



Hawaii Dental Association

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**HAWAII DENTAL ASSOCIATION**

**POLICY MANUAL**

**2016**

(Original: April 26, 2012, Revised: September 27, 2016, Approved: October 6, 2016)

This manual is a compilation of policies passed by the Hawaii Dental Association House of Delegates and/or the Board of Trustees. This document has been created to aid House and Board officers and members in their deliberations. 2016 changes highlighted in yellow.

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44 **I. HDA POLICY MANUAL INSTRUCTIONS**

- 45
- 46 A. The HDA Policy Manual shall be organized into two separate sections:
- 47 1) Current HDA Policies
- 48 2) Previous HDA Policies (for historical reference)
- 49
- 50 B. Only policies that have been passed by the Board of Trustees or the House of
- 51 Delegates will be updated.
- 52
- 53 C. **(04/2012)** It will be the responsibility of the HDA Secretary and the ED to update the
- 54 Policy Manual. Policies take effect immediately but the Policy Manual shall be
- 55 updated within 30 days of the House of Delegates and the revised HDA Policy
- 56 Manual will be reissued at the beginning of each board year.
- 57
- 58 D. Each policy shall be written in the following format using Times New Roman
- 59 12 point font:
- 60
- 61 1) General categories will be organized alphabetically and will be numbered
- 62 with roman numerals: I, II, etc.
- 63 2) Policies will be organized alphabetically.
- 64 3) The title of the policy will be bolded and underlined.
- 65 4) The approval date will be listed next to the policy by month and year (mm/yyyy).
- 66 5) The policy will be stated succinctly under the title.
- 67 6) When updating a policy, the updated policy page(s) will be inserted into the
- 68 current HDA Policy Manual. The pages (s) that are being replaced will be
- 69 inserted into the appropriate section of the Previous HDA Policy Manual,
- 70 with the most recent version on top.
- 71 7) New policies will be preceded by an asterisk. [\*] and hilighted.
- 72

73 **II. ADA / 14<sup>th</sup> DISTRICT ACTIVITIES**

- 74
- 75 A. **14<sup>th</sup> District Campaign Fund – (11/2011)**
- 76 The HDA does not support setting funds aside for the sole purpose of funding a
- 77 campaign for the 14<sup>th</sup> district.
- 78
- 79 B. **ADA Alternate Delegate/Secretary - (2/2004)**
- 80 The Nominating Committee nominates and the HOD approves the alternate
- 81 delegates for the ADA delegation. In the event the primary candidate for the
- 82 position is unavailable, the BOT can select an alternate person for the position.
- 83 The ADA delegation will select the secretary for the delegation.
- 84
- 85 C. **ADA Dental Team Concept – (7/2007)**
- 86 The HDA delegation will not support the ADA dental team concept. The BOT
- 87 does not support the ADA dental team membership category but will support a
- 88 state level category if necessary.
- 89
- 90 D. **ADA Program - Our Legacy Our Future – (7/2009)**
- 91 The HDA does not support the ADA program Our Legacy Our Future.
- 92

- 93 E. **ADA Washington Leadership Conference – (2/2004)**  
94 HDA supports the ADA Washington Leadership Conference each year and will  
95 coordinate reimbursements with HDPAC.  
96  
97 F. **HDA Officers and the ADA Delegation – (2/2009)**  
98 The ADA delegation can include but does not necessarily have to include the  
99 HDA president or other HDA officers.  
100  
101 G. **Hiroshima Sister Association – (8/2000)**  
102 Hiroshima Prefecture Dental Association will be considered a sister association.  
103  
104 H. **Tripartite Structure – (11/2003)**  
105 The HDA accepts the tripartite core values.  
106

### **III. BOARD OF DENTAL EXAMINERS**

- 107  
108  
109 A. **BDE Representative (7/2005)**  
110 The HDA will have a representative at the BDE meetings. Historically, the  
111 President-Elect and the Executive Director attend the BDE meetings.  
112  
113 B. **BDE Rules Revision – (2/2009)**  
114 The HDA will submit recommendations on the rules revision to the BDE and  
115 provide detailed feedback to the BDE.  
116  
117 C. **National Dental Examination – (12/2004)**  
118 The HDA will support the bill regarding the BDE and the national dental  
119 examination.  
120

