



CONSULTATION AREA CHECKLIST

**Prior to our arrival, PLEASE . . .*

- a) Collect payment from patient.*
- b) Set-up post-op appointment for 5-7 days later.*
- c) Prepare consultation area items below.*

- Surgical treatment plan and associated fees
(attached to outside of patient's chart)**

- Have patient complete an updated Medical History Update Form (Form 2 of 7)**

- X-ray attached to outside of chart**
 - a) Panoramic is mandatory for all 3rd molar extractions**
 - b) Periapicals are acceptable for all other extractions**
 - c) All X-rays must be less than one (1) year old**

- Oral surgery forms—inside or attached to the chart**
 - a) Patient Treatment Record (Form 3 of 7)**
 - b) Moderate Sedation/Anesthesia Record (Form 4 of 7)**
 - c) Disclosure & Consent (Form 5 of 7)**
 - d) Post-operative Instructions (Form 6 of 7)**
 - e) Notice of Privacy Practices (Form 7 of 7)**

- Post-operative gauze package (preferably in an autoclave bag)**

- If patient is having IV sedation:**
 - a) Ask patient to use restroom, if necessary, prior to my arrival.**
 - b) Remind patient not to eat or drink at least six (6) hours prior to appointment.**
 - c) Remind patient that they must have an escort to accompany them to the office, to remain with them throughout the procedure, and to take them home following the procedure.**

Thank You ☺