

## **PROCEDURES FOR LIVE WORK PROJECTS DENTAL HYGIENE**

### **PROJECT APPROVAL**

Dental Hygiene instructional live work projects are approved by the Dental Hygiene program based on the needs of the students and in accordance with established curriculum, program standards, and student learning outcomes.

### **WRITTEN AGREEMENT AND SIGNATURE FOR PATIENTS**

Prior to participating in a Dental Hygiene instructional live work project the patient must sign the Request for Service & Release of Liability form.

The form states:

- I hereby release Athens Technical College, the instructors, and the students of the Dental Hygiene Department from all claims of injury or damage that might occur while a patient of the Dental Hygiene Department.
- The work performed will be done by students and is not guaranteed.
- Payment for services will be made to the Receptionist upon arriving for appointment.

### **ACCOUNTING PROCEDURES:**

**FEE STRUCTURE:** The fee structure for the Dental Hygiene instructional live work projects will be recommended by and reviewed annually by the program advisory committee and approved by the Division Dean and/or Vice President of Academic Affairs. The approved fee list will be posted in the Dental Hygiene Department and available at the receptionist desk.

**FUNDS ACCOUNTABILITY:** The Dental Hygiene instructor and students are responsible for accurately charging the patient for the services rendered. Upon payment to the receptionist, the receptionist will issue a receipt to the patient.