

IHS Dental Volunteer Checklist

✓	IHS Dental Volunteer Checklist	Contact Dental Volunteer Liaison
	Dental Volunteer Liaison – assist in site selection, discuss travel and housing	
	Complete manual fingerprint card, OF-306 (Declaration for Federal Employment), and Child Care Addendum to dentist	Let Dental Volunteer Liaison know you have received forms
	Completes fingerprint card at local police station (unless near service unit where electronic fingerprinting capabilities exist)	Let Dental Volunteer Liaison know you have completed and mailed the fingerprint card to IHS
	If volunteer has been cleared, credentialing specialist mails out "Statement of Understanding & Release" and credentialing application	Let Dental Volunteer Liaison know you have received and completed the "Statement of Understanding & Release" and credentialing application
	Volunteer completes and returns credentialing application, including statement of understanding and release, and submits with license, DEA license, proof of dental malpractice insurance coverage in the location of volunteer services and dental diploma to credentialing specialist	Notify Dental Volunteer Liaison when completed credentialing application is returned to IHS.
	Volunteer dentist completes Privilege Request Form, submits to dental director or clinical director	Consult with Dental Volunteer Liaison when completing this document
	If additional information is needed for privileges, the volunteer dentist provides that information to the clinical/dental director	

Forms to fill out:

Fingerprint card

OF-306 (Declaration for Federal Employment)

Child Care Addendum

Statement of Understanding & Release

Credentialing application

Privilege Request Form