

**EMPANELMENT CRITERIA & GUIDELINES FOR DENTAL CLINIC UNDER  
EHF SCHEME – CODE NO: S-18**

**I. Dental Clinic (NWH) Requirements:**

1. **A Dental Clinic** constitutes of **3 Dental chairs** for treatment procedures and 1 bed in recovery room, **covering all OP Dental procedures** listed under EHF scheme.
2. A Dental Clinic should be in suitable location with desirable parking place.
3. Hospital type should be mentioned. Govt. /Private (Dental Clinic)
4. Mention the year of establishment of Dental Clinic. Minimum 1 year of establishment is mandatory with maintenance of performance records.
5. Approximate Area required for Dental Clinic –1000 sft.
6. Dental Clinic should display respective clinic working timings on the display board outside the building.  
Dental Clinic should also display Specialists Names, their contact numbers & their timings on the display board to address emergencies.
7. Dental Clinic should provide place for kiosk near reception.
8. The following Clear Documents should be submitted at the time of applying for Empanelment under EHS. (Clear Document means which is scanned properly with concerned authority signature, date and official seal visible on the computer screen).

## II. Required Documents:

S.No	Mandatory Documents	Issuing Authority
1	Building plan approval	Municipal commissioner/ Executive officer Panchayat. (Document with signature, official seal & date to be submitted.)
2	Standard architectural design	Municipal commissioner/ Executive officer Panchayat. (Document with signature, official seal & date to be submitted.)
3	Fire Department Clearance certificate -	Fire Services Authority. (Document with signature, official seal & date to be submitted.)
4	APMCE Registration	District Medical and Health Officer. (Document with signature, official seal & date to be submitted.)
5	Pharmacy License	Director Drug Control Administration (DCA). (Document with signature, official seal & date to be submitted.)
6	Pollution Control Board Certificate	Pollution Control Board. (Document with signature, official seal & date to be submitted.)
7	Bio safety measures as per standard norms	Pollution Control Board. (Document with signature, official seal & date to be submitted.)
8	Bio Medical wastage Disposal Certificate	Govt / Pvt Agency. (Document with signature, official seal & date to be submitted.)
9	Ambulance Registration Certificate	Regional Transport Authority. (Document with signature, official seal & date to be submitted.)
10	Ambulance Insurance Certificate	Insurance Company. (Document with signature, official seal & date to be submitted.)
11	Occupancy certificate (After 2009 mandatory)	Municipal commissioner/ Executive officer Panchayat. (Document with signature, official seal & date to be submitted.)
12	Blood bank- own/tie-up with liesence number	DCA- Drug Control Administration. (Document with signature, official seal & date to be submitted.)

## III. Desirable Documents:

S.No	Desirable Documents	Issuing Authority
1	License for Surgical spirit	Excise authority

#### IV. Mandatory Requirement for Infrastructure:

S.NO	Infrastructure	Dental Clinic	Approx. Area in sft
1	Dental chairs	3	360
2	Beds in recovery room	1	60
3	Reception/ office room	1	100
4	Patient waiting area	1	150
5	Pharmacy	1	50
6	Acrylic Lab-In house	1	100
7	Dental Records room	1	50
8	Dental stores	1	50
9	Radiology (space / room) for IOPA & RVG	1	50
10	Toilets (male and female)	2	25 each
	Total area (approx.)		1000 sft

To maintain norms for EHF Scheme, pharmacy in-house with 50 sft space and with provision of mandatory medicines useful for dentistry only is required.

#### V. In-house /Tie-up Documents:

S.No	Infrastructure with Necessary equipment and manpower	Dental Clinic
1	Metal Ceramic Lab	In-house/Tie-up
2	Diagnostic Lab	In-house/Tie-up
3	Radiology (OPG & Other)	In-house/Tie-up
4	Ambulance Services	In-house/Tie-up
5	Biomedical waste disposal- Hire services for Annual maintenance	Tie-up

## VI. Minimum Mandatory Dental Instruments:

S.NO	Instruments	Dental clinic
1	Diagnostic instruments	3 sets
2	Ultrasonic scalars	2
3	Hand scalars and cures	3 sets
4	Filling / Restorative instruments	3 sets
5	Light cure unit	1
6	Surgical Forceps and Elevators	2 sets
7	Minor surgical instruments	1 set
8	Pedodontic instruments	1 set
9	Orthodontic instruments	1 set
10	Prosthodontic instruments, equipment	1 set
11	Soft tissue laser and Bleaching machine- <b>DESIRABLE</b>	1
12	Miscellaneous-cheek retractor ,tongue depressors, plastic aprons for patients etc.	3

## VII. Manpower:

S.No	Personnel	Dental Clinic	Academic requirements
1	Security guard	1	10 <sup>th</sup> class
2	Receptionist	1	Graduate
3	Dental OP Hygienist	1	Qualified hygienist, DCI Registered/Inter with 2 Years of Experience.
4	Person for sterilization & to help in recovery room	1	Qualified GNM
5	Dental Technician	1	Qualified Dental technician DCI Registered
6	Staff for records	1	Graduate
7	Qualified BDS doctors	2	BDS. State Dental Council Registered
8	Qualified MDS doctor	1	MDS. State Dental Council Registered
9	Oral and Maxillo-Facial Surgeon (OMFS)	1 <b>(On call)</b>	MDS. State Dental Council Registered
10	Allopathic Duty Medical Officer	1 <b>(on call)</b>	MBBS. State Medical Council Registered

### **VIII. MEDCO & roles:**

1. A full time working doctor (BDS/MDS) of respective hospital may be assigned the role of MEDCO for that hospital for regular correspondence with AHCT.
2. Once registration done by Aarogyamithra, MEDCO facilitates the treatment by guiding the patient to the treating doctor.
3. MEDCO uploads preauthorization, claim documents, also updates pending remarks and expert opinions, etc. Takes care of Erroneous claims.
4. Raises CR for change in MEDCO request, changes in Bank Account etc.
5. Up gradation of clinic to hospital and vice versa.
6. MEDCO to be present in the discharge photo along with the patient and Aarogyamithra.
7. Raises CR for CMS (Change Management System)-i.e. if wrong photo is uploaded or if the procedure code needs to be changed in the preauthorization already raised, employee code changes etc.
8. Telephonic intimation for pre-auth approval in case of emergencies.

