

**Maryland Dental Practice Act: Recordkeeping\***

COMAR 10.44.30.03--CLINICAL CHARTS

A. Each patient's clinical chart shall include at a minimum the following:

- (1) Patient's name and date of treatment;
- (2) Reasons for the patient's visit;
- (3) Treatment plans that are signed and dated by both the treating dentist and the patient;
- (4) Patient's complaints;
- (5) Diagnosis and treatment notes;
- (6) Progress notes;
- (7) Post operative instructions;
- (8) Study models;
- (9) In-person conversations, telephone conversations, and other correspondence with the patient or their representative;
- (10) Identification of medications prescribed, administered, dispensed, quantity, and directions for use;
- (11) Clinical details with regard to the administration of:
  - (a) Nitrous oxide;
  - (b) Anxiolytics;
  - (c) Sedation; and
  - (d) General anesthesia.
- (12) Radiographs of diagnostic quality;
- (13) Periodontal charting;

- (14) Laboratory work authorization forms and correspondence to and from laboratories;
- (15) Informed consent;
- (16) Copies of correspondence and reports provided to other health care providers, diagnostic facilities, and legal representatives;
- (17) Records and reports provided by other health care providers and diagnostic facilities;
- (18) Details regarding referrals and consultations;
- (19) Patient complaints pertaining to the dentist and staff, and their manner of resolution;
- (20) Noncompliance and missed appointment notes; and
- (21) Dismissal letter.

B. A dentist who performs diabetes or blood pressure screening shall include the results of the screenings in the patient's clinical chart.

\*No information contained in this document shall be construed as legal advice or shall be relied upon in by any dental health care provider regarding compliance with, or violation of the Maryland Dental Practice Act. Please seek legal guidance to ensure that an individual provider or practice maintains financial records in accordance with the above regulation.

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COMAR 10.44.30.04—FINANCIAL RECORDS

A. Financial records shall be considered part of the dental records but shall be maintained separately from the patient's clinical chart.

B. Financial records shall include at a minimum the following:

(1) Complete financial data concerning the patient's account, including:

(a) Each amount billed to or received from the patient or third-party payor; and

(b) The date of each bill and each payment;

(2) Copies of all claim forms submitted to third-party payors by the dentist or by the dentist's agent or employee; and

(3) Payment vouchers received from third-party payors.

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