ARIZONA STATE BOARD OF DENTAL EXAMINERS
4205 North 7th Avenue, Suite 300 • Phoenix, Arizona 85013
Telephone (602) 242-1492 • Fax (602) 242-1445

# Mobile Dental Facilities & Portable Dental Units Permit

Enacted by the Legislature of the State of Arizona, Section 1, Title 32, Chapter 11 of the Arizona Revised Statutes (A.R.S.) added section 32-1299.21 through section 32-1299.26 effective July 20, 2011.

## Qualifications:

- Mobile Dental Facilities, Provider, Program or Entity using Portable Dental Units
- The following licensees are exempt from registration:
  - ✓ Occasional services are provided to a patient of record of a fixed dental office who is treated outside of the dental office.
  - ✓ Services are provided by a federal, state or local government agency.
  - ✓ Occasional services are performed outside of the licensee's office without charge to a patient or a third party.
  - ✓ Services are provided to a patient by an accredited dental or dental hygiene school.
  - ✓ The licensee holds a valid permit to provide mobile dental anesthesia services.
  - ✓ The licensee is an affiliated practice dental hygienist.

## Obtaining a Permit:

- File an application on the form provided by the Board.
- Pay the registration fee. (At this time there is not registration fee).
- Permits renew annually.

## Compliance:

- The permit holder must notify the Board in writing within 10 days after any change in:
  - Address, or
  - Contact person
- If ownership of the mobile dental facility or portable dental unit changes, the prior permit is invalid and a new permit application must be submitted.

## Standards of Operation and Practice:

- A Permit Holder must:

  - Comply with all applicable federal, state and local laws, regulations and ordinances dealing with radiographic equipment, flammability, sanitation, zoning and construction standards, including construction standards relating to required access for persons with disabilities.

  - Establish written protocols for follow-up care for patients who are treated in a mobile dental facility or through a portable dental unit. The protocols must include referrals for treatment in a dental office that is permanently established within a reasonable geographic area and may include follow-up care by the mobile dental facility or portable dental unit.

  - Ensure that each mobile dental facility or portable dental unit has access to communication equipment that will enable dental personnel to contact appropriate assistance in an emergency.

  - Identify a person who is licensed pursuant to this chapter, who is responsible to supervise treatment and who, if required by law, will be present when dental services are rendered. This paragraph does not prevent supervision by a dentist providing services or supervision pursuant to the exceptions prescribed in § 32-1231.

  - Display in or on the mobile dental facility or portable dental unit a current valid permit issued pursuant to this article in a manner that is readily observable by patients or visitors.

  - Provide a means of communication during and after business hours to enable the patient or the parent or guardian of a patient to contact the permit holder of the mobile dental facility or portable dental unit for emergency care, follow-up care or information about treatment received.

  - Comply with all requirements for maintenance of records pursuant to § 32-1264 and all other statutory requirements applicable to health care providers and patient records. All records, whether in paper or electronic form, if not in transit, must be maintained in a permanent, secure facility. Records of prior treatment must be readily available during subsequent treatment visits whenever practicable.

  - Ensure that all dentists, dental hygienists and denturists working in the mobile dental facility or portable dental unit hold a valid, current license issued by the Board and that all delegated duties are within their respective scopes of practice as prescribed by the applicable laws of this state.

  - Maintain a written or electronic record detailing each location where services are provided, including:
    a) The street address of the service location.
    b) The dates of each session.
    c) The number of patients served.
    d) The types of dental services provided and the quantity of each service provided.

  - Provide to the Board or its representative within ten days after a request for a record the written or electronic record required pursuant to paragraph 9 of this subsection.

- Comply with current recommended infection control practices for dentistry as published by the national centers for disease control and prevention and as adopted by the Board.

- A mobile dental facility or portable dental unit must:

  - Contain equipment and supplies that are appropriate to the scope and level of treatment provided.

  - Have ready access to an adequate supply of potable water.

## Informed Consent; Information for Patients

- The permit holder of a mobile dental facility or portable dental unit must obtain appropriate informed consent, in writing or by verbal communication, that is recorded by an electronic or digital device from the patient or the parent or guardian of the patient authorizing specific treatment before it is performed. The signed consent form or verbal communication shall be maintained as part of the patient's record as required in A.R.S. § 32-1264.

- If services are provided to a minor, the signed consent form or verbal communication must inform the parent or guardian that the treatment of the minor by the mobile dental facility or portable dental unit may affect future benefits the minor may receive under private insurance, the Arizona Health Care Cost Containment System or the children's health insurance program.

- At the conclusion of each patient's visit, the permit holder of a mobile dental facility or portable dental unit shall provide each patient with an information sheet that must contain:
  1. Pertinent contact information as required by this section.
  2. The name of the dentist or dental hygienist, or both, who provided services.
  3. A description of the treatment rendered, including billed service codes, fees associated with treatment and tooth numbers if appropriate.
  4. If necessary, referral information to another dentist as required by this article.

- If the patient or the minor patient's parent or guardian has provided written consent to an institutional facility to access the patient's dental health records, the permit holder shall provide the institution with a copy of the information sheet as above.

