

A black and white photograph showing two dental assistants in white scrubs and surgical masks. They are focused on a patient's mouth, which is held open by dental restraints. The background shows a typical dental office setting with equipment and a window.

# DENTAL ASSISTANT REGISTRATION

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JANUARY 2020



# TOPICS

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HIPAA



OSHA



DENTAL  
CHART



INSTRUMENTS

# Health Information Portability and Accountability Act (HIPAA)

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The key element of HIPAA is the **safeguarding of personal health information.**

The Department of Health and Human Services (HHS) was mandated to adopt national standards for electronic administrative and financial health care transactions.

Dental offices are required to be compliant with codes and are enforced by the Centers for Medicare and Medicaid (CMS).



# HIPAA



The Privacy Standard covers some of the following:



## Protected health information



Individual's name, telephone numbers, fax numbers, e-mail addresses, birth date, address, Social Security numbers, photographs, appointment date, oral health information and any physical or mental health information.



## Rights of the individual



Individuals have the right to access, inspect, request amendments and get copies of their dental information.



## Privacy Policies and Procedures Statements



A dental office's privacy officer provides information to patients about their privacy rights and how their information may be used.

# Health Information Portability and Accountability Act (HIPAA)

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## Federal Civil and Criminal Penalties for Violations of Patient's Right to Privacy



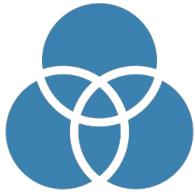
**Civil or noncriminal violations** of a patient's right to privacy result in *monetary penalties*. Penalties for disclosures made in error with no intent to violate are \$100 per violation, up to \$25,000.



**Criminal penalties** for "knowingly" violating privacy range from \$50,000 and 1-year of imprisonment to \$250,000 and 10 years of prison.

# Occupational Safety and Health Administration (OSHA)

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**OSHA** is a federal organization (part of the Department of Labor) that ensures safe and healthy working conditions for Americans by enforcing standards and providing workplace safety training.



*Its mission is to protect workers from physical, chemical, or infectious hazards while in the workplace.*



The OSHA Bloodborne Pathogens Standard (1992) applies to any facility where employees have the potential to be exposed to body fluids (blood, saliva), such as in dental offices.

# Routes of microbial transmission in the Dental Office



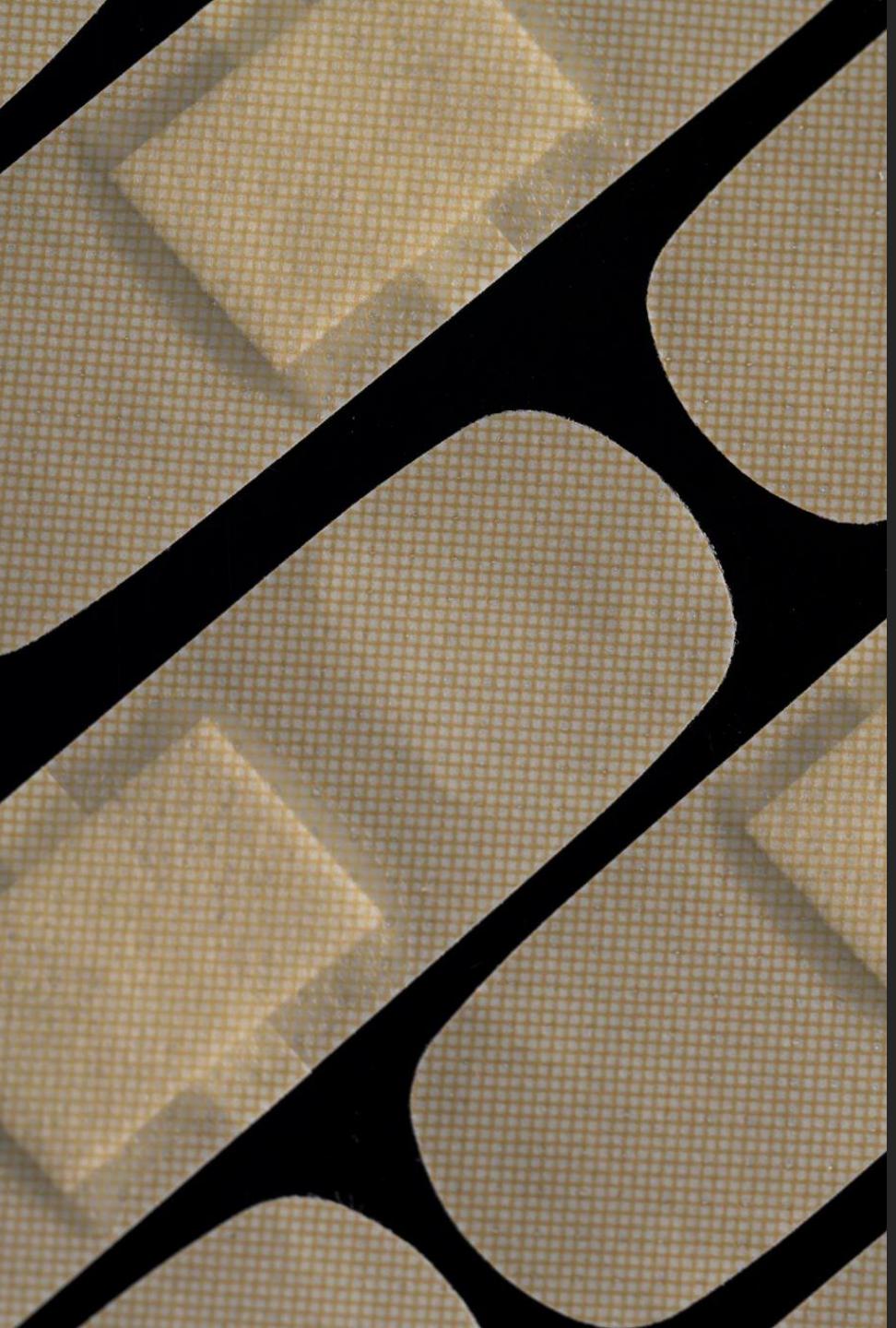
**Direct contact:** Blood, Saliva, other fluids.



