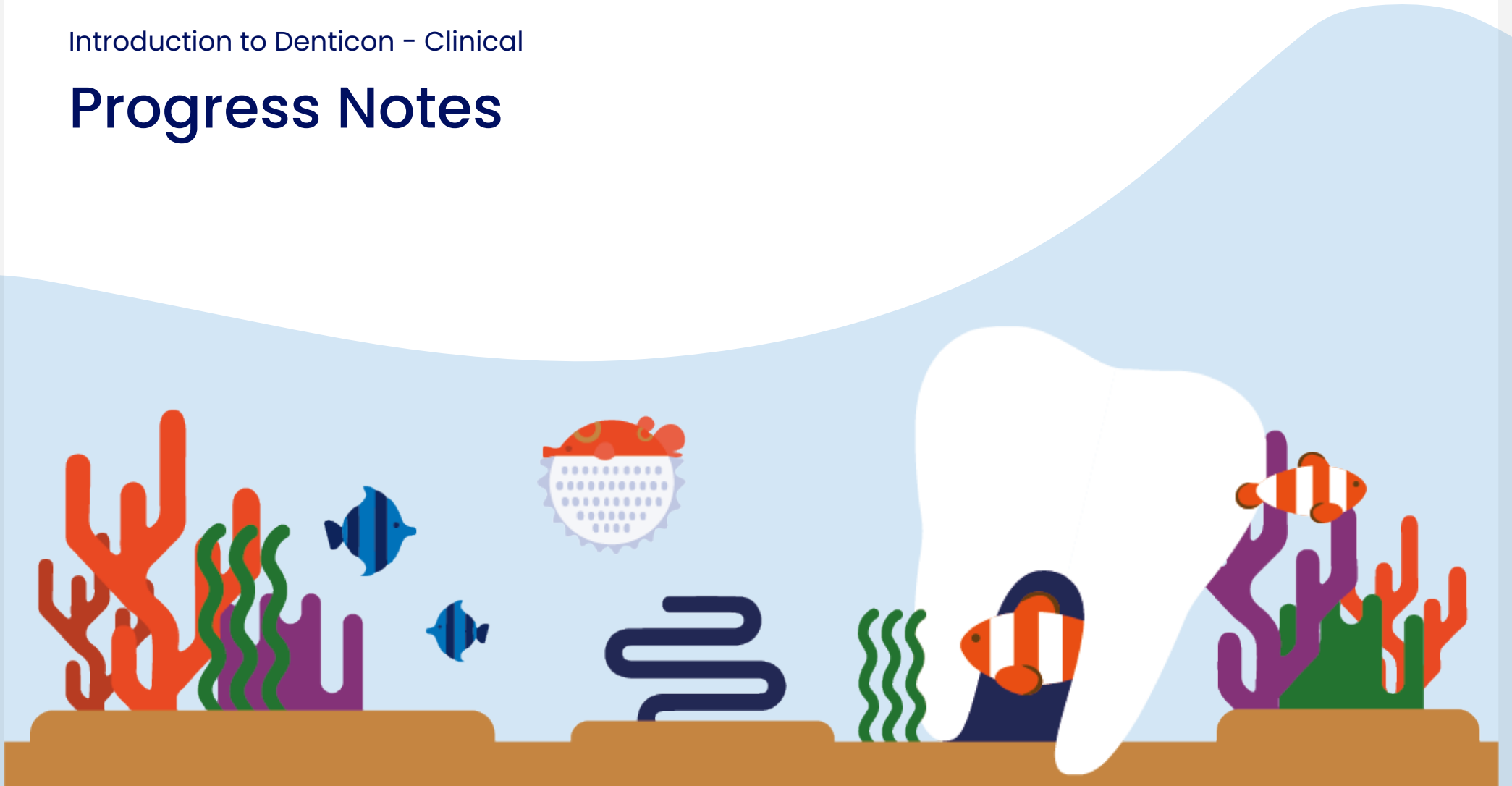




Introduction to Denticon - Clinical

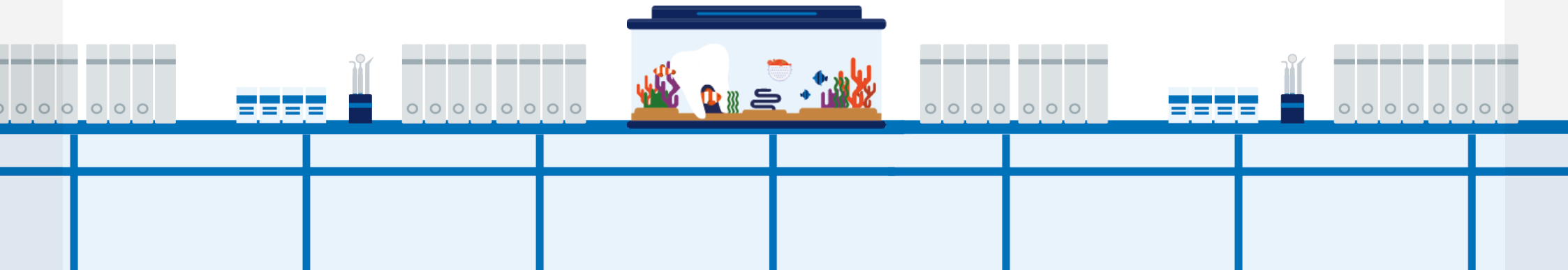
# Progress Notes



# Contents

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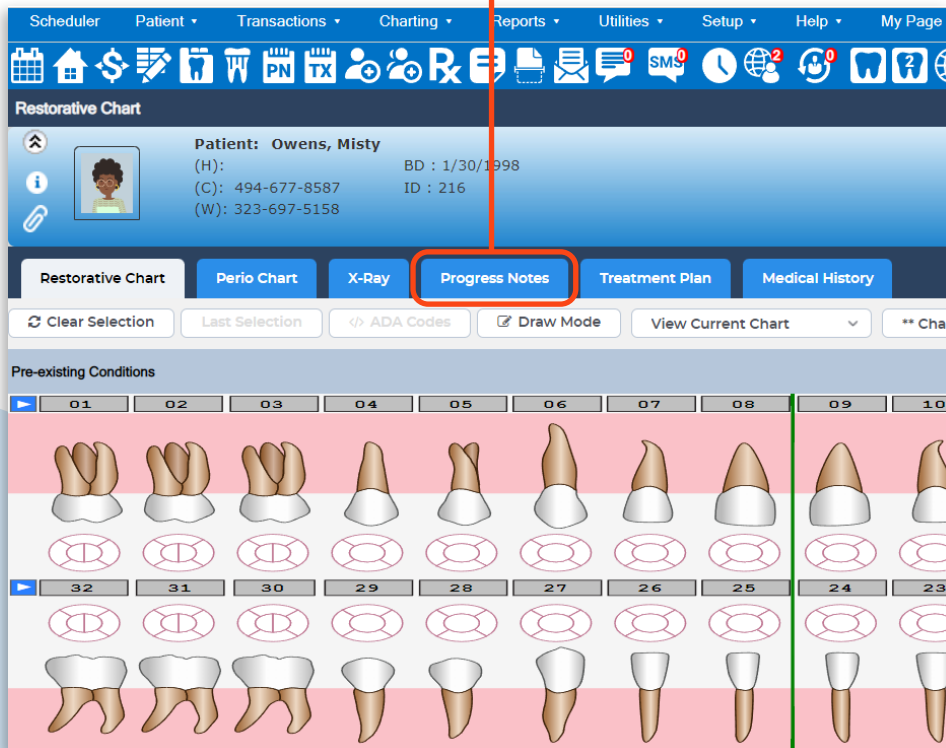
