













Charting Findings (Revised 10/19/06)

Student	 Rolodex	Open Patient Record	Type in <i>last name, first name</i> , press enter. (You can type in just a few letters of the last name to bring up all matching patient names.) Double click so name is in bottom window. Verify proper patient through date of birth and phone number.
	 Electronic Health Record	Chart Age of Teeth & Missing Teeth	In odontogram, click to select tooth or teeth, right click anywhere and choose <i>Age Change</i> or <i>Missing</i> . May also use right mouse <i>Select Teeth</i> to choose <i>All Teeth</i> or <i>Maxillary</i> or <i>Mandibular Arch</i> .
		Add General Findings Via Chart Add Tab	Click on  (top right of window) to open Chart Add tab. In <i>Chart Add</i> tab, click on  , click on Full List tab, & select Category , Conditions to chart positional & orientational conditions, caries, and a number of other problems (e.g., failed restorations and root canals). Click on  to expand alternatives. Single click on finding to jump to Codes subtab. (A double click jumps you to Details subtab which serves no purpose.) Select tooth, teeth or surfaces, click on  to Add Findings. Click on  to return to Full List.
		Add Restorations	Click on Category , Materials to add existing restorations, sealants, temporary materials, implants and bridges (pontic + abutments). Follow the above instructions.
		Add Detailed Findings Via Dental Tx Button	Click on  button and Full List tab to access more detailed conditions to report as findings. Resin veneer: Restorative – D2900 Other Restorative Services – 2960, 61, 62 Glass ionomer: Restorative – D2300 Resin-Based Composites Denture: Removeable Prosthetics – D5101 Complete Dentures or D5200 Partial Dentures Space maintainer: Preventative – D1500 Space Maintainers Orthodontic appliance: Orthodontics – D8200 Minor Tx to Control Bad Habits Retainer: Fixed Prosthetics – D6200 – D6700 FPD Retainers Apicoectomy: Endodontics – D3400 Apioectomy
		Search for Codes	Click on  button and Search tab. Type in word or first few letters in <i>Criteria</i> box. Click on  button.
		Add Findings Via Notes	When you have conditions for which you can find no coding selection, (e.g., food impaction) or that require clarification (e.g., root canal problems or restorations), add a note using one of the methods below.
		Add General Note	Click on  , click inside text box to place cursor, add comments, click on <i>Add New</i> .
Add Specific Note	Select the finding that requires clarification, right mouse click and choose <i>Add Tx Note</i> . Click inside text box to place cursor, add comments, click on <i>Add New</i> . This note is attached to the finding.		
		Delete Findings	From either the Chart Add tab or Tx History tab, highlight the finding and click on  . If you are deleting a finding by another provider, add a specific note to explain the deletion.
Student and Faculty		Get Faculty Approval	Close the Chart Add tab and review all of your findings from the Tx History tab. Click on 1696434 (chart # box, bottom of screen). Faculty will review findings and scan their card. All notes will pop up, editable from this window. Faculty will review notes and scan their card.