

# FLOW SHEET FOR OFFICE W/ PATIENT NEEDING ANESTHESIA

1. Does the patient have any medical concerns? - if yes, contact our office to review medical history with our physician. We may ask for a doctors note or need to speak with patient.
2. Is the patient 9 y.o. or older? most insurances do not cover this - a preauthorization may have to be done by dental office as this can take months of follow-up (we are happy to assist)
3. Has the patient not seen a physician for a check-up in the last 6 months? if not, arrangements need to be made to do so prior to anesthesia appointment

## WA State ins. patient less than 9 y.o.

- Please have patient fill out forms at initial dental appt
1. medical history form
  2. consent
  3. letter of necessity
  4. eligibility sheet (provider1) including managed care info (often on page 2)
  5. H&P clearance from Doctor given to patient to be filled out and faxed to us and to dental office

DOES PATIET HAVE SECOND MED INSURANCE?

no

Fax/email forms to our office.  
866-418-7449 or  
[nwmobileanesth@gmail.com](mailto:nwmobileanesth@gmail.com)  
Please include planned date of service

yes

1. Fill out insurance verification form
2. include treatment plan and chart notes

## Private insurance patients

1. fill out insurance verification form
2. fill send chart notes and treatment plan
3. fax to our office - reply with benefits should be emailed to you within 2 business days. if not please give us a ring

DOES PATIENT WANT TO PROCEED?

yes

1. fill out all forms (med history, consent, check off sheet)
2. send to us with planned date of service written on med history form

no

We are happy to talk to patients directly to discuss concerns if needed

## Common Q & A's

- when should I fax/email info? the sooner the better! if there are any questions with payment/insurance/health - these need to be addressed asap
- How recent does our office require an H&P? Optimally within the same month, but if they have already been to visit their physician recently and have no other health problems, we will take upto 6 months.
- (private pay patients) Cost: on average 30 min is added to estimated treatment time to estimate cost to patients. (for eg. a 60min treatment time would be 90min total anesthesia time so estimated fee is \$1000.) if the treatment plan is unsure - flexibility in cost may have to be explained. (see fee schedule). cash/credit is accepted. care credit may be an option.
- Who takes care of what? our office manager will be handling all coordination of paperwork, insurance, payment, billing, claims. Our medical assistant/Doctor- handles clinical information - calling before and after appointments
- The order of patients and appointment times are up to the dental office. You know your patients (and parents) better! I usually recommend younger ones first but the older developmentally delayed children may be prioritized as well.
- Please fax H &P clearance forms (yours or ours) from the physicians office as soon as you have received them. If it is missing prior to treatment date, the appointment may have to be delayed