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# Creating a Progress Note

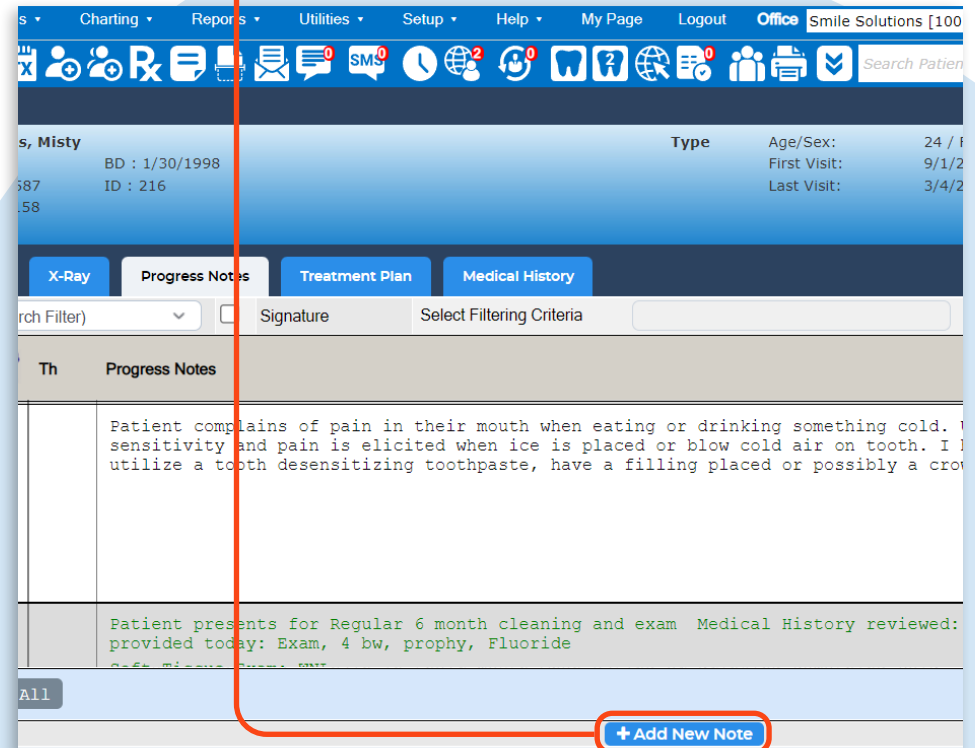
## Step 1

From the patient's restorative chart, click the **Progress Notes** tab.



