

**21 NCAC 16Z .0102      RECORD KEEPING**

(a) A dentist who designates a dental hygienist employee as capable of providing clinical dental hygiene procedures without direct supervision of the dentist must keep and maintain the following records for at least ten years:

- (1) names of all hygienists who provide clinical dental hygiene procedures without direct supervision;
- (2) proof that each hygienist, at the time of initial approval, met the experience requirements set out in Rule .0101(a) of this Subchapter;
- (3) names and locations of all facilities at which each hygienist has provided clinical dental hygiene procedures without direct supervision;
- (4) work schedules reflecting all locations at which each hygienist is scheduled to provide clinical dental hygiene procedures without direct supervision in the next 30 days;
- (5) work schedules of all hygienists indirectly supervised by the dentist, with sufficient detail to demonstrate that a single dentist does not supervise more than two hygienists employed in clinical dental hygiene positions at any given time;
- (6) records reflecting the personal examination of the patient and the procedures directed by the dentist; and
- (7) proof that the dentist and hygienist complied with the requirements of G.S. 90-233(a1)(1) – (3).

(b) The dentist shall produce all records required to be kept under this Rule to the Dental Board or its employees upon request and shall provide an annual report to the Board in compliance with G.S. 90-233(a4).

*History Note:*      *Authority G.S. 90-221; 90-233;*  
*Eff. February 1, 2008;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 9,*  
*2018.*