

Records

- 9.3 (1) All professional corporations and all regular members, practicing life members, and faculty members licensed by the College shall keep full and complete clinical dental records on behalf of themselves and all other dentists and allied dental personnel in their employ or under their supervision, which records shall include as a minimum the following information:
- (a) patient identification data;
 - (b) medical and dental history;
 - (c) clinical examination findings;
 - (d) progress, diagnostic and consultation reports;
 - (e) each treatment prescribed pertaining to the patient;
 - (f) each treatment rendered pertaining to the patient;
 - (g) each date that the patient is seen in the dental office;
 - (h) all medications given or prescribed to the patient, including the amount, instructions, and date provided or prescribed; and
 - (i) appropriate radiographs and models.
- (2) Where a patient has attended a member's office for the purpose of receiving a treatment from any allied personnel, and such allied personnel has recommended a dental examination by the dentist, the dentist shall ensure that such recommendation (and any refusal) shall be noted in the patient's records. No further action is required of the member once such notation has been made.
- (3) All records shall be in an intelligible form, and shall be written, typed, or stored in electronic form with one or more backup copies.