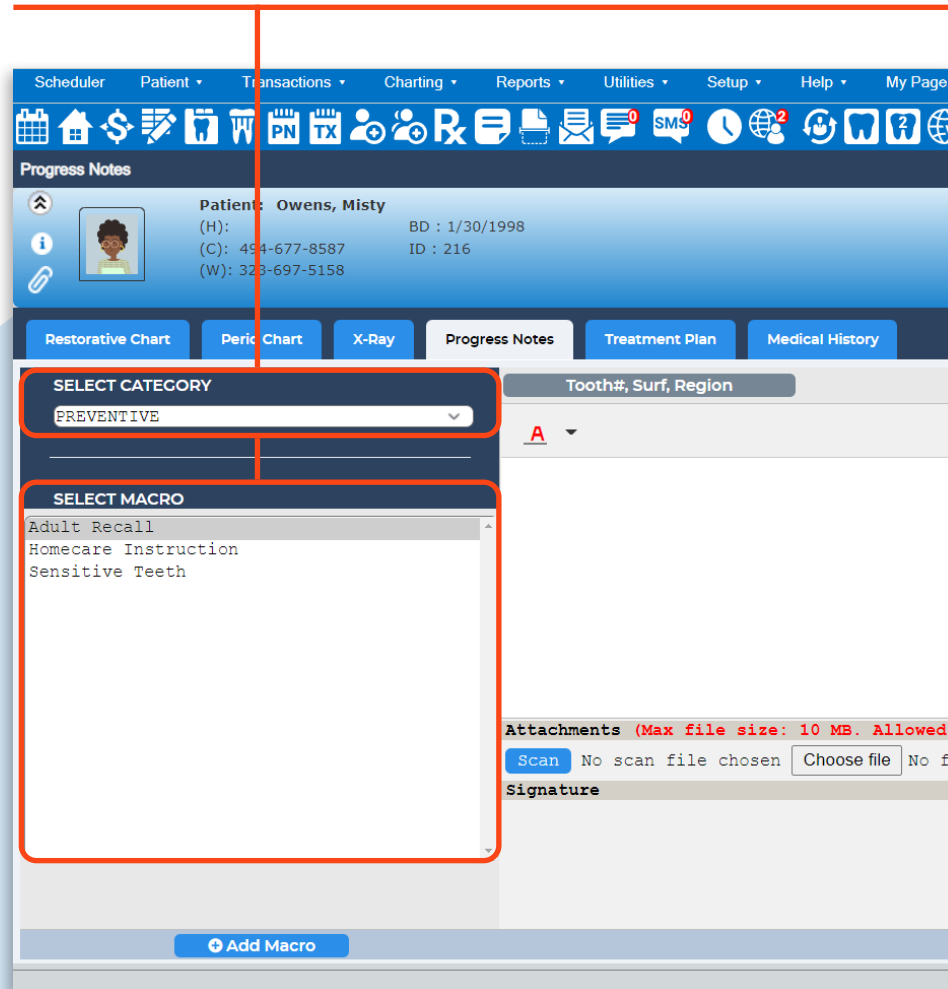
## Step 2

Click **Add New Note**.