**Indirect contact:** Contaminated instruments, equipments, pens charts, countertops.



**Inhalation/aerosol:** When using the high-speed handpiece or the ultrasonic cavitron.



# Infection Control in the Dental Office

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- Handwashing
- No artificial fingernails
- No wear fingernail polish
- Fingernails should be kept short enough to prevent glove tears
- Sinks with foot control or lights sensors are preferred
- Disposable towels
- Use of the Personal Protective Equipment: Gloves, Protective Eyewear, Masks and Protective Clothing.
- Use of Barriers
- Cleaning, Disinfection and Sterilization procedures

# Dental charts

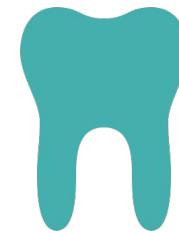
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There are several types of dental charts. Each chart has an area designed for dental charting and an area in which to record treatment.

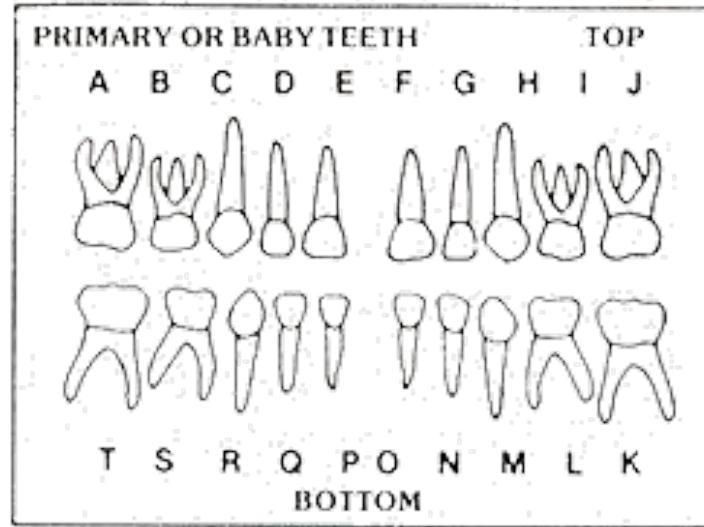
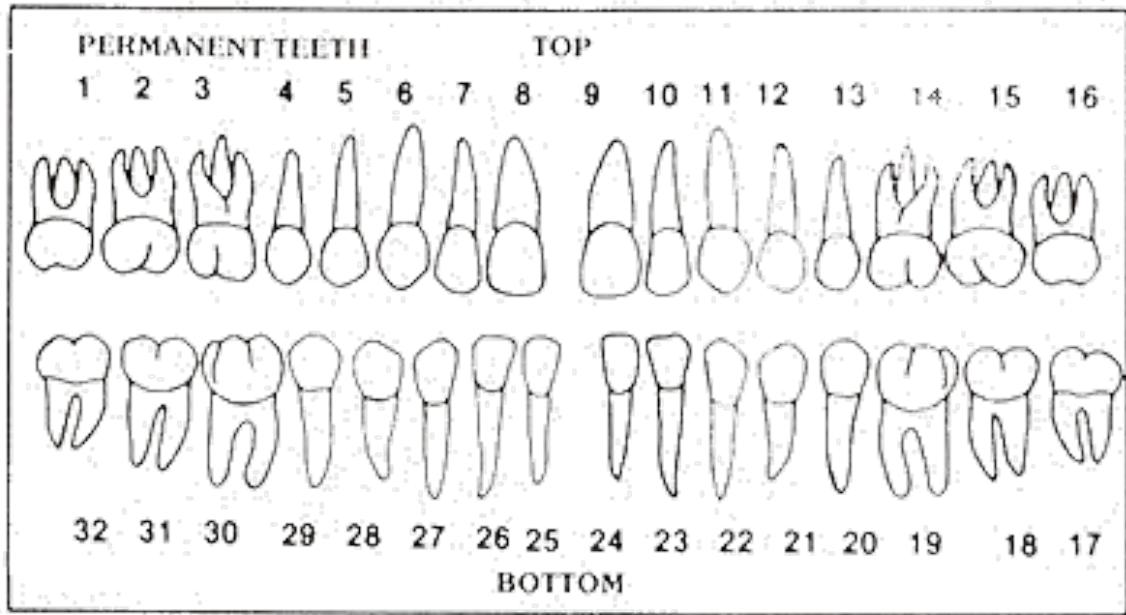


