

Step-By-Step Manual for Dentists



*New volunteers should submit a Volunteer Application and send it to the Smiles central office.
Smiles sends a welcome package with all necessary forms.
These forms are also available for download on the website at www.smilesforsuccess.org.*

Prior to Treatment

Step 1.

Smiles will contact you when a need in your area arises.

Step 2.

Smiles will send a Participant Report to you that includes basic background information about your patient.

Step 3.

The Smiles participant will call your office to set up her first appointment.

Step 4.

After the initial visit, the following forms should be submitted to the Smiles office for board approval prior to treatment:

Agreement for Dental Procedures
Treatment Plan
Participant Release Form

Step 5.

Upon review of the Treatment Plan, the Smiles office will contact you to let you know how to proceed. If the treatment plan and lab fees have been approved, dental care can begin. Please take Before and After Pictures (*email high resolution image files to info@smilesforsuccess.org*).

After Completion of Treatment

Step 6.

After completion of treatment you should submit the following forms:

In-kind Expense Report (*can be substituted with patient ledger*)
Lab Reimbursement Form (*Smiles needs the original invoices mailed or faxed in order to reimburse for lab expenses*)
Participant Evaluation
Before and After Pictures (*please email high resolution image files to info@smilesforsuccess.org*)

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