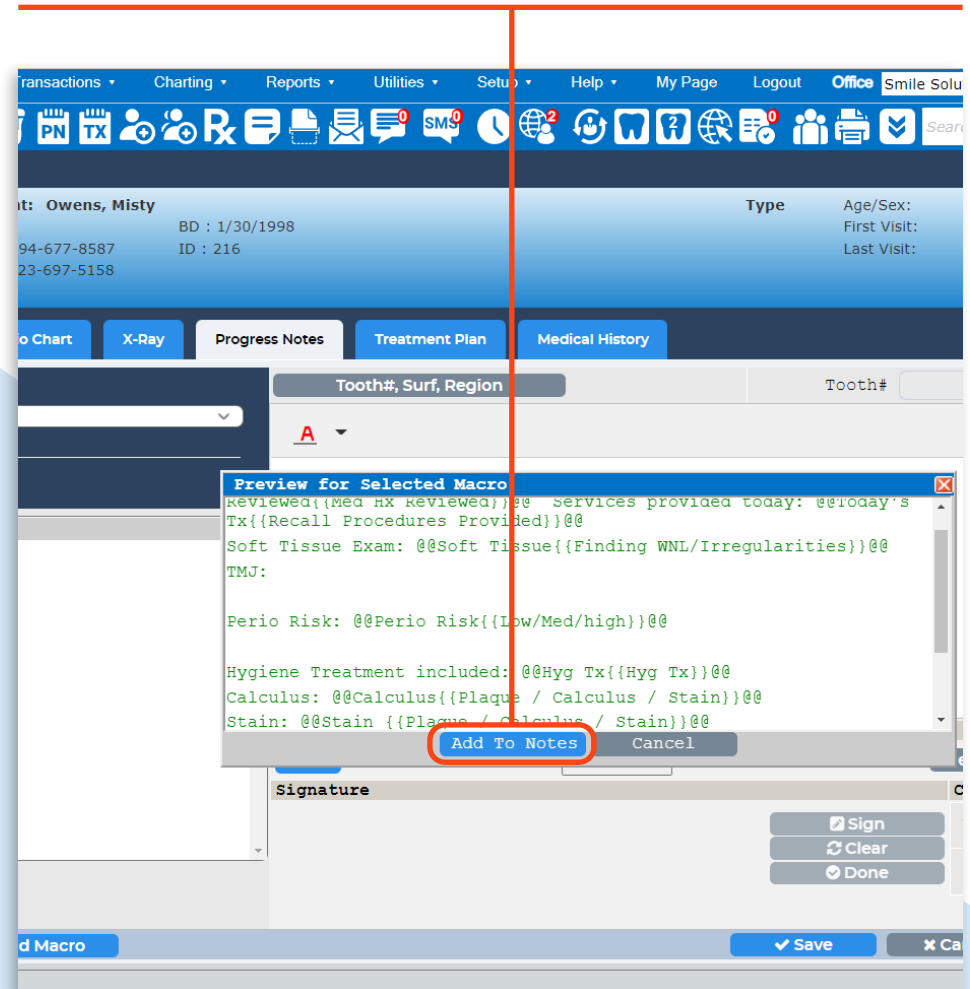
### Step 3

From the Select Category dropdown, choose a **Category** and **Macro**.



### Step 4

In the Preview for Selected Macro popup, click **Add to Notes** to generate a questionnaire.



### Step 5

Fill in the **questionnaire**, ensuring all mandatory sections (indicated by a red asterisk) are complete.

### Step 6

Click **Add Note**.

**Note:** To select multiple items within a field, hold down the **ctrl** key when making your selections.

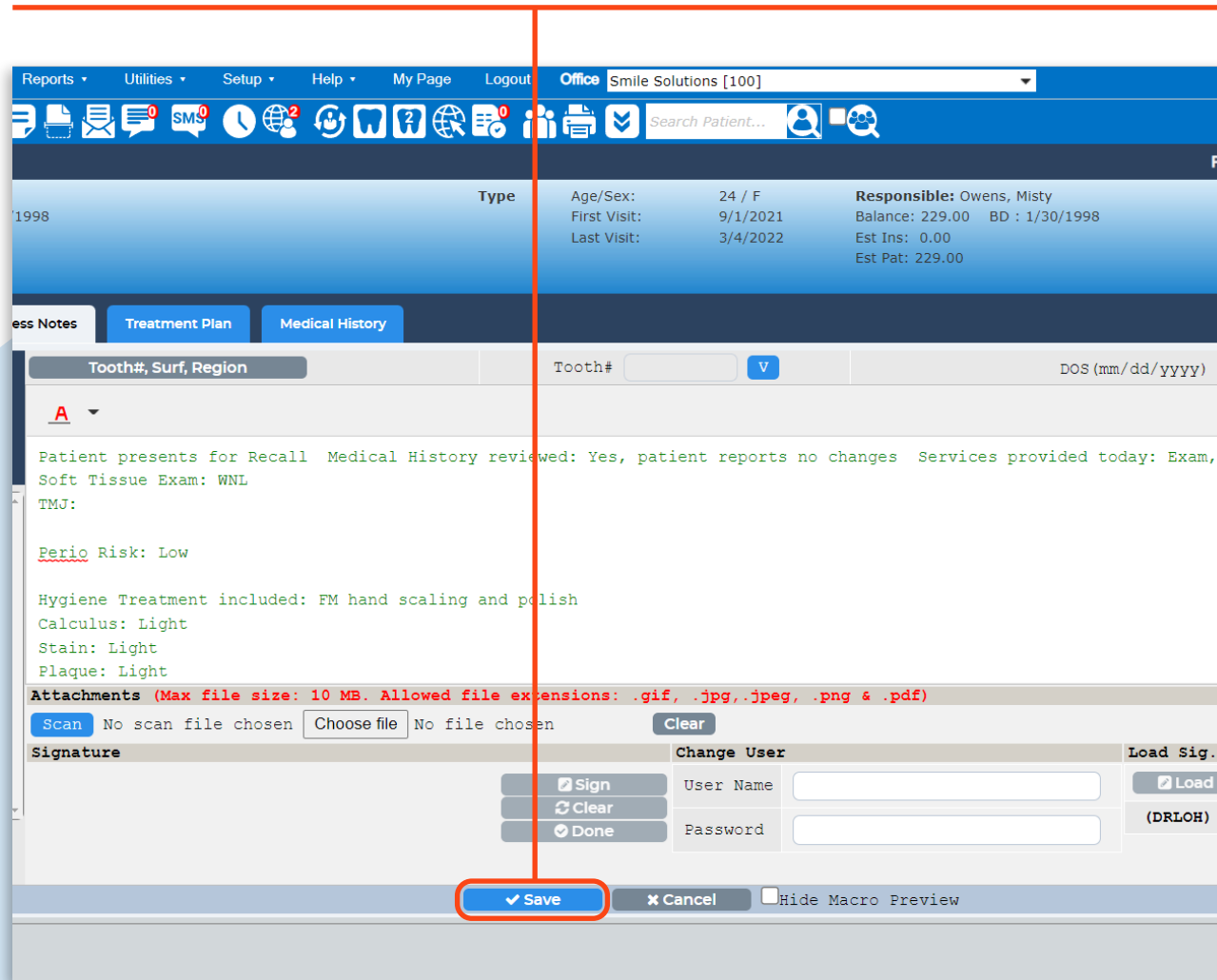
The screenshot displays the denticon software interface. At the top, there is a navigation bar with various icons and a search field. Below this, a patient information header shows the name 'Owens, Misty' and various demographic and financial details. A central navigation bar includes tabs for 'Restorative Chart', 'Perio Chart', 'X-Ray', 'Progress Notes', 'Treatment Plan', and 'Medical History'. The main content area is a questionnaire titled 'Please complete below questionnaire'. The questionnaire has two columns: 'Question' and 'Answer'. The questions and their corresponding answers are as follows:

