagnostic quality, properly identified and dated and should be placed in the military dental record. A panoramic radiograph of adequate quality for diagnostic and identification purposes is required in the dental record. There is no time requirement on updating panoramic radiographs. However, the panoramic radiograph will adequately represent the current oral condition of the Soldier.

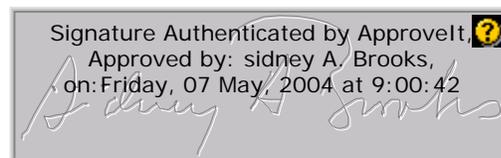
7. Dental Readiness MEDPROS Data

- a. Dental readiness classification results of the annual periodic dental examination and any subsequent treatment that changes the readiness classification are required to be entered into the MEDPROS data system on a timely basis, but no later than two weeks before the SRP date.

8. Dental Class 3 Treatment

- a. Treatment of Dental Class 3 conditions should be completed before dental mobilization processing.
- b. An updated DD Form 2813 is required when a soldier receiving care from a private dentist attains Dental Class 2 or 1.
- c. An update panoramic radiograph is required if the Class 3 treatment changes the adequacy of the existing panoramic radiograph to reflect current oral conditions.

9. Points of contact are the DENCOM Dental Consultant or the Asst CoS Reserve Affairs at DSN 471-8865/6528. Further information details are available at www.dencom.army.mil in the Mobilization Dental Requirements section.



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