

## [Facility]

# Dental Policy and Procedure Manual Template

This document is a template for you to construct a comprehensive dental policy and procedure manual. This document CANNOT be used as is. You must examine each procedure and match the policy to your practices.

Throughout the document you will see type in **Bold** and type in *italics*. **Bold** type usually means you must insert a specific name (facility, department, individual or State). *Italicized* type usually indicates an example.

Check each policy for your facility's unique requirements and practices.

Many policies are based on professional organizations' recommendation s or guidelines. Those policies include a statement such as:

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You may elect to include this statement and then use the entire recommendation or guideline in quotes.

It is recommended you use the authoritative source whenever possible. You may use the above statement and simply insert your facility's name, the topic, the organization, date and type of recommendation in the **bold** sections.



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Revised: 2012

# Dental Office Policy Manual Sample

**Doni L. Bird, Debbie S. Robinson**



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