Question	Answer
Med Hx Reviewed	Yes, patient reports no changes
Today's Tx	Exam, 4 bw, prophy Exam, 2 bws, prophy Fluoride 1 pa
Soft Tissue	WNL irregularities found
Perio Risk	Low
Hyg Tx	FM hand scaling and polish FM hand scaling, cavitron used polish perio charting
Calculus	Light Light - Moderate Moderate

At the bottom of the questionnaire, there are two buttons: 'Add Note' and 'Cancel'. The 'Add Note' button is highlighted with a red circle.

# Step 7

Review the note and when finished, click **Save**.



A new Progress Note has now been created and saved.

# Assigning Tooth Numbers to a Progress Note

## Step 1

From the patient's Restorative Chart, click the **Progress Notes** tab.

The screenshot displays the Denticon software interface. At the top, there is a navigation bar with various icons and a search field. Below this is a patient information header for 'Owens, Misty', including contact details and insurance information. The main area shows a 'Restorative Chart' with several tabs: 'Restorative Chart', 'Perio Chart', 'X-Ray', 'Progress Notes', 'Treatment Plan', and 'Medical History'. The 'Progress Notes' tab is highlighted with a red box. Below the tabs, there are controls for 'Clear Selection', 'Last Selection', 'ADA Codes', 'Draw Mode', 'View Current Chart', 'Change Dentition', 'Tooth History', and 'Show X-Ray'. The central part of the interface is a dental chart grid with tooth numbers 01-16 and 32-17. The 'Progress Notes' tab is selected, and a legend on the right side shows various dental conditions like 'Decay', 'Defective', 'Restoration', 'Bridge', etc.

### Option 1

Click **Edit** to open a note.

### Option 2

Click **Add New Note**.

