

AxiUm Training

**University of Kentucky
College of Dentistry**

**Clinical Teaching
July 2006**

UKHealthCare
College of Dentistry

I. APPROVING TREATMENT

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Adding Treatment

- Most patients will be treatment planned and treatment will already be in the computer.
- For recall appointments and preliminary treatment, procedures will have to be planned and approved before completion.

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The screenshot displays the axiUm software interface for the College of Dentistry. The main window shows a dental treatment plan grid with 16 columns representing teeth and rows representing different views (top, front, side). A red box highlights the grid. Below the grid, there is a list of procedures under the heading "Quick List". The list includes:

- D2300, Resin-Based Composite Resto
- D2330, 1 surf. - ant.
- D2331, 2 surf. - ant.
- D2332, 3 surf. - ant.
- D2335, 4 or more surf. - ant.
- D2390, Crown - ant.
- D2391, 1 surf. - post.
- D2392, 2 surf. - post.
- D2393, 3 surf. - post.
- D2394, 4 or more surf. - post.

A red text box overlaid on the screenshot reads: "Student will add planned treatment in the Electronic Health Record". The interface also shows a sidebar with navigation options like Rolodex, Patient Care, Scheduler, and Electronic Health Record. The bottom status bar indicates the user is J. Timmons, and the date is Feb 08, 2006.

axiUm - College of Dentistry

EHR - Chart / In Progress - Clapton, Eric (1318)

Check Out Patient

Clapton, Eric

Practice: College of Dentistry Facility: NONE

Fee Guide: F26 Load Doctors:

Billing Order

Subscriber #	Ins. Co.	Sch.	Asg	Group	Cvg
<input checked="" type="checkbox"/> 11111	AET		No		D

Charted

T	Date	Provider #	Code	Site	Surf.	Description	S	Discipline	Phase/Seq	Trx Loc...	Attending
T	02/08/2006	F26	D2392	4	00	Resin-based comp...	P...	REST	:0	COLL	MCC

Health Summary

J. Timmons | Alert | Clapton, Eric (M60) | 1318 | Message | Feb 08, 2006

start | Inbox - Microsoft Out... | Microsoft PowerPoint... | axiUm - College of De... | 9:26 AM

Student will open this screen (by clicking on the chart number) for approval of planned treatment. Be sure all information is accurate before you swipe.

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EHR - Chart / In Progress - Clapton, Eric (1318)

Check Out Patient

Clapton, Eric

Practice: College of Dentistry Facility: NONE

Fee Guide: F26 Load Doctors:

Billing Order

Subscriber #	Ins. Co.	Sch.	Asg	Group	Cvg
<input checked="" type="checkbox"/> 11111	AET		No		D

Charted

T	Date	Provider #	Code	Site	Surf.	Description	Patient	Insurance	Total	S
T	02/08/2006	F26	D2392	4	00	Resin-based comp...	0.00	0.00	0.00	P

Claim

Trx #	Date	Provider #	Code	Site	Surf.	Description	Patient	Insurance	Total	S
821	02/08/2006	F26	D2392	4	00	Resin-based comp...	0.00	0.00	0.00	P

Health Summary

J. Timmons | Alert | Clapton, Eric (M60) | 1318 | Message | Feb 08, 2006

start | Inbox - Microsoft Out... | Microsoft PowerPoint... | axiUm - College of De... | 9:28 AM