### **IV. CONTINUING EDUCATION**

- 121  
122  
123 A. **CERP Affiliation – (10/2011)**  
124 The HDA is and will continue to be affiliated with CERP.  
125  
126 B. **Certification of CE Courses – (2/2002)**  
127 The BOT agrees to restrict the certification and authorizing of continuing  
128 education units to programs sponsored by the HDA itself.  
129  
130 C. **Co-Sponsoring of CE Courses – (10/2008)**  
131 HDA continuing education courses are allowed to be co-sponsored.  
132

### **V. EXECUTIVE DIRECTOR / HDA STAFF**

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134  
135 A. **Executive Director Salary and Compensation – (9/2016)**  
136 The salary and compensation of the Executive Director will be decided by the  
137 BOT.  
138  
139 B. **Visitation to Component Societies – (1/1988)**  
140 The Executive Director and the HDA President shall make one visit to each  
141 component society yearly.

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C. **Executive Director Succession Plan - (7/2012)**

In case of termination, resignation or retirement of the Executive Director. A search committee shall be formed to hire a new Executive Director, The committee shall be composed of five BOT members with the President-Elect as the chair. Committee shall determine the method to be used to recruit candidates for the position (advertising, word-of-mouth, social media), will conduct all interviews of potential candidates, will negotiate the contract of the new Executive Director and will have the contract reviewed by the HDA lawyer. If appropriate, the outgoing Executive Director will be available to train the incoming Executive Director for a one month transition period. Both Executive Directors shall be considered employed by the HDA during the transition period. If appropriate, the outgoing Executive Director will be available after the transition period for a period of two months for consultation by personal meeting, telephone or email.

In case of sudden death or incapacitation of the Executive Director. The Executive Director shall be considered incapacitated in the event that his/her physical or mental capabilities render him/her incapable of performing his/her job functions.

Documentation from the physician or physicians treating the Executive Director shall be required as well as documentation from an independent physician or physicians appointed by the Board if necessary. The language in the contract of the Executive Director will supersede the language in this policy if there is a conflict between the two documents. In the event of the death or confirmed incapacitation of the Executive Director, the following shall occur: The President will become the acting Executive Director. The HDA staff will continue to operate the HDA office and meet all obligations except financial obligations. The President and the Treasurer shall sign all checks and pay all obligations of the Association. The HDA safe shall be opened by the President and Treasurer to obtain pertinent information regarding the operation of the Association. The Search Committee shall immediately be activated if it is determined that the Executive Director can no longer fulfill his/her duties.

These items will be retained in the HDA safe located in the HDA office. The President and Treasurer will be authorized to open the HDA safe. Accountant (name/address/phone number), Auditors (current auditing firm/address/phone number), Building Loan Documents (location), Checkbooks (location/acct numbers), Credit Cards (issuer/numbers/signers), Insurance Policies, TDI, Workers' Comp, Life Insurance, Keys (cabinets, building, master keys), Passwords (computers), Personnel Files (location), Rental Agent (name/address/phone number), Reserve Accounts (location/acct. numbers), Subcontractors (names/addresses/phone number/relationship to HDA).

D. **Executive Director Compensation/Contract Committee - (10/2014)**

The Executive Director Compensation/Contract Committee is a committee of the Hawaii Dental Association BOT. The members of the Committee shall consist of four past presidents immediately preceding the immediate past president, one BOT member and one member at large. The Board of Trustees shall appoint the Committee members and select the chair. If one of those four past presidents cannot serve, the Board of Trustees will continue to seek participation by previous presidents in the order in which they had served until all four have been selected. The Committee shall meet at least once a year.

192 The duties of the Committee shall be to review the performance of the ED and  
193 recommend to the BOT the renewal or nonrenewal of the ED contract and the level of  
194 his/her compensation. Per the contract, the Executive Director may receive a bonus  
195 based on the profitability of the Association and the performance review. Any bonus  
196 is to be determined by the Committee and be approved by the Board of Trustees in  
197 their sole discretion.  
198

199  
200 The Executive Director Compensation/Contract Committee shall maintain a useable  
201 evaluation form for use by HDA leadership to assess the ED and management  
202 performance and report the results of the evaluation at the first BOT meeting  
203 annually. The Committee shall provide on-going oversight of the management  
204 services and to act as a liaison between HDA volunteers and HDA Staff.  
205

## 206 **VI. FINANCES**

### 207 208 A. **Accounts – (1/1977)**

209 All HDA accounts will be kept with institutions covered by the FDIC and in  
210 amounts not to exceed the maximum federal deposit insurance.  
211

