**Bayou Dental Reporting**

**Report Information**

Document ID: PF157

Document Name: Emergency Management Plan

Revision Date: 8/8/14

Reporting Frequency: Annually

Deliverable Type: Text Document

Report Due Date: *See Definition & Instruction Notes*

Subject Matter: Finance

Document Type: Free Form Template

Free Form

Template

**Information to be completed by the dental Plan**

Dental Plan ID: [Dental Plan ID]

Dental Plan Name: [Dental Plan Name

Dental Plan Contact:

Dental Plan Contact Email:

Report Period Start Date:

Report Period End Date:

Date Completed:

*(This plan can be submitted in any format. However, this document must be completed and submitted with the required plan)*

**Definitions and Instructions:**

Emergency Management Plan:

The Dental Plan shall submit an emergency management plan within forty-five (45) days from the date the Contract is signed to DHH for approval. The emergency management plan shall specify actions the Dental Plan shall conduct to ensure the ongoing provision of Dental services in an epidemic, disaster or manmade emergency including, but not limited to, localized acts of nature, accidents, and technological and/or attack-related emergencies. Revisions to the DHH approved emergency plan shall be submitted to DHH for approval no less than 30 days prior to implementation of requested changes. The Dental Plan shall submit an annual certification (from the date of the most recently approved plan) to DHH certifying that the emergency plan is unchanged from the previously approved plan.

At a minimum, the plan should include the following:

* Educating members and providers regarding hurricane preparedness and evacuation planning;
* Provide a Dental Plan contact list (phone and email) for members/providers to contact to determine where dental services may be accessed/rendered;
* Use of EHR to provide dental providers access to member’s dental history and receive information of care provided during evacuation; and
* Emergency contracting with out-of-state dental providers to provide dental services to evacuated members.

Report Due Date:

Initial submissions were due forty five (45) days from the date the contract is signed to DHH for approval. Revisions to the DHH approved emergency plan shall be submitted to DHH for approval no less than 30 days prior to implementation of requested changes. The Dental Plan shall submit an annual certification (from the date of the most recently approved plan) to DHH certifying that the emergency plan is unchanged from the previously approved plan

**RFP Reference: Emergency Management Plan**