

DENTAL LICENSE and ANESTHESIA PERMIT RENEWAL INFORMATION (2008-2010)

All Massachusetts dental licenses and anesthesia permits A, B, C, and D expire on April 1, 2008.

In February, 2008, a renewal notice for the dental license and any anesthesia permits the licensee may hold will be mailed to your address of record. On-line renewal is not available at this point in time.

In order to renew your license and any anesthesia permits, you will be required to:

1. Return the SIGNED renewal coupon(s) in the pre-addressed envelope(s) provided with a check or money order made out to the Commonwealth of Massachusetts for the fee(s) required; and
2. Return the Disciplinary Action Form and the Census of Dentists (enclosed in the renewal packet) under separate cover to the Board of Registration in Dentistry, 239 Causeway Street – 2nd Floor, Boston, MA 02114.

REMINDERS FROM THE BOARD OF REGISTRATION IN DENTISTRY

- **EXPIRED LICENSE:** Practice with an expired license is illegal and is grounds for discipline by the Board. The Board also may impose a civil administrative penalty of up to \$2500 for unlicensed practice.
- **CONTINUING EDUCATION REQUIREMENT:** 234 CMR 5.00 requires 40 hours of continuing education during the two calendar years preceeding January 1 of the year of expiration of the license. CEU's must be related to the practice of dentistry in accordance with these Regulations. A licensee may be randomly audited by the Board. If audited, the licensee must submit documentation demonstrating satisfactory completion of CEU courses. Such documentation may include certificates of completion for each course completed. Copies of course registrations, however, are not demonstrative of completion of a course. It is the responsibility of each licensee to maintain an authenticated record of all continuing education activity. Pursuant to 234 CMR 5.04(4)(b), these records must be retained for a minimum of three years.
- **DUTY TO PROVIDE PATIENT RECORDS IN A TIMELY MANNER:** Pursuant to M.G.L. c. 112, s. 12CC and Board Regulation 234 CMR 2.04(17), dental practitioners must provide, in a timely fashion, a copy of patient records including radiographs of diagnostic quality. A reasonable duplication fee may be charged, but you may not require payment of any outstanding balance for services as a condition of making records available. Patients may not be required to sign any form releasing the licensee from any professional responsibility as a condition of making the records available. A patient or a patient's legal representative may request his or her records. The patient may be asked to put the request in writing.
- **INFECTION CONTROL:** Pursuant to 234 CMR 2.04(18) all individuals licensed by the Board and each office providing dental services must comply with the Infection Control Practices for Dentistry published by the Centers for Disease Control (CDC). Copies of the CDC Guidelines may be obtained from: Centers for Disease Control, Division of Oral Health, 1600 Clifton Road, Mailstop F10, Atlanta, GA 30333 or by going to the CDC website.
- **DOCUMENTATION IN PATIENT RECORDS:** In reviewing complaints, the Board has noted that many patient records are illegible and lack basic information, including, but not limited to: complete medical history, including follow-up on medical conditions, general periodontal condition, updated periodontal charting, diagnosis and treatment planning, informed consent, documentation of information discussed with patients and the quantity and type of local anesthesia administered and type and timed duration of general anesthesia. Pursuant to 234 CMR 2.04(17) licensees must maintain complete, accurate and legible records adequate to provide diagnosis and treatment. The Board's policy is that if the treatment is not documented in the patient record, it did not happen.

- **ANESTHESIA PERMITS AND FACILITY PERMITS:** An individual ANESTHESIA PERMIT is required for each practitioner who administers general anesthesia, deep sedation, conscious sedation or nitrous-oxide oxygen sedation. A FACILITY PERMIT is required for each facility where anesthesia is administered. One practitioner must be designated as the responsible licensee for the facility and the permit will be issued in that name. Neither individual nor facility permits are transferable.
- **MANDATED REPORTING:** All health care professionals, including dentists, are required by law to report abuse or neglect of children, the elderly, and persons with disabilities.
- **THE MASSACHUSETTS PROFESSIONAL RECOVERY SYSTEM:** (MPRS) is a public-private partnership between the Division of Health Professions Licensure and various professional societies, established to assist state licensed professionals with alcohol and/or drug problems. It is designed to protect public safety and uphold a high standard of professional practice by monitoring the recovery of Board licensees. For more information or to self-refer, contact the MPRS coordinator at (617) 973-0910.