### 212 B. **Executive Council Discretionary Fund – (10/2006)**

213 The Executive Council is authorized to spend up to \$5,000 at its discretion  
214 between BOT meetings. (10/2014) This may include reasonable and actual business  
215 meal reimbursement to entertain ADA dignitaries or appropriate guests as determined  
216 by the Executive Council.  
217

### 218 C. **Fixed Asset Capitalization Threshold – (9/2016)**

219 The fixed asset capitalization threshold shall be. \$2,500.  
220

### 221 D. **Hawaii Community Foundation – (9/2016)**

222 HDA funds are established as a donor advised fund at the Hawaii Community  
223 Foundation.  
224

### 225 E. **HDA Building Reserve Fund – (9/2016)**

226 A building reserve fund will be maintained.  
227

### 228 F. **Reimbursements – (04/2012)**

229 See Travel  
230

### 231 G. **Reserves – (10/2005)**

232 Target reserve level will be set at 40% of the annual operating budget as outlined  
233 in the HDA financial plan. Reserves can be used to fund continuing education  
234 courses.  
235

### 236 H. **Line of Credit (9/2016)**

237 The Equity Reserve Line should be maintained and used at the discretion of the BOT  
238

### 239 I. **Financial Program (9/2016)**

240 The Financial Program will be responsible for the following tasks in the area of  
241 finance:

- 242 1. Budgeting and Financial Planning - This task involves working with staff in  
243 developing and monitoring adherence to an annual operating budget, setting long  
244 range financial goals including strategies for achievement, and developing a  
245 multi-year operating budget integrated with the strategic plan objective and  
246 initiatives.
- 247 2. Reporting of Financials - This task involves working with staff to develop useful  
248 and readable formats for the BOT and staff and assisting in the development of  
249 the level of detail, frequency, deadlines, and appropriate users of financial reports.
- 250 3. Internal Controls and Financial Policies - This task involves creating, approving,  
251 and updating in a written manual the accounting policies to help ensure the assets  
252 of the organization are protected. In addition, other policies and contracts that  
253 expose the organization to risk will be reviewed or developed by the Financial  
254 Program. Such policies include but are not limited to personnel policies, executive  
255 director compensation packages, long-term contracts, leases, loan, lines of credit,  
256 computer security and internet use policy, insurance requirements and reviews,  
257 record retention, and gift acceptance. These policies shall be reviewed annually,  
258 updated as necessary, and appropriate procedures will be developed to ensure  
259 adherence to policies is followed.
- 260 4. Audit and Tax Return - The Financial Program program shall be involved with the  
261 selection of the auditor, review of the draft audited financial statements and Forms  
262 990, and ensuring the auditor makes a presentation to the full BOT. For  
263 management letter comments provided by the auditor, the Financial Program will  
264 review and ensure that an appropriate response is made and recommendations  
265 followed.

266 The Financial Program shall present the above mentioned plans, proposals, policies,  
267 and financial reports to the BOT for approval.

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270 **J. HCDS administrative fee (2/2016)**

271 To adjust HCDS fee annually based on previous year's Hawaii-CPI effective January  
272 2017 with a board review of this method in 3 years.

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275 **VII. GOVERNANCE**

276  
277 **A. Program Designation – (07/2006)**

278 “Committee” designations will be changed to “Program” to follow the  
279 restructuring of the HDA governance model. Bylaws change to include explanation  
280 of Task Force Chairs and Members Selection. Area of responsibility officer will  
281 select the task force chair. The task force chair will then select members of the task  
282 force, drawing first from the BOT, second from the HOD, and third from the general  
283 membership.

284  
285 **B. Ho’olaulea (2/2012)**

286 ~~Make the Ho’olaulea a Program under Membership AR. (10/2013) - Program~~  
287 ~~discontinued~~

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289 **C. Oral Health Program (7/2013)**

290 Create the HDA “Oral Health Program” under the Education AR.

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**VIII. GOVERNMENT RELATIONS**

**IX. HAWAII DENTAL CONVENTION**

- A. **Length of the Convention – (12/2004)**  
The Hawaii Dental Convention shall be two days only, Thursday and Friday.

**X. HOUSE OF DELEGATES (HOD)**

- A. **HOD Meeting Time – (2/2003)**  
The annual meeting of the HDA HOD will be in November.
- B. **HDA Awards Ceremony - (7/2012)**  
The HDA Awards ceremony will be incorporated into the business of the HDA HOD and it will be the last order of business of the HOD.
- C. **HOD Manual will include the HDA Policy Manual (11/2012)**  
The Manual of the HOD will include the most recent HDA Policy Manual so delegates can review and approve or reject the manual and the recent policies.

