EHR Basics

This outline will guide the user through how to Chart Existing Procedure Codes and complete a Treatment Plan.

The Topics covered in this Outline are:

- Charting Missing Teeth
- Charting Existing Findings
- Charting Conditions
- Adding a Treatment Plan

Charting Missing Teeth

- Select the Patient from the Rolodex
- Click on the EHR Module
• Select the teeth numbers that are Missing on the Odontogram

• Right click on the Odontogram
• Select Missing from the menu
• The teeth will disappear from the Odontogram and be replaced with a red M to indicate the teeth are missing.

Charting Existing Findings

• Click on the + to create a new record
• The Chart Add Tab will be added to the EHR
• Select the Dental Treatment Radio Button
• Click on the Full List Tab

• In the Category Column, click on the Category the procedure belongs to
• In the right panel, click on the + to the left of the Procedure code to open the list of the Procedure codes
• From the Expanded list, double click on the correct Procedure to select it
• On the Odontogram, click on the tooth number or surfaces of the tooth

• Click on the Findings Icon
• This will open the Details Tab
• Enter the Diagnosis in the Diagnosis field
• Indicate the location of treatment using the Location Dropdown
• Repeat as necessary

! IMPORTANT: The Diagnosis Field has Intellisense. As the diagnosis is being typed in, intellisense will attempt to find the Diagnosis
Charting Conditions as Findings

- Select the Procedures Tab
- Select the Radio button to Findings
- In the Category column, select Condition

In the Right panel, click on the + to the left of the condition code grouping
From the Expanded list, double click on the correct condition to select
• On the Odontogram, Click on the tooth number
• To add the finding, Click on the Findings Icon
• Repeat as necessary

Adding a Treatment Plan

• Select the Procedures Tab
• Select the Full List Tab
• Select the Dental Txs radio button
- Under the Category column, select the Discipline
- Use the + on the left side of the procedure code grouping to expand the list of procedure codes

- Once the appropriate procedure code has been chosen, chart the corresponding sites on the Odontogram
- Click the Planned button
- A warning will come up to notify that a diagnosis must be added to this procedure.
- In the Diagnosis Window, add the Diagnosis by clicking New Item.
- Use intellisense to type your diagnosis or search the diagnosis by clicking the (…) button.
• Add the Treatment Location

• Click on the Modify Icon to modify the Planned Treatment
• Navigate to the Tx History Tab
• The Planned Treatment will be found in this tab