

THE AUSTRALIAN SCHEDULE OF DENTAL SERVICES AND GLOSSARY

1 Introduction

- 1.1 *An Australian Glossary of Dental Terms* was first published by Australian Dental Association Inc (ADA) in 1986. The Fifth Edition was expanded to *The Australian Schedule of Dental Services and Glossary* (Schedule/Glossary) in 1996.
- 1.2 The Schedule/Glossary is endorsed by the National Coding Centre.
- 1.3 The Schedule/Glossary as published by the ADA is the definitive coding system of dental treatment in Australia.

2 Principles

- 2.1 Dentists are advised to carefully study the Schedule/Glossary and instruct their staff members in its correct usage. The Schedule/Glossary is comprehended as a means of providing accurate descriptions of procedures rather than as a device for augmenting third party rebates for dental services.
- 2.2 In developing the Schedule/Glossary, the ADA seeks the advice of all stakeholders. Since its inception, the Schedule/Glossary has become widely accepted by all parties as the definitive coding system of dental treatments.
- 2.3 The Schedule/Glossary is a document protected by copyright and can only be modified by the ADA.

3 Policy

- 3.1 The ADA's Schedule and Third Party Committee assigns a three-digit code number to items or clinical procedures it considers to be part of current dental practice. In reviewing the Schedule/Glossary, the following principles are applied:
 - A Schedule/Glossary entry describes, as a general rule, a treatment outcome. It does not accommodate minor variations in clinical techniques.
 - Consideration for a listing in the Schedule/Glossary will only be given to accepted forms of therapy.
 - Item number 990 has been allocated for describing items of service that are not described within the Schedule.
 - No Schedule item numbers are reserved exclusively for specialist dentists.
 - There is no differentiation between services on primary or secondary teeth unless the procedure is unique within that group.
 - Changes to materials within a generic group, or changes in laboratory techniques, are unlikely to be allocated new Schedule item numbers.
 - A new edition of the Schedule/Glossary will be published by the ADA as required.

Clarification

- 3.2 Any dentist or third party requiring clarification or interpretation of the Schedule/Glossary should contact the ADA. In the event of a dispute regarding interpretation or clarification between a dentist and a third party, the Chief Executive Officer (CEO) should be informed of the names and addresses of both parties together with details of the dispute. The CEO will then refer that information on to the Chairman of the ADA's Schedule and Third Party Committee for evaluation and decision. The CEO will then inform both parties of the decision. Confidentiality will be maintained.

Federal and/or State specialist groups and ADA affiliated bodies must not offer interpretation or guidelines for the use of item numbers within the Schedule/Glossary without the explicit written endorsement of the ADA's Federal Executive.

Guidelines for Submissions to the Schedule Committee

- 3.3 The ADA welcomes submissions and comments on the Schedule/Glossary. Suggestions for new and/or amended Schedule item numbers should be accompanied by a suggested draft, i.e., Schedule item number, heading and brief Glossary description.
- 3.4 An organisation submitting on behalf of a particular discipline of dentistry should first consult with branches of equivalent organisations in other States in order to arrive at a consensus. Third parties should submit through their "umbrella" organisations.
- 3.5 Correspondence should be directed to the Chief Executive Officer, at the ADA.

Approval

- 3.6 Federal Executive shall have the authority to approve amendments and each new edition of the Schedule/Glossary on behalf of Federal Council.

Policy Statement 4.2

Adopted by ADA Federal Council, November 15/16, 2001.
Amended by ADA Federal Council, November 11/12, 2004.
Amended by ADA Federal Council, November 13/14, 2008.