**XI. LICENSURE**

- A. **Community Service License – (1/2012 and 2/2006)**  
HDA’s position is that we support this as the only form of licensure by credential for Hawaii. The HDA supports the ADEX exam as the only exam option for dental licensure.
- B. **Licensure by Credentials – (2/2012 and 10/2005)**  
HDA opposes licensing by credential for general dentists or specialists.
- C. **Dual Track Licensing Program – (2/2002)**  
Recommends to the BDE that they consider a dual-track licensing program with active and inactive status. An inactive license would not require CE but would pay the same rate for license.
- D. **Reciprocity – (1/1976)**  
HDA opposes the principle of reciprocity for licensure of dentists. No licensure by credentials.

**XII. MEMBERSHIP**

- A. **Additional Dental Degrees – (4/2009)**  
All additional earned dental degrees in addition to the initial dental degree will be listed in the HDA directory.
- B. **Dental Specialty Listing – (5/2004)**  
Members that wish to be listed as a specialist will submit a copy of their certificate to the HDA for verification.

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C. **Dues:**

1) **Bylaws – (7/2009)**

The amount for annual dues will not be listed in the bylaws.

2) **Due Date – (10/2001)**

HDA dues to be paid by January 15. Monthly installments will be processed directly with the HDA office.

3) **Military Waiver – (12/2004)**

HDA members mobilized to military service are eligible for a dues waiver. (Also passed by the ADA.)

D. **Membership Classes – (7/2009)**

HDA membership classes will match ADA membership classes.

E. **HDA Award Nominations - (9/2016)**

HDA Award nominations are open until June 30 of each year.

F. **Member email (2/2013)**

Share member email addresses with HDA members only when needed to accomplish HDA business. Email addresses will not be published or listed in the directory online and will not be given to non-members under any circumstances

G. **Peer Review policy (7/2013)**

The Hawaii Dental Association (HDA) provides a peer review process that assists patients and HDA member dentists by mediating conflicts between them. On average, the HDA receives thirty telephone complaints from patients per year and due to our unique triage system fewer than two complaints a year wind up in peer review. The peer review process is free of charge to members and their patients. Fair and impartial solutions through the process keep disagreements from escalating into costly legal situations and help preserve the dentist/patient relationship.

Any complaint reviewed by the HDA is treated with complete confidentiality. We reveal no information about the patient or the dentist. In the case of an “adverse” peer review finding, the results will be referred to the Board of Dental Examiners. If the BDE investigation, if any, results in disciplinary action against a dentist’s license, that action then becomes public knowledge and can be reported to the National Practitioner Data Bank. Otherwise all other peer review complaints are kept confidential. The following is an overview of the HDA peer review policy. Matters accepted for HDA Peer Review. Complaints involving appropriateness of treatment. The dentist peer reviewer(s) shall determine whether the choice of treatment was appropriate for the condition that existed at the time of diagnosis. Complaints involving quality of treatment. The dentist peer reviewer(s) shall determine whether the treatment applied to the condition as diagnosed was executed to customarily expected levels of quality. Matters not accepted for HDA Peer Review. Complaints that do not involve appropriateness or quality of treatment. Complaints that involve fee or billing disputes. Complaints of poor customer service, practice management or staff behavior. Complaints regarding treatment rendered over one year ago. Complaints that have already been referred to an attorney, even if litigation has not



390 been initiated, or if the matter is in small claims or other court of law, arbitration or  
391 mediation. Complaints that have already been filed with the Hawaii Board of Dental  
392 Examiners, RICO, DCCA, Better Business Bureau, Action Line, Legal Aid, ACLU or  
393 any other community resources for complaint resolution. Complaints regarding  
394 alleged inappropriate or incorrect medication, physical or sexual harassment or  
395 insurance fraud. These complaints need to be filed with the Hawaii State Board of  
396 Dental Examiners.

397  
398 Complaint Process: HDA receives telephone complaints directly from the public at  
399 our main office. All peer review calls are referred to the Executive Director. The  
400 goal of this initial contact with the patient is to facilitate a pathway to settlement  
401 between the aggrieved parties. A settlement will avoid opening a peer review case  
402 and both parties can be quickly and well served. To foster settlements before opening  
403 a peer review case we have established a careful triage process for handling patient  
404 calls.

