
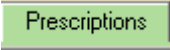









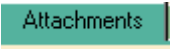





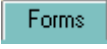






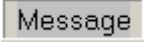



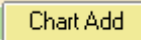



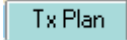
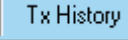
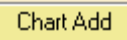


AxiUm Flow Chart – Other Tasks – Students (revised 7/17/07)

 <p>Electronic Health Record</p>	<p>Write Prescription</p>	<p>Click on  tab. Click on  (bottom right) to open <i>Patient Prescription Entry</i>. Select or type in drug name & dosage. Type in total and refills. Type in frequency or select thru . Add note if required. To phone in: click on  and double click on pharmacy. Click <i>OK</i>. To print: click <i>OK</i>. Requires faculty approval. Print, doctor will add <i>DEA#</i> and sign.</p>
	<p>Add Lab</p>	<p>Click on . Click on  (bottom right) to open <i>Add Lab</i>: Click on first , double click to select procedure, click on second , double click to add <i>Lab Proc</i>. Choose lab, click <i>OK</i>.</p> <p><i>Lab Order Details</i>: Add note (if any) in <i>Details</i> text box first. Click on  to move procedure to <i>In Progress</i>, click on  to add <i>Supplements</i> (if any). Click <i>Add</i> to add supplement to order. <i>X</i> to close. Requires faculty approval.</p>
	<p>Get Consents</p>	<p>Click on  tab, click on <i>Consent Forms</i>, click on  (bottom right), click on , double click on selected form, enter info for each data field (use mouse to move thru fields, do not press enter or click <i>OK</i> until all fields are filled in), click <i>OK</i>, patient (& sometimes witness & you) sign, print copy for patient, close window.</p>
	<p>Attach Relevant Documents (letters, consults, referrals)</p>	<p>Click on  tab, click on <i>Letters – About Patient</i> or appropriate section, scan in your document, click on  (<i>Add Scanned Record</i>), give document a description, click on  to locate scan.pdf, click on <i>OK</i>.</p>
	<p>Make a Referral</p>	<p>Click on  tab, click on  (direct right of <i>Forms</i> tab), select <i>Referral Request</i> from drop-down menu, click <i>OK</i>. Complete form. For internal referral, send message to appropriate provider. The same form will be used internally to respond to the referral and the provider can reply to the original message to indicate completion. For external provider, print and mail.</p>
	<p>Change Provider Codes (can be done even on Completed & Approved Tx)</p>	<p>Click on  tab. Select the line of TX that needs change and double click. (The next step will change date to current so note date in case you have to change it back.) Click on  next to <i>Provider Code</i>. Type <i>Last name</i> into <i>Search Criteria</i> and click on <i>Name</i>. Double click on correct name. Click <i>OK</i> to exit from window. Requires faculty approval.</p>
	<p>Add Clinical Assist</p>	<p>When creating a Tx Plan , choose <i>Full List</i>, choose <i>Category – Miscellaneous</i>. Single-click on + next to D0000. Double click (to jump to <i>Details</i> tab) on either D0001 – assist non surgical (use discipline to distinguish which clinic) or D0002 – surgical assist (use discipline to distinguish between perio and oral surgery). Enter provider # and enter discipline (if needed). Click on  (<i>Add Planned Tx</i>). Requires faculty approval.</p>
	<p>Delete Planned, Unapproved Treatment</p>	<p>Highlight the Tx and click on . Faculty must log in to delete anything else. Requires faculty approval.</p>
<p>Send a Message</p>	<p>Click on  (may be red) from the bottom toolbar. Click on . Click on  and enter <i>last name</i> in the <i>Criteria</i> box. Click on <i>Member Name</i>. Double click to move the name to <i>Recipients</i> list. Close. Enter a <i>Subject</i> line. Write message. Send.</p>	

	Add Emergency Planned Tx (usually Tx being completed that day)	Click on  (top right) to open  . Click on <i>Dental Tx</i> button. Choose <i>Quick</i> or <i>Full List</i> , choose <i>Category</i> , single-click on Tx choice or click on + to open folder of options and select Tx. Select tooth, teeth or surfaces if required. Click on  (<i>Add Planned Tx</i>). Click on the chart number box to get faculty approval . You will have to change the Tx to Complete from the Tx History tab.
 Rolodex	Needs Request	From Rolodex, right mouse click anywhere, choose <i>Needs Request</i> , click on  and double click on requested <i>Need Code</i> , add Note if necessary, click <i>Add</i> (if you adding multiple needs) or <i>OK</i> to accept and close.
	Chart Request	From Rolodex, highlight patient's name, right mouse click, choose <i>Charts Request</i> . Change Location pull-down menu from <i>ANNEX</i> to <i>USER</i> and change to a later time than the current time (ex- if it is 8:56 please submit 9:00).

No Fee Codes to Add to Tx Plans for Student Processes (revised 7/17/07)

Consults	D9310 All consultations - use discipline field to distinguish between type of consult	
Bleaching (Formerly 39610 & 39620 In QR)	D9972 External bleaching - per arch D9973 External bleaching - per tooth D9974 Internal bleaching - per tooth	
Assists	D0001 Assist (not surgical assists) D0002 Surgical assists (use discipline to distinguish between perio and oral surgery)	
Case Complete	D0003 Subset of complete treatment (use discipline to distinguish between operative and perio)	
Complete Denture Test Cases	D0004 Choose discipline Senior Test Case Complete (RPROS)	
Senior Case	D0004 Senior case (use discipline to distinguish between perio and oral diagnosis) SOM	
Treatment Complete	D0005 Overall treatment for patient is completed	
Watch Lesions / Incipient Caries	Codes should not be entered for watch lesions or incipient caries. Chart on the odontogram using conditions.	
Occlusal Analysis w/Mounted Casts	D9950	
Treatment Planning Board	D9450 Use discipline field to indicate fixed or removable D9450A Diagnostic Waxup - optional step for TPB	D9450B Diagnostic Setup - optional step for TPB D9450C Custom Incisal Guide - optional step for TPB
To Add Discipline Codes:	<p>For codes added through  tab, click on , double-click on appropriate Tx line, click on <i>Discipline</i> drop-down, choose discipline.</p> <p>When adding codes via  tab, double click on the Tx code jumping to the <i>Details</i> tab, click on <i>Discipline</i> drop-down, choose discipline.</p>	