

# AAOMS Office Anesthesia Evaluation (OAE)

## VSOMS Program Procedure

### 1. Apply:

- [Submit an application and payment](#) through the VSOMS website.
- Submit a signed [attestation form](#) to [givens@vadental.org](mailto:givens@vadental.org).
- Current members must apply no less than 90 days prior to the OAE expiration date, which is 5 years from the date of their last completed evaluation. VSOMS mails a reminder to current members 4-5 months in advance of their expiration date.
- Current members who open a new office must [apply](#) no less than 90 days prior to the date they wish to begin administering anesthesia in the new location. They may apply the discounted satellite office fee for satellite office evaluations.
- New members must [apply](#) no less than 90 days prior to the date they wish to begin administering anesthesia.

### 2. Schedule:

- A VSOMS evaluator will contact the individual indicated on the OAE application within two weeks after the application has been submitted to schedule.
- If contact is not made by a VSOMS evaluator within two weeks, please contact Laura Givens at [givens@vadental.org](mailto:givens@vadental.org).

### 3. Prepare:

- The OMS and staff should review the [OAE checklist](#) and the [criteria for evaluation of simulated emergencies](#) well-in advance of the scheduled OAE to be sure that all requirements are met.
- It is important for the OMS and staff to be prepared and organized prior to the OAE so that it can be conducted in an efficient and timely manner.

### 4. Results:

- VSOMS will process the results of the OAE after receiving the completed form from the evaluator.
- All OAEs with a pass and no outstanding requirements will be emailed to the OMS within 15 days following the date that the OAE was conducted.
- All OMSs who are given a pass contingent on any outstanding requirements will be emailed a letter indicating the specific follow-up requirements. The follow-up requirements must be submitted to VSOMS within 30 days after receiving the notification. Once the follow-up requirements are met, the OMS will receive a pass and will be emailed a final copy of the OAE.
- VSOMS will submit all passing OAEs to the Board of Dentistry within 30 days of completion.

### 5. AAOMS Certificates:

- VSOMS receives batches of electronic certificates every 60-90 days from AAOMS for completed OAEs. The certificates are then emailed from VSOMS office to each OMS.
- The Board of Dentistry requires the AAOMS Certificate to be posted in plain view of patients. They allow photocopies of the certificates to be posted in additional offices.