- 405  
406 1. The patient must identify the name of the dentist. If they will not reveal the name we  
407 cannot assist them as this service is provided only to patients served by HDA  
408 members. We then ask if the patient has made a complaint with any other community  
409 resource or contacted an attorney. If they answer affirmatively we tell them we  
410 cannot assist them as we are designed as a primary complaint resolution process and  
411 we will not get involved if a complaint has already been filed elsewhere.
- 412 2. If the contact with the HDA is the first contact for the complaint, we ask if the  
413 treatment they are calling about took place within the last year. If the answer is yes  
414 we proceed, if no we tell them we cannot help them as there is a one-year time limit  
415 on complaints.
- 416 3. We ask if the complaint falls within the two areas in which we can assist;  
417 appropriateness of treatment or quality of treatment. If they wish to complain about a  
418 dentist's demeanor, office practices, staff behavior, billing issues, medication issues or  
419 other non-related issues, we cannot help them.
- 420 4. Once this initial screening is completed and the patient is deemed appropriate for the  
421 peer review process, we ask them to explain their complaint in full detail. We let the  
422 patient tell the story at great length and make sure that they feel they are being  
423 listened to with follow-up questions and probing interest. No notes are taken and the  
424 patient's and doctor's names are not recorded. A peer review case is not opened at  
425 this point. This is confidential protected health information and cannot be shared with  
426 anyone else and no record is made at this point. We do not contact the complained  
427 against dentist.
- 428 5. We tell the caller that we can help them in only one of two ways. We can help them  
429 to get the doctor to redo the work at a reduced cost or for free, or we can help them to  
430 get a partial or full refund, including their out of pocket payments and any amounts  
431 paid to the doctor by their insurance carrier (that would be refunded to the insurance  
432 carrier). We explain that through the HDA peer review process there is no  
433 opportunity for recovery of any monies beyond what they paid the dentist. That is,  
434 there will be no payments for pain and suffering, expenses incurred in dealing with  
435 the problem, expenses paid to other dentists to evaluate and possibly treat the patient  
436 and that no payments will be made to another party or dentist.
- 437 6. We confirm that they have clearly expressed their complaint to the dentist personally  
438 on at least one occasion. If they have not complained directly to the dentist we cannot  
439 help then until they do so and the dentist rejects their complaint as invalid. Their

440 complaint cannot be told to staff alone, it must be explained to the dentist. If they say  
441 they have told the dentist we tell them that as a prerequisite for opening a peer review  
442 case we want them to try once more to resolve this problem with the dentist, with our  
443 assistance.

- 444 7. We ask them to describe what it is they want from the dentist: redo the work or  
445 request a refund in a specific amount. When they determine that, they are instructed  
446 to call the doctor's office and follow a precise script. They are told that when the  
447 doctor's receptionist answers say, word-for-word, "My name is XXX, I am a patient  
448 of Dr. YYY. I am about to file a Peer Review complaint with the Hawaii Dental  
449 Association. I will not file that complaint if I can talk to the doctor and work out this  
450 problem." They are instructed to say nothing further, do not repeat their complaint,  
451 answer no questions from any staff and do not speak with anyone other than the  
452 doctor. The doctor may come on the phone, call them back or may set up an  
453 appointment to talk. All of these options are acceptable but they must talk to the  
454 doctor.
- 455 8. When talking to the doctor the patient is instructed to state, "I am about to file a Peer  
456 Review complaint with the Hawaii Dental Association but I will not file the  
457 complaint if you [insert patient's demand]." The patient is instructed not to repeat the  
458 complaint story and is reminded that the doctor is already familiar with the problem.  
459 At that point the doctor will: negotiate with the patient; settle with the patient  
460 (including possibly getting the patient to sign a release form indemnifying the doctor  
461 from further action in this matter); or will refuse any negotiation.
- 462 9. If the doctor and the patient come to an agreement and settle, there is no further action  
463 to be taken. As a case has not been opened, no case needs to be closed. There should  
464 be no records of any of the interactions to this point so no records should exist. The  
465 patient may or may not call back to report the settlement, but no action is take to  
466 contact the patient to determine the outcome.
- 467 10. If the doctor refuses to settle with the patient, the patient is instructed to call the HDA  
468 and report that the doctor did not settle with them. They are then told that they will be  
469 mailed a simple one page Request for Peer Review form to fill out and return to the  
470 HDA. Upon receipt of that form a peer review case is opened and a copy of the form  
471 is sent to the county dental society peer review chair to assign a dentist to review the  
472 case. The county is determined based on the practice address of the dentist who is  
473 being complained against. The patient is told to expect a call from the peer reviewer  
474 dentist and the process of review and decision will begin.
- 475 11. The chair will assign dentist reviewer(s) who will contact the patient and the dentist  
476 within two weeks and may review the records, interview the patient and dentist and, if  
477 necessary, examine or arrange for the examination of the patient. There is no cost to  
478 the patient or doctor for the peer review process.
- 479 12. The dentist reviewer(s) will then determine the outcome of this review and inform the  
480 county dental society peer review chair, the dentist, and the patient, in writing, within  
481 30 days. If the finding is for the dentist, then the peer review process is completed  
482 with the letters to each party. If the finding is for the patient, then the results of this  
483 "adverse" peer review finding must be reported to the Hawaii State Board of Dental  
484 Examiners as well and that would complete the process.
- 485 13. The reviewers decision is not binding on either party but a record of these results will  
486 be retained by the county dental society in a confidential file.
- 487 14. The patient or dentist may appeal the decision of the county dental society peer  
488 reviewer(s) to the HDA Board of Trustees. The HDA Board of Trustees peer review  
489 process is for appeals only and when called upon, the President will assign a board

