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**POLICY**

**QUALITY ASSURANCE AND CHART AUDITING**

**DEN 012**

The purpose of Bullhook Community Health Center (BCHC) quality assurance is to establish basic guidelines for evaluating the quality and appropriateness of oral health care by BCHC. This process should be viewed as a dynamic one that will be reviewed and improved with time.

All BCHC dentists will be responsible for implementing the quality assurance process. This includes involvement in setting standards, establishing and implementing audits, and improving the process through revisions and additions. The Chief Dental Officer, Clinical Coordinator, or another dentist designated by the CDO will take an active part in the BCHC QI process and QI Committee.

It is not the intent of the process of quality assurance to set procedural techniques for the practice of dentistry. Basic guidelines for procedures will be established to assist and improve the practice of general dentistry at BCHC. Basic guidelines for care will be determined and agreed upon by the practitioners responsible for individual treatment of patients. These guidelines will be reviewed and revised as necessary on a yearly basis or at the request of the staff dentists.

Charts will be reviewed and audited on a regular basis. Findings of the chart audit will be documented, collated, reported and retained. It is the hope and intent of BCHC that quality assurance be viewed as a learning process, and that individual critiquing be informal.

The Chief Dental Officer will be responsible for the development and implementation of a plan for improvement after the audits are complete. This plan will include a work plan with steps that need to be completed and follow up will be done to ensure the plan of improvement is accomplished. The results will be reported to the Quality Improvement committee each quarter by the clinical coordinator.

  
 \_\_\_\_\_ Date: 9-12-16  
 CHIEF EXECUTIVE DIRECTOR

  
 \_\_\_\_\_ Date: 9-12-16  
 CHAIR, BOARD OF DIRECTORS

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