



Lift the Lip

Clinical handover process – Children’s Health Queensland to Oral Health Services



Child health clinic

- Parental consent received.
- Patient identifiers completed.
- Parent details completed.
- Referring professional details completed.
- Caries risk assessment undertaken.
- Caries risk section completed.
- Anticipatory guidance provided.
- Appropriate level of referral identified and referral form sent to Oral Health Services email.
- Copy filed in patient chart.



Oral health administration

- Referral form received.
- Form is checked for completeness.
- Clinical factors and caries risk checked.
- Non-consenting children’s names entered on database.
- Consenting patient details entered into ISOH.
- LtL identifier assigned in ISOH.
- CDBS eligibility checked and identifier assigned on ISOH if relevant. Balance noted if relevant.
- Patient prioritised as per referral form and parent contacted and offered an appointment at an appropriate oral health facility.
- Parents not wanting an appointment – child’s name entered on database.
- Clinical record retrieved/created.
- LtL identifying sticker placed on front of record.
- Copy of referral placed in record.
- Clinical record forwarded to treating facility.



Oral health facility

- Clinical record received.
- Assessment and all appropriate treatment provided as per usual.
- All participating children to receive fluoride varnish application and assigned to six monthly fluoride program.
- Fluoride program identifier assigned in ISOH.
- Child to be placed on six month recall as per fluoride program requirements. Both patient and parent are informed about the fluoride program and why they are being enrolled for follow-up.
- Notify child health professional via email of outcome of referral, such as a summary of treatment required, FTA etc.
- Patient completed and clinical record filed as per usual.

Metro North and Metro South Oral Health Services welcome all children 0 to 17 years of age referred by CYCHS - Child Health Service. For more information contact Oral Health Services.

Phone: 1300 300 850

www.health.qld.gov.au/metronorth/oral-health

A joint initiative between Metro North and Metro South Hospital and Health Services and Children’s Health Queensland.