## Cessation of Operation

- If a mobile dental facility or portable dental unit ceases operations, the permit holder must notify the Board within thirty days after the last day of operation and must report on the disposition of patient records and charts.

- In accordance with applicable laws and rules, the permit holder must also notify all active patients of the disposition of records and make reasonable arrangements for the transfer of patient records, including copies of radiographs, to a succeeding practitioner or, if requested, to the patient.

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# Mobile Dental Facilities & Portable Dental Units Permit Application

This application is for:

Mobile Dental Facility ☐
Mobile dental facility" means a facility in which dentistry is practiced and that is routinely towed, moved or transported from one location to another.

Portable Dental Unit ☐
"Portable dental unit" means a non-facility in which dental equipment used in the practice of dentistry is transported to and used on a temporary basis at an out-of-office location.

1. Name:_____

2. Contact Name: _____

3. Address: _____

   City _____ State _____Zip _____

   Telephone Number (_____)_____ Email _____

4. Are you a licensee of this Board? Yes ☐ No ☐

   What is your License, Certificate or Business Entity Registration Number _____

5. In what geographical area do you provide services? If additional space is needed, please attach a separate sheet of paper

   _____

   _____

6. List any other state, territory, district or country in which you have obtained a registration, permit, license or other authorization to provide mobile dental services.

   _____

Revised 7.2015

(OVER)

7. Has any state, territory, district, or country ever taken the following action against your registration, permit, license or other authorization by:

| | | | | | |
|---|---|---|---|---|---|
| a. | Refusal to issue or renew | _____ | Yes* | _____ | No |
| b. | Denial of an application | _____ | Yes* | _____ | No |
| c. | Surrender in lieu of disciplinary action | _____ | Yes* | _____ | No |
| d. | Suspension | _____ | Yes* | _____ | No |
| e. | Revocation | _____ | Yes* | _____ | No |
| f. | Cancellation | _____ | Yes* | _____ | No |
| g. | Any disciplinary action | _____ | Yes* | _____ | No |

*If yes, attach a separate page stating the full details.

8. I have read, understood and am in compliance with Arizona Revised Statutes, Title 32, Chapter 11, Article 8 Mobile Dental Facilities and Portable Dental Units

9. Return this form with the registration fee of $0.00 payable by check or money order to: Arizona State Board of Dental Examiners. (There is no fee at this time.)

I do hereby swear and affirm that the foregoing statements contained in this permit application are true and correct.

_____
Signature Date

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires:

_____
Notary Public

Please be advised of the following pursuant to Arizona Revised Statutes (ARS) § 41-1030:

ARS § 41-1030(B) An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

ARS § 41-1030(D) This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

ARS § 41-1030(E) A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.

ARS § 41-1030(F) This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

# Arizona Revised Statutes

## ARTICLE 8 MOBILE DENTAL FACILITIES AND PORTABLE DENTAL UNITS

### 32-1299.21 Definitions

In this article, unless the context otherwise requires:

1. **"Mobile dental facility"** means a facility in which dentistry is practiced and that is routinely towed, moved or transported from one location to another.
2. **"Permit holder"** means a dentist, dental hygienist, denturist or registered business entity that is authorized by this chapter to offer dental services in this state or a nonprofit organization, school district or school or institution of higher education that may employ a licensee to provide dental services and that is authorized by this article to operate a mobile dental facility or portable dental unit.
3. **"Portable dental unit"** means a non-facility in which dental equipment used in the practice of dentistry is transported to and used on a temporary basis at an out-of-office location.

### 32-1299.22 Mobile dental facilities; portable dental units; permits; exceptions

A. Beginning January 1, 2012, every mobile dental facility and, except as provided in subsection B, every provider, program or entity using portable dental units in this state must obtain a permit pursuant to this article.

B. A licensee who does not hold a permit for a mobile dental facility or portable dental unit may provide dental services if:

   1. Occasional services are provided to a patient of record of a fixed dental office who is treated outside of the dental office.
   2. Services are provided by a federal, state or local government agency.
   3. Occasional services are performed outside of the licensee's office without charge to a patient or a third party.
   4. Services are provided to a patient by an accredited dental or dental hygiene school.
   5. The licensee holds a valid permit to provide mobile dental anesthesia services.
   6. The licensee is an affiliated practice dental hygienist.

### 32-1299.23 Permit application; fees; renewal; notification of changes

A. An individual or entity that seeks a permit to operate a mobile dental facility or portable dental unit must submit an application on a form provided by the Board and pay an annual registration fee prescribed by the Board by rule. The permit must be renewed annually not later than the last day of the month in which the permit was issued. Permits not renewed by the expiration date are subject to a late fee as prescribed by the Board by rule.

B. A permit holder shall notify the Board of any change in address or contact person within ten days after that change. The Board shall impose a penalty as prescribed by the Board by rule if the permit holder fails to notify the Board of that change within that time.

C. If ownership of the mobile dental facility or portable dental unit changes, the prior permit is invalid and a new permit application must be submitted.

