

MEMORANDUM FOR PERSONNEL DEPLOYING/OUTPROCESSING 414TH BSB

SUBJECT: Dental Readiness, Dental Records and Dental Insurance

- **Active Duty Soldiers' Dental Readiness Classification:**

As soon as a soldier receives PCS orders, he/she should verify dental readiness classification by contacting the dental clinic. All AD soldiers are required to have an annual dental examination, a current panoramic radiograph and not have any potential emergency dental conditions (such as badly decayed teeth, potentially problematic wisdom teeth or incomplete root canal treatment). This is very important to maintain deployability and will prevent delays in departing with the soldier's unit upon receiving deployment orders. If an annual exam will become due within 90 days of deployment or PCS, an exam **must** be done prior to clearing. Exams are available M-F from 0730-1030 AM, and 1230-1530 PM on a walk-in basis. No appointment is required. Active duty, retiring, and chaptering soldiers need to hand carry their dental records to the next destination. One copy of orders and clearing papers are required before picking up dental records.

- * **Family Member Dental Records:**

Family members returning to CONUS may obtain a copy of their dental records, including radiographs. IAW AR 40-66, the dental clinic is required to retain the original dental record. The dental clinic requires one week advance notice to copy dental records. Sponsor or spouse can request one free copy of their records and children under the age of 18 years. Dental records of the sponsor, spouse or any family member age 18 and older can only be released to that individual unless he/she gives written consent to release the record, IAW the privacy act of 1974.

- * **Tricare Family Member Dental Plan:**

If you are PCS'ing back to CONUS, it is recommended that you enroll your family members in the Tricare Family Member Dental Plan (TFMDP). This can be done by completing a United Concordia Insurance (UCCI) Enrollment/Change Form and submitting it directly to the insurance carrier. Forms are available at the dental clinic or online at www.ucci.com. This may also be by mail or fax the enrollment form to UCCI. The first months premium must be mailed to the insurance carrier to initiate insurance coverage. Disenrollments can be accomplished by completing a disenrollment form and mailing it to UCCI.

THE HANAU DENTAL IS LOCATED IN BLDG 245, Adjacent to Health Clinic (New Argonner Kaserne).

EXAMS

0930-1030 MON-FRI
1230-1430 MON-THUR

SICK-CALL

0730-1030 MON-FRI
1230-1530 MON-FRI

POC: Mr. Jackson, Hanau Dental Clinic
DSN - 328-6525, CIV - 06181-500-6525