



CONNECTICUT SOCIETY OF ORAL
AND MAXILLOFACIAL SURGEONS, INC.

CSOMS Office Anesthesia Evaluations

Frequently Asked Questions

Updated February 2024

Who do I contact to check on the status of my office anesthesia application?

CT Department of Public Health

Dental Team: 860-509-7603

Unit Secretary: 860-509-7590

dph.dentalteam@ct.gov

Why am I getting assigned as an evaluator again?

The CSOMS office keeps detailed records on our evaluation assignments and makes every effort to remain fair and equitable. To accommodate the increasing number of new requests along with the required recertification evaluations that must be performed, the CSOMS office considers several factors when assigning evaluators, including date of last assigned evaluation, geographic distance, and group practice affiliations.

CSOMS members perform evaluations as part of their CSOMS membership requirement: per the bylaws, *at least* 1 per year, or the number for which they require evaluation. However, due to the volume of requests, CSOMS may need to rely more frequently on its members.

When can I expect my evaluation to be scheduled?

Once the office has identified a potential set of evaluators, they will issue electronic notification to all parties. While evaluations are to be scheduled at the convenience of the evaluators, we ask that all parties make their best effort to complete the evaluation and return the related paperwork to the CSOMS office **no later than 45 days** from the date of the initial communication notifying you about the assignment.

If you have been assigned evaluators but are unable to schedule an evaluation in a reasonable timely fashion (lack of patients, new office location is not yet ready, etc.), the CSOMS office may remove the evaluators initially assigned to your case, and your evaluation will be placed back into the scheduling queue. You may then contact the CSOMS office when you are ready to reschedule.

I haven't heard from my lead evaluator, what do I do?

Because of the number of schedules that need to be coordinated to conduct these evaluations, the CSOMS office generally does not get involved in scheduling, and requests that the parties work together to find a mutually convenient date. If you have not heard from your lead evaluator, we suggest emailing or calling the telephone number provided.

What if I can't get access to required medications?

In general, if a medication is on back order: (1) retain the expired medication, (2) show proof / invoice of the purchase of the back-ordered required medication, and (3) obtain a medication that is a viable alternative.

There is a national medication back-order list. If the drug in question is not on the back-order list, **DPH will not approve the examinee.** <https://www.accessdata.fda.gov/scripts/drugshortages/>

Is the required equipment for a conscious sedation-only permit different?

Yes, the equipment not required for conscious sedation is noted on the evaluation tool. As of the date of this publication, all equipment is required for conscious sedation except for endotracheal tubes, laryngoscope, and nasal suction catheter. A Combi tube and ECG **are required** for all evaluations.

For an initial office evaluation, what happens if a patient cancels last-minute before an evaluation?

In an effort to be respectful of everyone's schedule, we ask that any cancellations or rescheduled evaluations be made **2 weeks prior** to the originally scheduled date; however, sometimes last-minute cancellations by patients happen.

You may want to consider arranging potential back-up patients for that day to ensure the evaluation may be completed as planned.

What happens if I fail an evaluation?

The lead evaluator will submit the paperwork to the CSOMS office indicating a failed evaluation, at which point staff will forward the forms to the CSOMS Anesthesia Chair for review. If it is determined that that evaluation was accurately deemed a failure, staff will pass along the information to CT Department of Public Health, who will be in touch with you about remediation steps.

The CSOMS office **cannot reschedule** the evaluation until we receive official clearance from CT DPH to do so, at which time we will contact the same set of evaluators to re-perform the evaluation. If you have other office sites to be scheduled currently in the queue, they will be placed on hold.

What happens if my current office is relocating?

All requests for an office evaluation may be emailed to DPH.DentalTeam@ct.gov with the subject line 'Dental Permit Office Evaluation Request'. DPH must receive the following documents when requesting an office evaluation:

- Name and contact information for the practitioner(s);
- Office location address;
- Inclusive list of ALL staff members (see attached form for your convenience); AND
- Copies of practitioner's and their staff's current BLS and ACLS certificates. The practitioner and medical staff must hold current ACLS and BLS certification by the American Red Cross or the American Heart Association. Other certification organizations cannot be accepted as this is a requirement outlined in the Regulations of Connecticut State Agencies.

Delays in processing may happen due to the following common reasons:

- Staff list does not include ALL staff;
- All ACLS and BLS certificates are not included;
- ACLS and BLS certificates are from organizations other than the American Red Cross or the American Heart Association.