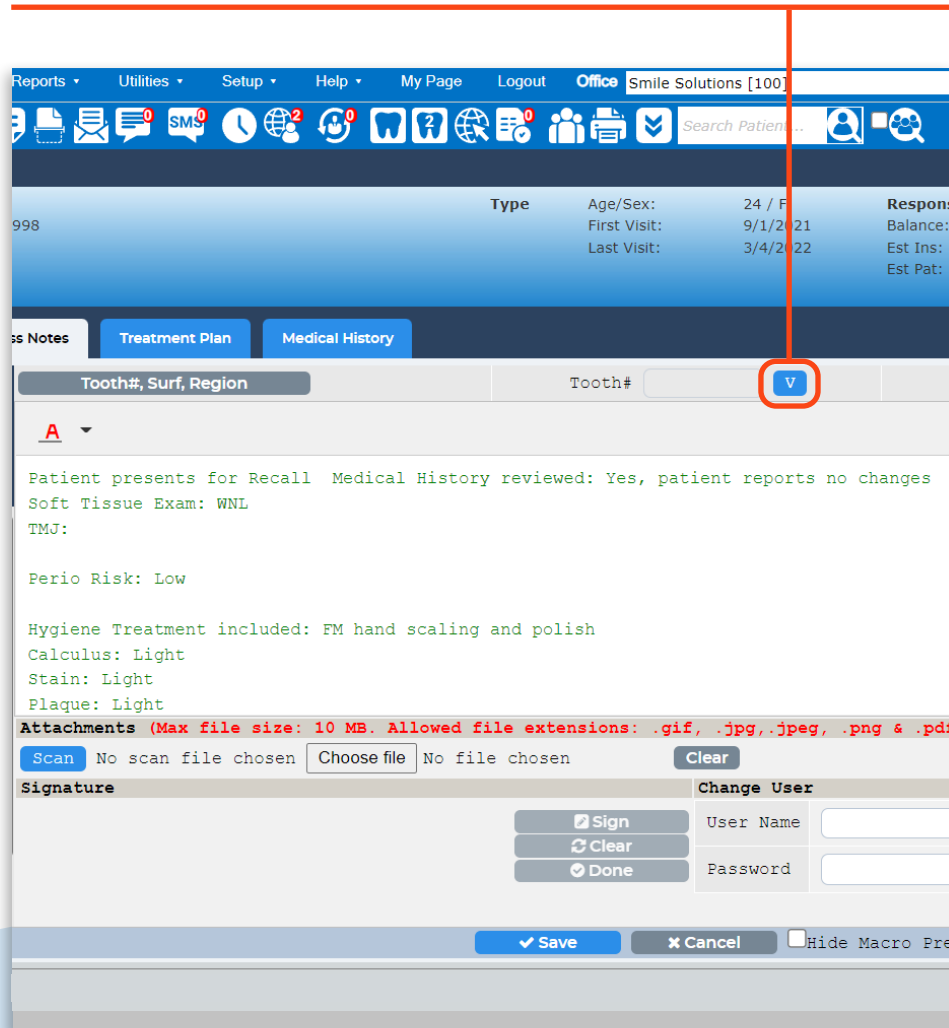
The screenshot shows the denticon software interface for a patient named Misty Owens. The top navigation bar includes menus for Scheduler, Patient, Transactions, Charting, Reports, Utilities, Setup, Help, My Page, Logout, and Office. The patient information section displays contact details, age/sex (24 / F), and insurance information. Below this, there are tabs for Restorative Chart, Perio Chart, X-Ray, Progress Notes, Treatment Plan, and Medical History. A table of progress notes is visible, with the first entry dated 10/5/2022. The 'Edit' button for this note is circled in red. At the bottom of the interface, a '+ Add New Note' button is also circled in red. The status bar at the bottom right indicates 'Progress Notes from 1 To 5 Of 8, Page 1 Of 2'.

Edit	DOS	Th	Progress Notes	Date
<a href="#">Edit</a>	10/5/2022		1 Patient presents for Recall Medical History reviewed: Yes, patient reports no changes Services provided today: Exam, 4 bw, prophy Soft Tissue Exam: WNL TMJ:  Perio Risk: Low  Hygiene Treatment included: FM hand scaling and polish Calculus: Light Stain: Light Plaque: Light Bleeding: Slight Next Visit: 6 mo Recall	Created 10/05/2022 05:48:23 AM (PST) JENNYLMS (Bri)