490 member(s) who will review the findings and examine the data to come to a  
491 conclusion. If the appeal decision supports the decision of the peer reviewer(s) a  
492 letter is generated to that effect and the case is closed.

- 493 15. If the appeal decision does not support the findings of the peer reviewer(s) the appeal  
494 decision will take precedence over the earlier decision. If the appeal finding is for the  
495 dentist then the appeal process is completed with letters to each party. If the finding  
496 is for the patient then the results of this “adverse” peer review appeal must be reported  
497 to the Board of Dental Examiners and possibly to the National Practitioners Data  
498 Bank and that would complete the appeals process.
- 499 16. The appeals decision is not binding on either party but a record of these results will be  
500 retained by the HDA in a confidential file.  
501

### 502 **XIII. MISCELLANEOUS**

#### 503 **A. HDA Building**

504 Keep the building, do not sell it, and have the Task Force consider how best to  
505 implement this policy. (2/2013). Amended (4/2013) - disband the task force.  
506 Amended (7/2013) - reestablish Building Task Force and reappoint Dr. Lee as chair  
507 to determine building use or sale parameters.  
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#### 509 **B. Board response to email (10/2013)**

510 Members of the Board of Trustees will reply to designated “Response Requested”  
511 email within 48 hours using the “reply-to-all” option.  
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### 514 **XIV. NOMINATING/AWARDS COMMITTEE (2/2016)**

#### 515 **A. Composition – (10/2011)**

516 The Nominating/Awards Committee is responsible for nominating officers to the  
517 Executive Council. It shall consist of:  
518

- 519 1) Four most recent past presidents (excluding the immediate past  
520 president)
- 521 2) One member from the New Dentist program appointed by the  
522 BOT
- 523 3) One member from the Volunteer Program appointed by the BOT
- 524 4) One member from the BOT appointed by the BOT  
525

#### 526 **B. Terms – (10/2011)**

- 527 1) The chair of the Nominating/Awards Committee will be the most  
528 recent past-president
- 529 2) The terms for the past presidents will be limited by the succession  
530 of a new President each year
- 531 3) Members from the New Dentist Program, the Volunteer Program,  
532 and the BOT will each serve a one-year term  
533

#### 534 **C. Nominating/Awards Committee (2/2016)**

535 The Committee would accept nominations for the HDA Awards from membership  
536 between November and the following year June, and would check the eligibility of  
537

538 potential awardees before forwarding the list of nominees to the BOT for  
539 consideration at the July BOT meeting.

540  
541 The Nominating/Awards Committee is responsible for nominating officers to the  
542 Executive Council, Board of Trustees members and alternates and delegates to the  
543 ADA House of Delegates. The Nominating/Awards Committee members shall be:  
544 Four most recent past presidents (excluding the immediate past president), One  
545 member from the New Dentist Program, One member from the Volunteer Program,  
546 One member from the BOT. The President and BOT may consult with the chairs of  
547 the New Dentist and Volunteer Programs for nominees to the Nominating/Awards  
548 Committee. The members from the New Dentist Program, Volunteer Program and  
549 the BOT shall serve one year terms.