### **IX. Reception/Office Room:**

Should accommodate below listed equipment-

1. Telephone.
2. Fax Machine.
3. Computer with printer and scanner.
4. Biometric device.
5. Barcode reader.
6. Webcam.
7. Intercom.
8. Availability of Internet facility with 2 Mbps or more.
9. Chairs for office staff, patients and their attendants.

#### **X. Miscellaneous:**

1. Generator of 2.5 to 3 kv capacity for Dental Clinic.
2. A/C with 1.5 tons to be available.
3. Refrigerator.
4. Drinking water facility / Water cooler.
5. Tube lights.
6. Fans.
7. Wall clock.
8. Writing tables for Doctors.
9. Chairs for Doctors.
10. Chairs for Nurses and other staff.
11. Chairs for patients and their attendants in waiting room/area.
12. Wash basin for hand wash.
13. Wash area with sink for cleaning surgical instruments.
14. Foot operated dustbins.

#### **XI. Sterilization Room:**

1. Autoclave (front loaded or top loaded).
2. Hot water Sterilizer.
3. Hot air Sterilizer/ Oven.
4. Glass bead sterilizer.
5. UV light chamber for storage of sterilized instruments.

#### **XII. Dental Stores:**

All essential dental materials for different dental procedures should be available.

1. Dental impression material.
2. Dental stone / Plaster.
3. Self-cure & Heat- cure Acrylics (pink & tooth coloured).
4. Different types of Dental waxes.
5. Dental cements.
6. Glass- inomers.
7. Soft liner material.
8. Root canal treatment materials.
9. Light cure material.
10. Orthodontic material.
11. Bone graft material.
12. Implant materials.
13. Artificial teeth.
14. Miscellaneous- cotton, suture, etc..
15. Provide cub-boards for dental materials.

### **XIII. Radiology:**

1. A separate room or partition with a lead screen to be used to avoid radiation hazards.
2. **IOPA X-ray machine and RVG are to be in-house.**
3. Lead apron, lead gloves and goggles to be used to avoid radiation.
4. X-ray view box.
5. Periodic verification of Dosimeter is required.

### **XIV. Recovery Room:**

1. Provide 1 bed for Dental Clinic with I.V. Stand, First-aid and Emergency drugs.
2. Provide BP apparatus, Stethoscope, Surgical dressing table, Torch- light, Kidney Tray and Oxygen.
3. Provide Nursing staff/GNM.
4. Provide writing table & chair for Doctor.
5. Provide chair for nursing staff.
6. Provide chair for patient's attendants.
7. Provide Dado height of 1.2 mtrs

### **XV. Acrylic Lab (In-house):**

Should be well ventilated lab with following minimal equipment.

1. Bunsen burner.
2. Articulator.
3. Lathe machine with all attachments.
4. Lab Micromotor with hand piece.
5. Hanging motor with hand piece.
6. Denture curing flask and press.
7. Denture Trimming stones, burs & finishing and polishing tools.
8. Laboratory materials like Dental waxes, Model materials, Acrylic materials. etc.

### **XVI. Dental Record Room:**

Should maintain

1. OP registers.
2. Dental Treatment/ Procedure register.
3. Staff attendance register.
4. MLC case registers.
5. Provide racks and cub-boards to keep registers.

### **XVII. Biomedical Waste Management:**

1. Colour coded dustbins to be used for different kinds of surgical/ non-surgical disposals.
2. Services & Contract Agreement should be renewed yearly.

### **XVIII. Metal Ceramic Lab (In-house/Tie-up):**

In house / tie-up and following equipment are **mandatory**.

1. Ceramic furnace.
2. Centrifugal casting machine/ Induction casting machine.
3. Burnout furnace.
4. Sand blaster.
5. Vacuum mix vibrator.
6. Semi adjustable articulator .
7. Ultra Sonic cleaner
8. Metal & Ceramic materials.
9. Metal & Ceramic finishing & polishing materials etc.

### **XIX. Dental Chair with Unit:**

Dental chair with spittoon, halogen light, suction apparatus, aerator, micro motor, 3 way syringe and revolving stool for operator.

### **XX. Dental Implants:**

In-house and trained & qualified personnel is **mandatory**. (Qualified personnel are : **MDS** in Prosthodontics, **MDS** in Periodontology, **MDS** in Oral & Maxillo facial surgery or a **BDS** qualified doctor **with** one year **Diploma Certificate in Oral Implantology** from a recognized University with past experience of completed 20 cases.

Minimal Dental implant equipment required:

1. Physiodispenser and Ratchet.
2. Surgical Implant Kit with accessories.
3. Prosthodontic Implant kit with accessories.
4. Implants to be of any standard company with FDA specifications.



**XXI Financial and Bank Details:**

1. Provide constitution of clinic- Public / Private / Proprietary / Partnership.
2. Provide name of the authorized signatory of the Dental clinic.
3. Provide Dental clinic PAN.
4. Provide name of the Bank of the Dental clinic.
5. Provide name of the Branch of the Bank.
6. Provide Branch code number.
7. Provide Bank account number of the Dental clinic.
8. Provide IFSC code of the Branch of the Bank.