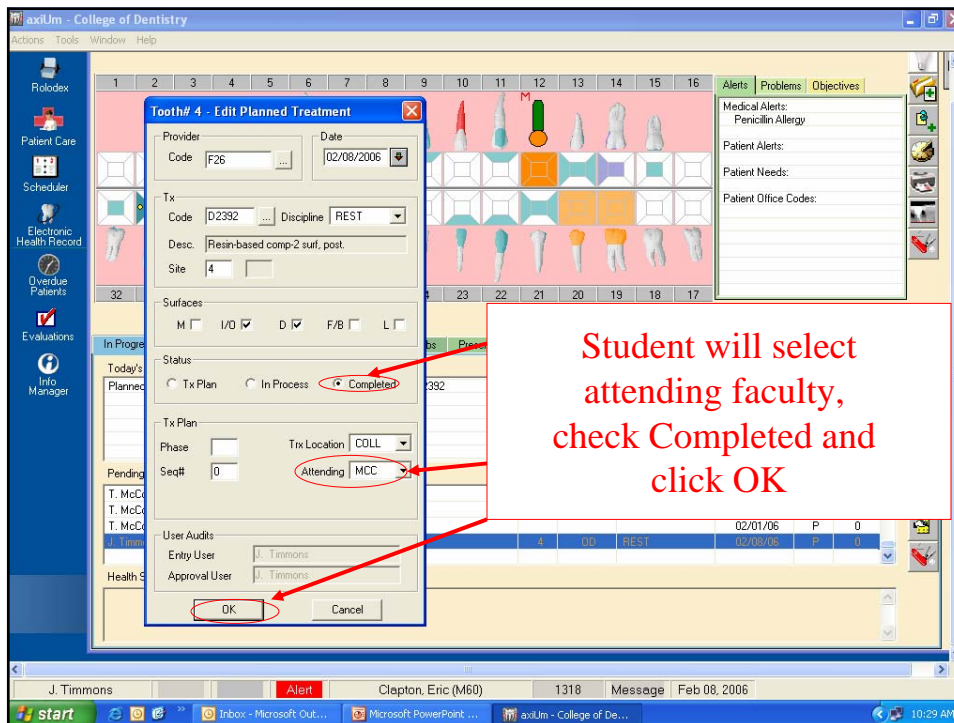
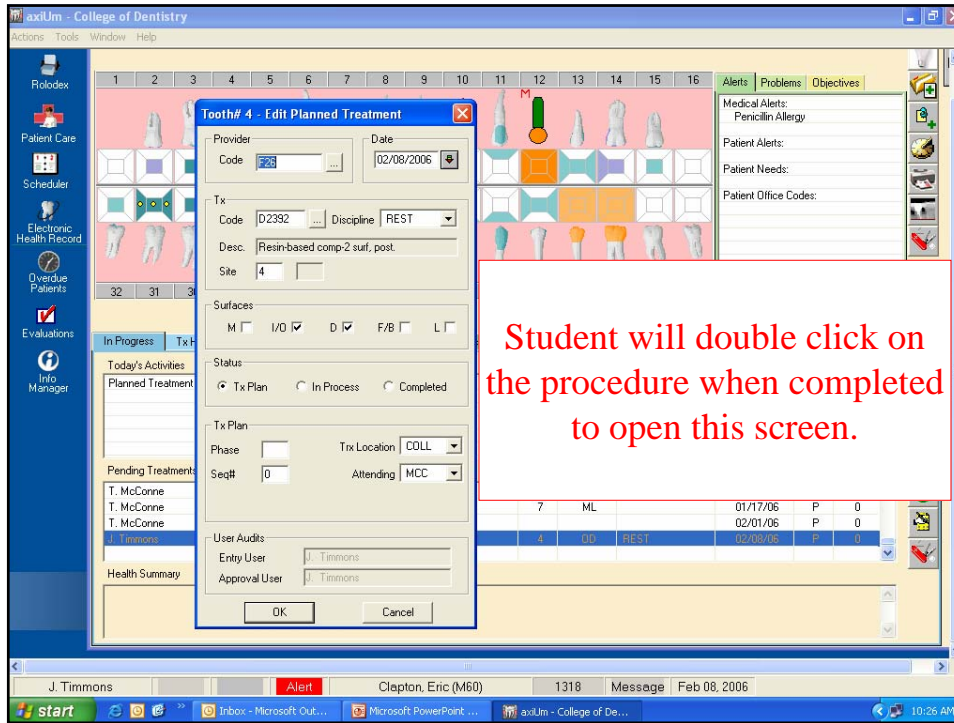
After you swipe card, treatment moves to Claim area and is approved planned treatment.

Treatment now appears in black letters as approved planned treatment.

Pending Treatments									
T. McConne	D2330	Resin-based comp-1 surf. ant.	6	F		01/17/06	P	0	
T. McConne	D2331	Resin-based comp-2 surf. ant.	7	ML		01/17/06	P	0	
T. McConne	D1110	Prophy - adult				02/01/06	P	0	
J. Timmons	D2392	Resin-based comp-2 surf. post.	4	DD REST		02/08/06	P	0	

II. COMPLETING TREATMENT

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Student will click on chart number to open this screen. Procedure is highlighted for faculty swipe.

T	Date	Provider #	Code	Site	Surf.	Description	S	Discipline	Phase/Seq	Trx Loc.	Attending
T	02/08/2006	F26	D2392	4	OD	Resin-based comp...	C	REST	0	COLL	MCC

Trx #	Date	Provider #	Code	Site	Surf.	Description	Patient	Insurance	Total	S
1441	02/08/2006	F26	D2392	4	OD	Resin-based comp...	0.00	0.00	0.00	C

After swipe, treatment moves to Claim area as approved completed treatment (billed).