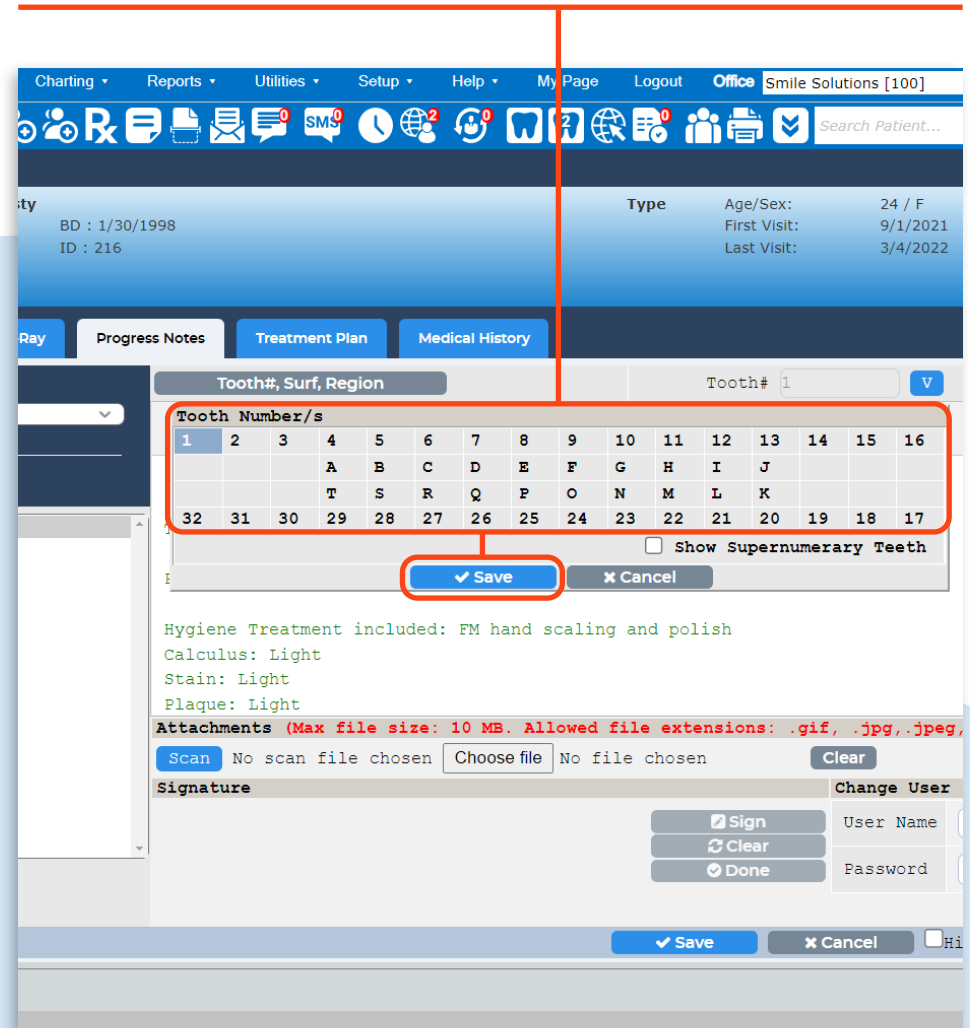
## Step 2

Next to the Tooth Number field, click **V**.



## Step 3

Select **Tooth Number/s**, then click **Save**.



## Step 4

Review the note, then click **Save**.

The screenshot shows the Denticon software interface for a patient named Owens, Misty. The interface includes a top navigation bar with various icons and a search bar. Below the navigation bar, there is a patient information section with a photo and contact details. The main area is a form for entering a progress note. The note is categorized as 'PREVENTIVE' and includes the following text:

Patient presents for Recall Medical History reviewed: Yes, patient report  
Soft Tissue Exam: WNL  
TMJ:  
  
Perio Risk: Low  
  
Hygiene Treatment included: FM hand scaling and polish  
Calculus: Light  
Stain: Light  
Plaque: Light

At the bottom of the form, there are buttons for 'Scan', 'Choose file', 'Clear', 'Signature', 'Sign', 'Clear', 'Done', 'Add Macro', 'Save', and 'Cancel'. A red box highlights the 'Save' button.

A tooth number has now been assigned to a progress note.

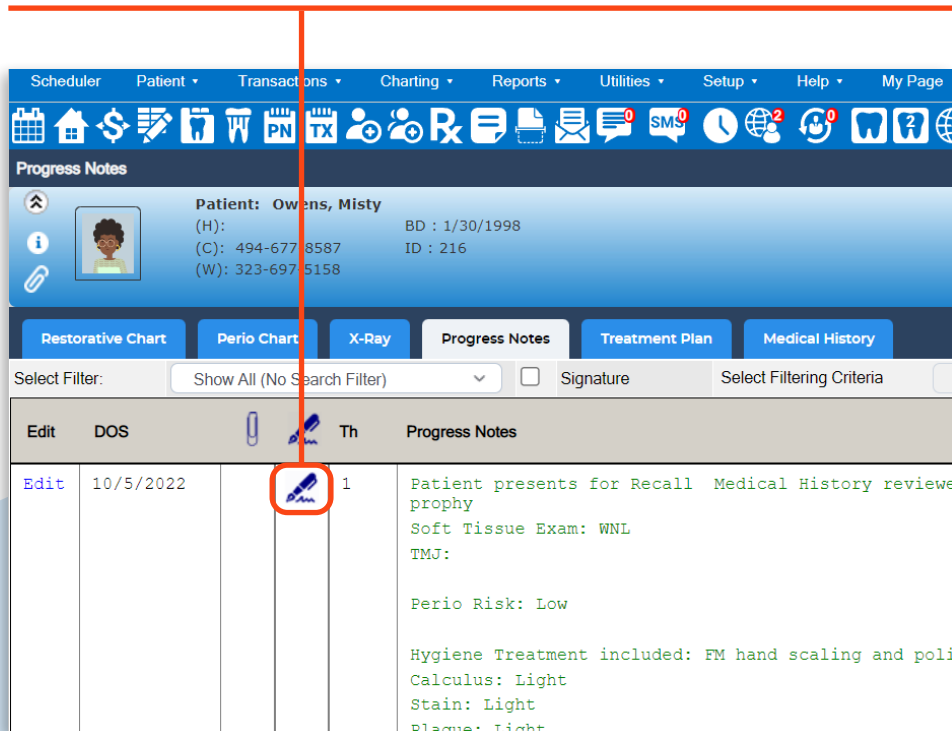
**Note:** Assigning the tooth numbers in the progress note will allow the progress note to display when viewing tooth history in the restorative chart.

# Locking a Progress Note

There are two scenarios where a progress note will lock, preventing further text changes.

## Scenario 1

When a progress note has been signed.

