



ORAL  
HEALTH  
OHIO

Healthy Mouths > Healthy People > Strong Communities

## School Checklist for Hosting Mobile Dental Facilities (MDFs)

### MDF INFORMATION

1. MDF Operator/Business Name \_\_\_\_\_
2. Ohio State Dental Board Registration Verified?  Yes  No  
*Locate and verify a license [here](#).*
3. Dates of Service at School \_\_\_\_\_

### TYPE OF SERVICE

#### A. Dental Hygiene Services and/or Restorative Services (fillings)

MDFs are legally required to give each patient – or the patient's parent or caregiver- a document containing six items

1. Who provided the care – Names of those who arranged or performed services.
2. Emergency contact – A phone number to reach the MDF operator or representative.
3. What was done – A list of dental or hygiene services performed
4. Recommendations – Any suggested follow-up care.
5. Records notice – A statement that full dental records are available as required by state and federal law.
6. How to get records – Instructions for requesting copies or transferring records

MDF confirmed it will provide this information  
 Sample notice received

#### B. Sealants & Fluoride Only

Exceptions apply to the above requirement if the MDF only provides sealants and fluoride treatment **AND** is run by one of the following:

1. A school district or educational service center program
2. A city or local health department
3. Any other public or private program that is contracted by the Ohio Department of Health and recognized by the Ohio State Dental Board

Exception applies

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TASK	COMPLETED (✓)	NOTES
MDF license/registration verified		
Types of services confirmed		
<ul style="list-style-type: none"><li>• Dental hygiene or restorative service</li><li>• Sealants &amp; fluoride only (exceptions verified)</li></ul>		
Parent/caregiver notice received <ul style="list-style-type: none"><li>• Directly by MDF or by school</li></ul>		
MDF emergency and administrative contact info received		
MDF contact for complaints or missing information		

**Contact the Ohio State Dental Board** to report concerns about MDF noncompliance.

Please share with school staff as appropriate and print for reference. All links are available on the Oral Health Ohio website at [oralhealthohio.org](http://oralhealthohio.org)

