

Policy Number: UFCO, Finance, 4.13
Effective Date: September 2015
Last Revised Date: March 2022
Next Review Date: March 2024
Policy/Guideline Custodian: Executive Director
Category: Finance

Title

Unapproved Treatments

Policy

All medical and/or dental care that is provided to patients should be approved in axiUm in a timely manner. Treatment in the student and faculty clinics, including community-based clinics should be approved within 1 business day, and treatment in the resident clinics should be approved within 3 business days.

Procedure

Treatment is entered into axiUm during each clinical care appointment and approved at the completion of the appointment.

The review of unapproved treatment is an internal control tool, helping ensure that services are not performed free of charge either intentionally or inadvertently.

Unapproved treatment in student and faculty clinics should be approved within 1 business day. Unapproved treatment in resident clinics should be approved within 3 business days.

Monitoring:

The Finance & Patient Accounting office will monitor unapproved treatments college-wide as an internal control process. An automated report showing the aging of unapproved treatments is sent weekly to departmental administrators and departmental chairs. Unapproved treatment reports are e-mailed every Monday morning to department chairs and administrative staff.

Responsibility:

Faculty & Residents:

The ultimate responsibility for approving treatment rests with the provider or attending faculty. Monitoring unapproved treatment reports rests with the departmental staff and providers.

The monitoring of approving treatments created in the Faculty Practice Clinic rests with Faculty Practice staff.

Students:

In the clinics, the ultimate responsibility for approving treatment rests with each student. Students should be working in conjunction with the attending faculty and treatment coordinators to ensure that treatment is approved.

Contact Information

Policy Contact(s)

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Important Dates

- Approved: September 2015, Approver: Dr. A. Isabel Garcia, Dean
- Reviewed and Revised: March 2022, Approver: Dr. A. Isabel Garcia, Dean