### 32-1299.24 Standards of operation and practice

A. A permit holder must:

   1. Comply with all applicable federal, state and local laws, regulations and ordinances dealing with radiographic equipment, flammability, sanitation, zoning and construction standards, including construction standards relating to required access for persons with disabilities.
   2. Establish written protocols for follow-up care for patients who are treated in a mobile dental facility or through a portable dental unit. The protocols must include referrals for treatment in a dental office that is permanently established within a reasonable geographic area and may include follow-up care by the mobile dental facility or portable dental unit.
   3. Ensure that each mobile dental facility or portable dental unit has access to communication equipment that will enable dental personnel to contact appropriate assistance in an emergency.
   4. Identify a person who is licensed pursuant to this chapter, who is responsible to supervise treatment and who, if required by law, will be present when dental services are rendered. This paragraph does not prevent supervision by a dentist providing services or supervision pursuant to the exceptions prescribed in § 32-1231.
   5. Display in or on the mobile dental facility or portable dental unit a current valid permit issued pursuant to this article in a manner that is readily observable by patients or visitors.
   6. Provide a means of communication during and after business hours to enable the patient or the parent or guardian of a patient to contact the permit holder of the mobile dental facility or portable dental unit for emergency care, follow-up care or information about treatment received.
   7. Comply with all requirements for maintenance of records pursuant to § 32-1264 and all other statutory requirements applicable to health care providers and patient records. All records, whether in paper or

electronic form, if not in transit, must be maintained in a permanent, secure facility. Records of prior treatment must be readily available during subsequent treatment visits whenever practicable.

8. Ensure that all dentists, dental hygienists and denturists working in the mobile dental facility or portable dental unit hold a valid, current license issued by the Board and that all delegated duties are within their respective scopes of practice as prescribed by the applicable laws of this state.
9. Maintain a written or electronic record detailing each location where services are provided, including:
   a) The street address of the service location.
   b) The dates of each session.
   c) The number of patients served.
   d) The types of dental services provided and the quantity of each service provided.
10. Provide to the Board or its representative within ten days after a request for a record the written or electronic record required pursuant to paragraph 9 of this subsection.
11. Comply with current recommended infection control practices for dentistry as published by the national centers for disease control and prevention and as adopted by the Board.

B. A mobile dental facility or portable dental unit must:
   1. Contain equipment and supplies that are appropriate to the scope and level of treatment provided.
   2. Have ready access to an adequate supply of potable water.

C. A permit holder or licensee who fails to comply with applicable statutes and rules governing the practice of dentistry, dental hygiene and denturism, the requirements for registered business entities or the requirements of this article is subject to disciplinary action for unethical or unprofessional conduct, as applicable.

**32-1299.25 Informed consent; information for patients**

A. The permit holder of a mobile dental facility or portable dental unit must obtain appropriate informed consent, in writing or by verbal communication, that is recorded by an electronic or digital device from the patient or the parent or guardian of the patient authorizing specific treatment before it is performed. The signed consent form or verbal communication shall be maintained as part of the patient's record as required in § 32-1264.

B. If services are provided to a minor, the signed consent form or verbal communication must inform the parent or guardian that the treatment of the minor by the mobile dental facility or portable dental unit may affect future benefits the minor may receive under private insurance, the Arizona Health Care Cost Containment System or the children's health insurance program.

C. At the conclusion of each patient's visit, the permit holder of a mobile dental facility or portable dental unit shall provide each patient with an information sheet that must contain:
   1. Pertinent contact information as required by this section.
   2. The name of the dentist or dental hygienist, or both, who provided services.
   3. A description of the treatment rendered, including billed service codes, fees associated with treatment and tooth numbers if appropriate.
   4. If necessary, referral information to another dentist as required by this article.

D. If the patient or the minor patient's parent or guardian has provided written consent to an institutional facility to access the patient's dental health records, the permit holder shall provide the institution with a copy of the information sheet provided in subsection C.

**32-1299.26. Disciplinary actions; cessation of operation**

A. A permit holder for a mobile dental facility or portable dental unit that provides dental services to a patient shall refer the patient for follow-up treatment with a licensed dentist or the permit holder if treatment is clinically indicated. A permit holder or licensee who fails to comply with this subsection commits an act of unprofessional conduct or unethical conduct and is subject to disciplinary action pursuant to § 32-1263, subsection A, paragraph 1 or subsection C.

B. The Board may do any of the following pursuant to its disciplinary procedures if a mobile dental facility or portable dental unit violates any statute or Board rule:
   1. Refuse to issue a permit.
   2. Suspend or revoke a permit.
   3. Impose a civil penalty of not more than two thousand dollars for each violation.

C. If a mobile dental facility or portable dental unit ceases operations, the permit holder must notify the Board within thirty days after the last day of operation and must report on the disposition of patient records and charts. In accordance with applicable laws and rules, the permit holder must also notify all active patients of the disposition of records and make reasonable arrangements for the transfer of patient records, including copies of radiographs, to a succeeding practitioner or, if requested, to the patient. For the purposes of this subsection, "active patient" means any person whom the permit holder has examined, treated, cared for or consulted with during the two year period before the discontinuation of practice.