Trx #	Date	Provider #	Code	Site	Surf.	Description	Patient	Insurance	Total	S
1441	02/08/2006	F26	D2392	4	OD	Resin-based comp...	0.00	0.00	0.00	C

Review of Resident / Hygiene Treatment and Faculty Approval Process

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The screenshot displays the axiUm software interface for the College of Dentistry. The main window features a dental chart with 32 numbered teeth (1-16 on top, 17-32 on bottom) and a list of dental procedures. A red-bordered box highlights the following text: "Resident or Hygienist will add treatment provided in the Electronic Health Record".

Category	Code	Description
Restorative	D2300	Resin-Based Composite Resto
Restorative	D2330	1 surf. - ant.
Restorative	D2331	2 surf. - ant.
Restorative	D2332	3 surf. - ant.
Restorative	D2335	4 or more surf. - ant.
Restorative	D2390	Crown - ant.
Restorative	D2391	1 surf. - post.
Restorative	D2392	2 surf. - post.
Restorative	D2393	3 surf. - post.
Restorative	D2394	4 or more surf. - post.

Create a New Record

- Resident or Hygienist selects patient in rolodex
- Opens the Electronic Health Record
- Selects “Create a New Record”
- Selects “In Progress” Tab
 - Selects “Dental Treatment”
 - Selects Category of treatment
 - Chooses Treatment from Quick List or Full List

Creating a New Record

- Double click on treatment
- Enter Treatment Location
- Enter Attending
- Completes (C) treatment or indicates In Progress (I).

Creating a New Record

- Select and enter multiple procedures
- Exit patient record
- Let attending know you have entered him on your patient's record, so he can approve treatment

For Attendings to Approve Treatment

From your computer, or a clinic computer you have logged on to:

- May access via your provider card with card reader, or ~
- Go to Personal Planner, the green icon on the left side of the screen
- Click on "Unapproved" tab

For Attendings to Approve Treatment

- Enter provider number for resident or hygienist you wish to complete treatment posting for
- Or ~ click on the 3-dot “more” button
 - Enter part of the provider’s last name in the “criteria” box
 - Double click on the last name
 - Provider’s name will appear

For Attendings to Approve Treatment

- Hit the Magnifying glass, and a list will be generated
 - Each patient’s name will appear
 - List of each procedure performed will be displayed

For Attendings to Approve Treatment

- Right click on the patient's name
- Select "Approve/Check Out"
- This takes you to the "Check out patient" screen

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The screenshot displays the 'axiUm - College of Dentistry' application window. A 'Check Out Patient' dialog box is open for patient 'Clapton, Eric'. The dialog contains the following information:

- Patient Info:** Clapton, Eric; Practice: College of Dentistry; Facility: NONE.
- Settings:** Fee Guide: F26; Billing Order: Load Doctors.
- Subscriber Table:**

Subscriber #	Ins. Co.	Sch.	Asg.	Group	Cvg
<input checked="" type="checkbox"/> 11111	AET		No		D
- Charted Table:**

T	Date	Provider #	Code	Site	Surf.	Description	S	Discipline	Phase/Seq	Trx Loc...	Attending
T	02/08/2006	F26	D2632	4	OD	Resin-based comp...	C	REST	0	COLL	MCC
- Claim Table:**

Trx #	Date	Provider #	Code	Site	Surf.	Description	Patient	Insurance	Total	S

The taskbar at the bottom shows the user is J. Timmons, with an active window for 'Clapton, Eric (M60)' and a message dated Feb 08, 2006.

For Attendings to Approve Treatment

“Check Out Patient” Screen

- Patient’s name and all treatment entered by that provider will appear
- Review treatment provided
- To approve, select “Approve/Add Default”
- Treatment will then be billed.

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The screenshot shows the 'axiUm - College of Dentistry' application window. The 'Check Out Patient' dialog box is open, displaying the following information:

- Patient Name: Clepton, Eric
- Practice: College of Dentistry
- Facility: NONE
- Fee Guide: F26
- Load Doctors:
- Subscriber #: 111111

Buttons in the dialog include 'Approve/Add Default', 'Approve/Add Special', and 'Close'. Below the patient information is a 'Claim' table with the following data:

Trx #	Date	Provider #	Code	Site	Surf.	Description	Patient	Insurance	Total	S
1441	02/08/2006	F26	D2392	4	OD	Resin-based comp...	0.00	0.00	0.00	C

A red text box with the text "After approval, treatment moves to Claim area as approved completed treatment (billed)." has a red arrow pointing to the 'Claim' table.