



Commission on Dental Accreditation

General CODA Updates

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As mentioned in prior updates, please note the following:

- As it telecommutes during COVID-19, **CODA staff will rely primarily on email** to correspond with CODA communities. Due to the high volume of inquiries regarding COVID-19, please be prepared for a lengthy delay in response. This CODA website features a [Staff Directory](#) which includes the email address of our Director, Office Coordinator, Managers, and Site Visit Coordinators.
- **Because there are no staff members present in the CODA office to accept mail or packages for the foreseeable future, PLEASE DO NOT SEND MAIL, OVERNIGHT, OR ANY OTHER PACKAGES TO THE CODA OFFICE. If you must do so,** please alert the proper CODA manager of what you are sending, when, and via what service.
- In the same vein, **please do not phone the CODA office**, as there is no one there to take your call. Again, email is preferred and staff will be happy to set up a phone call, as needed.
- As you email documents, please follow the Commission's [Electronic Submission Guidelines](#). **Please also closely follow the Commission's Policy and Procedure related to compliance with the Health Insurance Portability and Accountability Act (HIPAA).** Additionally a new form, [Administrator Verification form](#), has been posted to the Electronic Submission Guidelines section of this website to aid you in your electronic submissions.

2020 Annual Accreditation Fee Invoice: CODA staff is closely monitoring the circumstances surrounding the spread of Coronavirus, and recognizes institutions may experience delays in processing their 2020 Annual Accreditation Fee Invoice due to closures and other issues. Staff will do everything possible to assist programs and institutions in submitting their payment. Currently, the best payment option is to mail a check or credit card information to the Remit To: address listed at the bottom of every invoice.

The Commission has called a Special Closed Meeting on Thursday, April 2, 2020. The meeting will focus on CODA's ongoing operations in response to the COVID-19 impact on dental and dental related educational programs. Actions taken will be published as soon as possible following this Special Closed Meeting.