**The Universal/National System for Numbering** is the most commonly used in the United States. Each permanent tooth has its own number, *starting from the maxillary right third molar as # 1 and moving clockwise to the maxillary left third molar as # 16. The mandibular left third molar is # 17, and the mandibular right third molar is # 32.*



The primary teeth are mostly given a letter system.

# National system for numbering



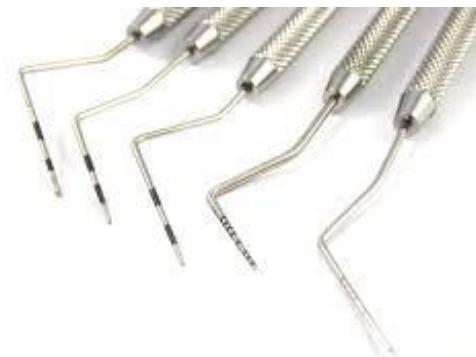
Cotton Pliers



Explorer



Periodontal Probe



Mouth Mirror



# Basic chairside instruments

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Titanium Nitride Coating is Significantly Harder Ti



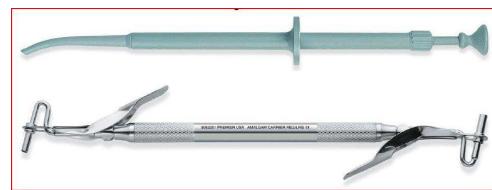
# Composite instruments



# Plastic filling instruments

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A. carriers



A. Burnishers



A. condensers



A. Well

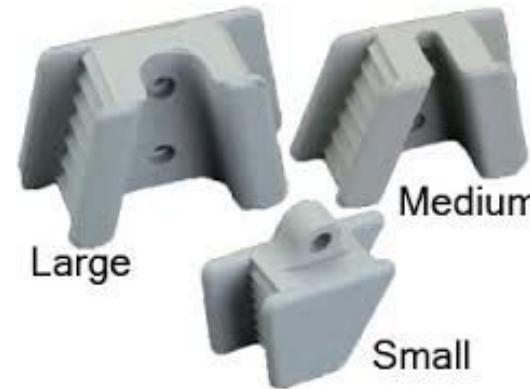


# Amalgam instruments

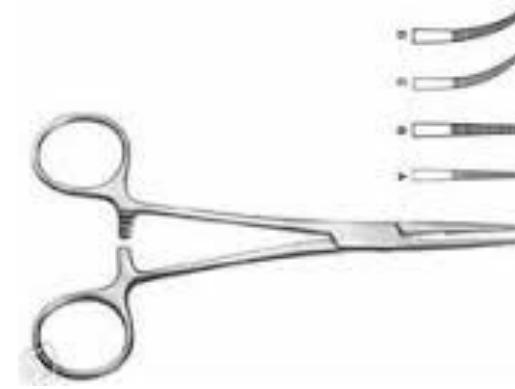
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Rongeur



Mouth prop



Hemostat



Extraction forceps

# Dental surgery instruments

# Endodontic instruments

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Files



Lentulo



Apex finder



Paper points



Gutapercha points



# Dental surgery instruments

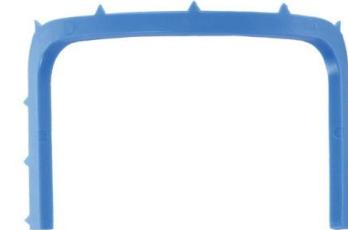
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Dental dam  
material



Dental dam  
clamps



Frame



Dental dam  
clamps



Forceps



Punch