550  
551 Members of the Nominating /Awards Committee shall be appointed at the first  
552 meeting of the BOT. The chair of the Nominating/Awards Committee will be the  
553 most recent past president. The terms for past president members will be limited by  
554 the succession of a new President each year. If one of those four previous presidents  
555 cannot serve, the Board of Trustees will continue to seek participation by previous  
556 presidents in the order in which they had served until all four have been selected. It  
557 will not be considered a conflict of interest if any of the members of the Committee is  
558 a current officer (with the exception of the immediate past president) provided he/she  
559 recuse themselves from the nomination process for their particular office.

560  
561 D. **Multiple Nominees for any Elected Position - (11/2012)**

562 The Nominating/Awards Committee may offer multiple nominees for consideration  
563 by the HOD voters for any HDA elected position.  
564

565 **XV. OFFICERS**

566  
567 A. **HDA business cards for officers - (10/2013)**

568 HDA will print business cards for the President and President Elect reflecting  
569 their position and the term of their office.  
570

571 **XVI. PUBLIC AFFAIRS**

572  
573 A. **Dental Home Initiative – (4/2009)**

574 The HDA will participate with AAPD and Head Start in this dental home initiative  
575 with no budget commitment.  
576

577 B. **Compromise Language – (2/2007)**

578 The HDA empowers the HDA Legislative Program to decide the final compromise  
579 language as needed at any conference committee.  
580

581 C. **CODA Language – (2/2007)**

582 The HDA supports the removal of the term “diagnosis” from CODA hygienist  
583 training protocols.  
584

585 D. **Jury Duty Exemption – (2/2007)**

586 Establishes the HDA position that dentists should be exempt from State court jury  
587 duty.

588  
589 **E. Special Care Dentistry Act – (2/2006)**

590 The HDA supports this legislation.

591  
592 **F. Grassroots Email Advocacy Program – (7/2005)**

593 Establishes a grassroots email advocacy program as an email opt in.

594  
595 **G. HIOHTF – (5/2004)**

596 HDA will continue to support the HIOHTF. The HDA President should attend the  
597 HIOHTF meetings.

598  
599 **H. Special Service License – (11/2003)**

600 Empowers HIOHTF participants to make the caveat for special service license either  
601 having passed the national board within five years or have had 3000 hours of  
602 chairside dentistry within five years.

603  
604 **I. Dental Division of the State Department of Health – (2/2002)**

605 HDA supports the Dental Division of the State Department of Health and opposes any  
606 bill or bills that would in any way diminish the Dental Division.

607  
608 **J. Bulk Mercury/Amalgam Alloy Disposal – (8/2001)**

609 In accordance with ADA policy 1994:676 the HDA recommends that dentists  
610 eliminate the use of bulk dental mercury and bulk amalgam alloy. HDA recommends  
611 only using pre-encapsulated amalgam alloy in dental practices.

612  
613 **K. General Supervision of Dental Hygienists – (2/2001)**

614 The HDA opposes general supervision of registered dental hygienists.

615  
616 **L. Block Anesthesia by Dental Hygienists - (5/1996)**

617 The HDA supports block anesthesia by dental hygienists.

618  
619 **M. ADA Position on AIDS – (1/1989)**

620 The HDA adopts the ADA position on AIDS.

621  
622 **XVII. RELATED ENTITIES**

623  
624 **A. Dental Samaritans – (10/2011)**

625 Cessation of activity effective immediately until re-organization.

626  
627 **B. Dental Samaritans Fund - (2/2013)**

628 Dissolve the HDA Dental Samaritans Fund and grant all remainder funds to the HDA  
629 John Dawe Scholarship Fund - (2-28-13) **Amended (4/2013):** Void February 2013  
630 decision of the Board and grant all remainder DS funds to the HDA Charitable Fund.

