

HOWARD COUNTY DENTAL HYGIENE REFERRAL SERVICE

a not-for-profit service for HCDHA & HCDA members

REFERRAL SERVICE POLICIES

Updated July, 13 2010

1. A HCDA or HCDHA membership is required to participate with this service.
2. *Temporary* hygienists may NOT work under general supervision by law. **Dentists must be on site during patient care.**
3. Dentists must provide all PPE as regulated by OSHA and provide post exposure treatment and testing if necessary.
4. This is not an emergency service. Please allow a minimum of 2 weeks notification for temporary hygiene placements. There is no guarantee of referral/placement.
5. A minimum of 3 business days is required for cancellation of the hygienist temping for the referral service by the HCDA member. If less than three days notice of cancellation is given, the HCDA member will be billed for the expected hours in order to compensate the hygienist.
6. Referral Service fees for HCDA members are:
 - o A \$50 per calendar year (Jan 1 – Dec 31) registration fee.
 - o A \$30 per day temporary placement fee, per hygienist.
 - o A \$300 fee for permanent placements
7. Compensation for hygienists from HCDA members is \$360 per day for 6-8 hours of scheduled work, \$45 per hour thereafter.
8. HCDHRS requests a hygienist be compensated for the hours contracted to work even if the patient schedule is shortened (i.e. inclement weather, emergency office closure, power outages, etc.)
9. HCDA members are expected to compensate the hygienist at the end of the scheduled workday. The hygienist will complete a referral service work sheet. It is recommended that you keep a copy this form for your records.
10. Referral Service fees are invoiced separately from hygienist compensation.
11. Payments from HCDA members to the referral service should be remitted within 30 days of receiving an invoice.
12. HCDHRS reserves the right to increase fees, both for hygiene compensation and referral service fees. Prior notice of fee increases will be attempted but are not required.
13. HCDHRS reserves the right to deny participation to those who do not follow the outlined fee schedule or notify HCDHRS of any additional temporary and/or permanent placement arrangements.
14. Make checks payable to HCDHRS

Disclaimer:

The Howard County Dental Hygiene Referral Service (HCDHRS) makes no claims as to the qualifications or skills of any dentist or hygienist. It is the responsibility of each party to validate the qualifications and evaluate the skills of the dentist or hygienist, as would be appropriate for any professional employment. Further, HCDHRS will not suggest terms for, or be involved with, negotiations for remuneration or benefits between parties seeking permanent employment.

I understand and agree to comply with the policies of the HCDHRS.

Name

Title

Date