

**I. AUTHORITY:**

[Chapter 466](#), Florida Statutes

**II. PURPOSE:**

The purpose of this health services bulletin is to provide treating dentists with direction when making entries in the **medical record only**. Entries in the dental record are not to be changed from the current format.

*These standards and responsibilities apply to both Department staff and Comprehensive Health Care Contractor (CHCC) staff.*

**III. ACTION:**

A. The following information shall be placed in the progress notes of the medical record ([DC4-701, Chronological Record of Health Care](#)), by the treating dentist.

1. Prescriptions for medication.
2. Diet orders.
3. Postoperative instructions for the medical staff.
4. Holds.
5. Lay-Ins.
6. Other instructions or orders which are pertinent to the medical staff.

B. **Incidental entries** are to be placed in the progress notes of the medical record([DC4-701, Chronological Record of Health Care](#)) for:

1. Prescriptions for medication.
2. Diet orders.

These entries must include the date and time along with the signature and name stamp of the treating dentist.

A complete professional write-up of the prescription for medication, lay-in, or diet order must be placed in the dental record ([DC4-724, Dental Treatment Record](#)).

FLORIDA DEPARTMENT OF CORRECTIONS  
OFFICE OF HEALTH SERVICES

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SUBJECT: DENTAL ENTRIES IN THE MEDICAL RECORD

EFFECTIVE DATE: 11/17/17

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In addition, incidental entries may be placed in the progress notes of the medical record (DC4-701) by the treating dentist, if so desired, noting: no-shows, follow-up appointments or refusals. These entries are not required to be placed in the medical record.

C. The following entries are to be placed in the progress notes of the medical record (DC4-701) by the treating dentist in **SOAP format only**.

1. Postoperative instructions for the medical staff.
2. Other instructions or orders which are pertinent to the medical staff.

The date, time, signature and name stamp of the treating dentist are to be entered on DC4-701.

**IV. RELEVANT FORMS:**

A. [DC4-701, Chronological Record of Health Care](#)

B. [DC4-724, Dental Treatment Record](#)

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Health Services Director

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Date

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This Health Services Bulletin Supersedes:

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HSB 15.04.04 dated 1/4/89,

5/12/89, 7/18/96, 03/07/01, 4/14/08, 06/21/10, and 09/23/14

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This Health Services Bulletin Reviewed but not revised:

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12/15/2019, 06/18/2021