631  
632 **C. Charitable Fund - (10/2014)**

633 Composition of the [Charitable Fund] committee will be at the discretion of the chair  
634 and be a minimum of two.

635

- 636 D. **John Dawe Scholarship Fund - (10/2014)**  
637 The [HDA] President elect shall be the liaison to the Hawaii Community Foundation  
638 for the John Dawe Scholarship Fund.  
639

640 **XVIII. RISK MANAGEMENT**

- 641 A. **Anti-Trust Policy – (4/2005)**  
642 Implementation of anti-trust policy and sign in sheet.  
643  
644 B. **Conflict of Interest / Whistleblower’s Policies – (10/2008)**  
645 Members of the BOT that have a potential conflict of interest must disclose and  
646 excuse themselves from voting during BOT meetings, but may still participate in  
647 discussions. The association will maintain a whistleblower policy.  
648  
649 C. **Financial Discussions – (10/2007)**  
650 Guests will be excused during financial discussions.  
651  
652

653 **XIX. TRAVEL**

654  
655 **This travel policy shall apply to all HDA employees, volunteers, and other members**  
656 **performing business for the HDA.**

- 657  
658 A. **Approved Reimbursable Travel Expenses – (6/2016)**  
659 Economy airfare, approved block rate hotel accommodations - including up to one  
660 additional night’s stay if needed due to flight schedules, car rental/taxi fare to and  
661 from the destination/airport, parking expenses incurred from the Hawaii airport point  
662 of departure. Persons traveling in their official capacities shall make every effort to  
663 keep travel costs reasonable.  
664

- 665 B. **ADA Events Approved for Travel Reimbursement by Appropriate HDA**  
666 **Representatives - (6/2016)**  
667 ADA President-Elects’ Conference (President-Elect)  
668 ADA Management Conference (ED)  
669 ADA Washington Leadership Conference (ATLs, ED, and ATL coordinator)  
670 ADA Conference on the New Dentist (New Dentist Program representative)  
671 Western States Presidents Conference (President, President-elect, and ED)  
672 ADA Fourteenth District Caucus (ADA delegates, alternates, ED, delegation secretary)  
673 ADA House of Delegates (ADA delegates, alternates, ED, delegation secretary)  
674 And any additional events approved by the HDA Board of Trustees.  
675

- 676 C. **HDA Events Approved for Travel Reimbursement by Appropriate HDA**  
677 **Representatives - (6/2016)**  
678 HDA Neighbor Island trustees for travel to the HDA BOT, HOD meetings and  
679 Welcome Legislators Breakfast.  
680 HDA President and ED for travel to meetings with component societies  
681 Members of the Executive Council who are from the Neighbor Islands for travel to  
682 meetings when they are acting in their official capacity  
683 Two representatives per Neighbor Island to attend the Legislative Breakfast  
684 And any additional events approved by the HDA Board of Trustees.

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**D. Per Diem – (6/2016)**

Meals and Incidentals (M&I) per diem shall be provided to travelers attending each event and will be calculated by following the IRS approved, published, federal GSA M&I per diem amount by city to be visited. Full M&I per diem reimbursement will be paid for each full day of the event. Travel days will be reimbursed based on the reduced travel days GSA M&I per diem amount. For days the representative attends a dinner/other meal paid directly by the HDA, the M&IE breakdown will be used for the per diem for remaining meals of the day. Receipts will not be required to support the per diem reimbursements.

**E. Submitting for Reimbursement – (6/2016)**

After travel has occurred, the traveler shall submit the HDA Expense Report with a copy of all receipts for all incurred expenses attached. The HDA Expense Report and copies of receipts shall be submitted within sixty days of travel in accordance with the Internal Revenue Service accountable plan rules.

**F. Submitting Final Meeting Report-(9/2016)**

To ensure proper documentation of the business nature of the travel expense, the lead representative of the event shall submit a final report no later than 60 days from the return date of travel. The report shall document the following:

1. Purpose of the travel
2. Dates and location of the travel event
3. Actual attendees of the travel event
4. Brief description and business purpose of any HDA sponsored meals.

**G. INFORMATION REGARDING REIMBURSABLE EXPENSES- (9/2016)**

**Coach Airfare**

Lowest available coach airfare regardless of the personal preference of airlines should be obtained and 30-day advance purchase is encouraged. HDA reserves the right to compare airfares with other airlines and if a significant difference is found, appropriate documentation will be required. Baggage fees for a maximum of two checked bags are reimbursable. Seat upgrades, change fees, and other optional charges will not be reimbursed.

**Accommodations**

HDA will determine the “headquarters” hotel for each meeting or event. Every effort should be made to secure accommodations at this venue, but in instances when an attendee must be housed in another hotel, reimbursement will be up to the amount of room and tax for the “headquarters” hotel. Exceptions may be made in cases where reasonable accommodations cannot be secured at that price, but appropriate documentation will be required.

**XX. APPENDIX**