

481—574.9(153,272C) Patient records.

574.9(1) Patient records may be entered or retained electronically or by other means. Dentists must maintain patient records in a manner consistent with the protection of the welfare of the patient and comply with the following:

- a.* Preserve and maintain the confidentiality of patient records as required by state and federal law.
- b.* Ensure that all entries into patient records are permanent, timely, accurate, legible, and easily understandable.
- c.* Update and correct errors in the patient record electronically, or legibly in ink, with no erasures or white-outs. If incorrect information is placed in the record, cross out the error with a single nondeleting line and include the initials or other means of identification for the licensee or registrant who updated the record.
- d.* Safeguard the records from destructive elements.
- e.* Maintain a duplicate hard copy or use an unalterable record when electronic records are kept.

574.9(2) Dentists will create and maintain dental records for each patient that contain all of the following:

- a.* Patient information that includes the following:
 - (1) Name, date of birth, address, and, if a minor, name of parent or guardian.
 - (2) Name and telephone number of person to contact in case of emergency.
- b.* Dental and medical history information sufficient to support the recommended treatment plan from the patient or the patient's parent or guardian.
- c.* Patient's stated reasons related to oral health when a patient presents with a chief complaint.
- d.* Dental records shall include chronological entries, including dates and descriptions of the following:

- (1) Clinical examination findings, tests conducted, and a summary of all pertinent diagnoses;
- (2) Plan of intended treatment and treatment sequence;
- (3) Services rendered and any treatment complications;
- (4) All radiographs, study models, and periodontal charting, if applicable;
- (5) Name, quantity, and strength of all drugs dispensed, administered, or prescribed; and
- (6) Name of dentist, dental hygienist, or any other auxiliary, who performs any treatment or service or who may have contact with a patient regarding the patient's dental health.

e. Documentation, at a minimum, of informed consent that includes an overview of the discussion of proposed procedure(s), treatment options, potential complications and known risks, and patient's consent to proceed with treatment.

574.9(3) Transfer of records. Upon request of the patient or patient's legal guardian, the dentist shall furnish copies of the complete dental records, including copies of the radiographs that are of diagnostic quality.

- a.* The dentist may not refuse to transfer records for any reason, including but not limited to nonpayment of any fees.
- b.* The dentist may charge a nominal fee for duplication of records.

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