

CONTINUING DENTAL EDUCATION
School of Dentistry
University of Minnesota

Record Keeping Workshop for the Dental Team

**Thursday,
October 12, 2006**

PROGRAM
6-410 Moos Health Sciences Tower

12:30 Final registration and assembly

12:55 Welcome and introduction

1:00 **Dental Recordkeeping and
the Role of the State Board**

Dr. Riley Nelson

- situations that might lead to a “close encounter” with the State Board of Dentistry

1:30 **Recordkeeping Fundamentals**

- essential components of the dental record
- “current and complete” records defined
- components of the dental examination
- review of medical history and documentation
- problem list
- need for formal diagnosis
- informed consent
- progress notes
- communication

2:15 Refreshment break

2:30 **Recordkeeping Fundamentals** (continued)

3:45 Question and answer session

4:00 Adjourn

Course Instructor

Riley B. Nelson, D.D.S., M.P.H., Dr. Nelson maintained a private general practice in Rapid City, South Dakota for 24 years. In 1998, he joined the faculty of the University of Minnesota, where he served as the Director of the Treatment Planning Clinic through December 2005. Dr. Nelson served as a member of the South Dakota Board of Dentistry, and currently teaches courses on dental records and treatment planning fundamentals for the Minnesota Board of Dentistry.