

Policy Statement 5.2 – The Australian Schedule of Dental Services & Glossary

Position Summary

The Australian Schedule of Dental Services and Glossary must remain as the definitive coding system of dental treatments and services in Australia. It should reflect current practice and so be revised and published by the Australian Dental Association as required.

1. Background

- 1.1. *An Australian Glossary of Dental Terms* was first published by Australian Dental Association Inc (ADA) in 1986. The Fifth Edition was retitled *The Australian Schedule of Dental Services and Glossary* in 1996.
- 1.2. The Australian Schedule of Dental Services and Glossary (Schedule/Glossary) as published by the ADA is the definitive coding system of dental treatments and services in Australia.
- 1.3. The Schedule/Glossary is endorsed by the National Coding Centre for Health and as such its use is not restricted.
- 1.4. Since its inception, the Schedule/Glossary has become widely accepted by all parties as the definitive coding system of dental treatments and services in Australia.
- 1.5. The Schedule/Glossary is a document protected by copyright held by the ADA.
- 1.6. In developing the Schedule/Glossary, the ADA seeks the advice of all stakeholders.

Definition

- 1.7. ITEM NUMBERS are a three-digit coding system which describe dental services.
- 1.8. A DENTIST is an appropriately qualified dental practitioner, registered by the Board to practise all areas of dentistry.

2. Position

- 2.1. The Schedule/Glossary must remain as the definitive coding system of dental treatments and services in Australia.
- 2.2. Dentists should be familiar with the current edition of Schedule/Glossary and instruct their staff members in its correct usage
- 2.3. An Item Number should describe a service outcome which accommodates minor variations in clinical techniques.
- 2.4. An Item Number should not specify the fee charged.
- 2.5. An Item Number should be allocated for items of service that are not described elsewhere within the Schedule/Glossary.
- 2.6. Item Numbers must not be reserved exclusively for specialist dentists.
- 2.7. There will be no differentiation between itemising services on primary or secondary teeth.

Publication

- 2.8. The Schedule/Glossary should reflect current practice and so be revised as deemed necessary and will be published by the ADA as required.
- 2.9. The current edition of the Schedule/Glossary shall be available on the public section of the ADA website.

Clarification

- 2.10. 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

- 2.11. The ADA will seek submissions and comments on the Schedule/Glossary from relevant stakeholders. 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.
- 2.12. 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.
- 2.13. Correspondence should be directed to the CEO, at the ADA.

Consultation

- 2.14. Federal Council will be provided an opportunity to provide comment on any draft changes to the Schedule prior to their approval.

Approval

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

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Adopted by ADA Federal Council, November 15/16, 2001.

Amended by ADA Federal Council, November 11/12, 2004.

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