



10 Steps to Contracting with a Health Center

First Step Read the following documents: ADA-NACHC letter; CMCS Information Bulletin; FQHC Contracting Handbook

Step 1

Contact the dental director of the health center and set up a meeting to introduce yourself and to discuss how best you might collaborate together. Develop a relationship that fosters a shared goal of providing access to quality dental care for underserved patients.

Step 2

The dental director will assess the dental program's current service area, its scope of practice, patient mix, and staffing needs to see where contracting would be most beneficial. Keep in mind that patients seen via contracting are patients of record of the health center.

Step 3

Together review current record documentation and quality review processes of the health center. Become familiar with the patient satisfaction process of the health center.

- How would these documentation and quality requirements fit within your private practice?
- Is there common ground for agreement?
- How will patient records be shared between the health center and the private dentist?
- When will completed treatment records be available for review?

Step 4

How much time is the private dentist willing to contract with this health center?

Step 5

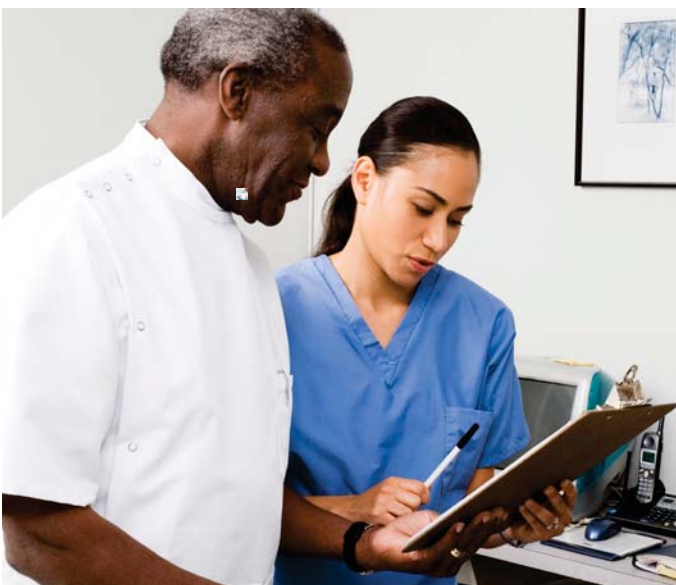
Agree upon target populations and number of patients to be seen per week. Determine how patients will be triaged and referred to the contracting dentist by the health center. Are appointments scheduled and confirmed through health center?

Step 6

Develop strategies for transportation, translation and case management services, if necessary.

Step 7

Discuss payment mechanisms and timeliness of payment.



Step 8

Create a legal contract between health center and private practitioner.

Step 9

The contracting dentists and the health center dental director will review the contracting process frequently (especially in the early stages) to assess how the relationship is working and make any necessary and mutually agreed to adjustments to the contract.

Step 10

Track success and regularly assess if expectations are being met on all sides. Occasionally, attend dental department provider meetings to share information with other dental providers.

Questions? Contact us!

American Dental Association

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For more information about the American Dental Association's *Action for Dental Health: Dentists Making a Difference* campaign, visit [ADA.org/action](https://ada.org/action).