



Smile Factories

Smile Factories was initiated to continue the wonderful dental care provided by the Give Kids A Smile volunteers during the Biannual Events in February and October. Many of our children have needed treatment not completed during the short three hour appointments we have at St. Louis University. It is our hope that a selected number of these children with extreme need can be referred to private offices throughout the St. Louis Metropolitan area and their treatment then completed in a timely manner. Smile Factories was established to address this need and we are grateful to you for your interest in helping the kids.

Smile Factories is designed to funnel patients from the Biannual Event to your office with seamless continuity. Your office will be asked to see four patients per six-month period and to complete the dental care during that time. After completion of treatment, the patient's records and responsibility will be forwarded back to the Smile Factories/Give Kids A Smile office for record keeping and follow-up.

You are not required to take the Smile Factories patients beyond the six month treatment time limit. You are also not required to take siblings or other family members of the Smile Factories patients.

You will be able to select the times and days that you and your office are available for Smile Factories patients. We hope that through this program you will be able to continue the fantastic care that has been started at the Give Kids A Smile events!

Smile Factories Patient Screening Criteria at a Biannual Event:

1. Multiple procedures needing attention and the probability that all care will not be completed at the GKAS Biannual event.
2. Age Kindergarten through Eighth Grade (Age 5-14)
3. May require multiple disciplines for treatment, ie. Endo, Oral Surgery, Perio
4. Has obvious and overpowering financial need-2x poverty or less (\$28,000/year/family of 4)
5. Does not have psychological or physical handicaps (Special Needs)
6. Motivated to have the dental care completed
7. Parent or Guardian asks for continuation of care for the child.

Initial Sign-up Process for your office:

1. Doctor and office sign up using the Smile Factories Sign-up form.
2. Doctor and office are contacted by the GKAS staff.
3. Office orientation for GKAS procedures and requirements is scheduled.
4. Doctor and office participates in the Smile Factories Orientation

Initial Patient Appointment Protocols in your office:

1. Smile Factories/GKAS office contacts your office with patient particulars prior to making an appointment.
 - A copy of the patient's **health history, registration, name, address, phone numbers**, etc. will be faxed or emailed to your office. (This material can be mailed if you prefer.)
 - A copy of the patient's **radiographs** and **GKAS event records** will be faxed or emailed to your office. (This material can be mailed if you prefer.)
2. Patient/parent/guardian will be called by your office for an appointment for the child. (Smile Factories patients will be limited to six months of treatment at no charge to the patient. All patients will then be referred back to the Smile Factories/GKAS central office.)
3. Schedule patient in your designated Smile Factories/GKAS treatment time.

Appointment and Treatment Order Protocols in your office:

1. **Pain elimination** via emergency exam, radiographs, and extractions/ pulpotomies/ endodontics.
2. **Examination: complete exam, prophylaxis, full mouth survey or panoramic with bitewings, and fluoride treatment.** Your office will then establish the treatment plan that will best complete the child's needed care.
3. **Restorative care** to include posterior amalgam or composites, anterior composites, chrome steel crowns.
4. **Sealants** for permanent teeth not restoratively treated.

Referrals and Prescriptions Protocols if care needed outside your office:

1. **Specialist referrals** for additional treatment: This will be done by calling the Smile Factories/GKAS central office. The central office will arrange for the referral through a Smile Factories/GKAS specialist. All treatment outside your office will be provided by a Smile Factories/GKAS specialist.

2. **Antibiotic prescriptions** will be dispensed by your office and will be provided to your office from Smile Factories/GKAS. Please call the GKAS office for available prescriptions.

Charting Forms and Records:

1. The charting forms will be provided by Smile Factories/GKAS and copies of the documentation of treatment will be sent to the Smile Factories/GKAS central office after the six month time limit for treatment.
2. Copies of the patient radiographs will be sent to the Smile Factories/GKAS office for the patient records after the six month time limit for treatment.
3. The patient records will be entered into practice management software at the Smile Factories/GKAS office for permanent record of treatment at the Biannual events and in your office.

No-show policy for patients:

Each child will be allowed to have **three(3) no-show appointments**. Three no-show appointments terminate the care by Smile Factories volunteer offices. After three no-show appointments, the your office will send the patient records to the Smile Factories/GKAS central office.

Failure to complete treatment plan:

Each child will have **6 months** to complete the necessary treatment. If an extension is required, authorization can be secured by the your office on behalf of the patient for an additional 6 months only. 12 months total treatment time is the maximum limit for no-charge dental care. **Orthodontic care is an exception. 2 years is the initial limitation in the case of orthodontic care.**

Questions?

If you have questions concerning the treatment plan, your responsibilities with a case, or for direction when care by a specialist is needed, please feel free to contact the **Give Kids A Smile office at 636-397-6453.**