



## In Preparation for Office-Based Services - Doctor's Check List -

- Contact Nebraska Dental Anesthesia (NEDA) at 531.333.2241 to schedule an office-site meeting with the anesthesiologist(s). We will come evaluate the office/operatory space, discuss scheduling & clinical workflow, and begin to prepare the office for this care. From this visit, we'll provide you with a check list of items, however, we anticipate this should be minimal, as we bring almost everything with us.
- We will provide information on accessing your Office User Interface within the NEDA Patient Portal System. This will serve as a hub for scheduling future sedation and anesthesia patients. This revolutionary portal provides your office with paperless, HIPAA-compliant record keeping and a way for parents to upload required information, consent forms, documents, and submit payment; all fully accessible by both your office and our anesthesia team.
- Contact your liability insurance carrier to let them know you will be having a fully permitted, Board Certified Dentist Anesthesiologist come into the office to provide mobile office-based services. We will provide you with a copy of our permits, licenses, liability declaration, BLS/ACLS/PALS certificates, etc., as they might request a copy. These documents should also be kept in a file onsite and represents a dynamic dossier that should be updated with the most current information on a regular basis.
- On your behalf, NEDA will complete all the necessary paperwork/applications to register your office location(s) with the State Dental Board and will pay the permitting registration fee on behalf of your office.
- Once the application is submitted to the State Dental Board, we will collaborate to schedule an initial treatment date, normally about 6-8 weeks later. This will give us enough time to permit both the office and ourselves, and time for your office to schedule patients and learn to navigate the NEDA Patient Portal system.
- Have your administrative staff begin to use the NEDA Patient Portal to schedule patients for future office-based care. We recommend scheduling no more than 4-cases for your initial GA day, as we will be providing training for the staff during this initial exposure to our services.
- You will eventually be contacted by the State Dental Board to schedule a brief office site visit to evaluate the surgical and recovery spaces. Prior to this visit, we will prepare both you and these spaces for this pending visit. Because NEDA holds multiple DS/GA permits and has navigated this process many times previously, the examiners and State Dental Board provides us great latitude and this visit will be brief – possibly 10-15 minutes. No preparation will be required on your part for this visit which is nothing more than a formality.
- On the first day of GA care, we will want to begin treating patients at 7:30 am, but plan to begin providing staff education promptly at 6 am. We will arrive at 5:30 am to set up our equipment and prepare for the day. It is important that the entire staff is present for the 6:00 am educational period.
- Once you agree that office-based sedation and anesthesia is the optimal way to provide care for patients, we will secure dates for the next 6-12 months. This way you can begin to schedule patients for future GA dates.

Should you have any questions or concerns pertaining to this process, please do not hesitate to contact us. We appreciate the opportunity to work with you and are looking forward to establishing a long-term relationship.