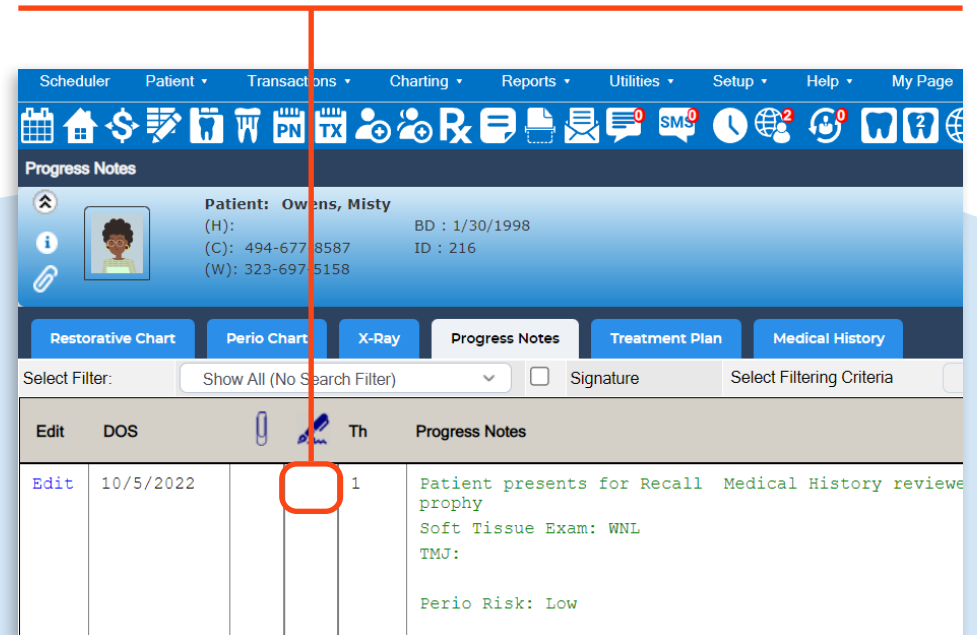


The screenshot shows the Denticon interface for a patient named Misty Owens. The 'Progress Notes' tab is selected. A table lists progress notes, with the first entry dated 10/5/2022. The 'Edit' icon for this note is highlighted with a red circle, indicating that the note is locked because it has been signed.

Edit	DOS	Th	Progress Notes
<a href="#">Edit</a>	10/5/2022	1	Patient presents for Recall Medical History review prophy Soft Tissue Exam: WNL TMJ:  Perio Risk: Low  Hygiene Treatment included: FM hand scaling and poli Calculus: Light Stain: Light Plaque: Light

## Scenario 2

After midnight, even if the progress note has not been signed.



The screenshot shows the Denticon interface for the same patient, Misty Owens. The 'Progress Notes' tab is selected. A table lists progress notes, with the first entry dated 10/5/2022. The 'Edit' icon for this note is highlighted with a red circle, indicating that the note is locked because it is past midnight, even though it has not been signed.

Edit	DOS	Th	Progress Notes
<a href="#">Edit</a>	10/5/2022	1	Patient presents for Recall Medical History review prophy Soft Tissue Exam: WNL TMJ:  Perio Risk: Low

**Note:** Progress notes can still be signed after they have been locked.

# Editing a Progress Note

## Step 1

From the Progress Notes tab, click **Edit** on the relevant note.

The screenshot shows the Denticon software interface. At the top, there is a navigation bar with various icons and a search bar. Below this is a patient information section for 'Owens, Misty', including contact details, age, sex, and insurance information. The main area displays a list of progress notes. The first note is selected, and the 'Edit' button in the first column is highlighted with a red box. The note text includes details about a recall visit, medical history, and treatment provided.

Edit	DOS	Th	Progress Notes	Date
<b>Edit</b>	10/5/2022	1	Patient presents for Recall Medical History reviewed: Yes, patient reports no changes Services provided today: Exam, 4 bw, prophy Soft Tissue Exam: WNL TMJ:  Perio Risk: Low  Hygiene Treatment included: FM hand scaling and polish Calculus: Light Stain: Light Plaque: Light Bleeding: Slight Next Visit: 6 mo Recall	<b>Created</b> 10/05/2022 05:48:23 AM (PST) JENNYLMS (Bri)

## Step 2

Type the changes in the appropriate section, then click **Save**.

Reports ▾ Utilities ▾ Setup ▾ Help ▾ My Page Logout Office Smile Solutions [100]

Search Patient...

Type Age/Sex: 24 / F  
First Visit: 9/1/2021  
Last Visit: 3/4/2022

Notes Treatment Plan Medical History

Tooth#, Surf, Region Tooth#

**A**

Perio Risk: Low

Hygiene Treatment included: FM hand scaling and polish

Calculus: Light

Stain: Light

Plaque: Light

Bleeding: Slight

Next Visit: 6 mo Recall

Attachments (Max file size: 10 MB. Allowed file extensions: .gif, .jpg, .jpeg)

Scan No scan file chosen Choose file No file chosen Clear

Signature Change User

Sign User Name

Clear

Done Password

Save Cancel

The Progress Note has now been edited and saved.

**Note:** Dental offices may color code certain progress notes to represent different service types or providers. To adjust the color, select the **relevant text**, click the **Text Color** button, and choose from the **palette**.

**Note:** Progress notes cannot be deleted, but can be struck off by clicking the **Strike-Off** button. Notes can be reinstated by clicking the **Restore** button, but only on the same day as they were struck-off.

# Signing a Progress Note

## Step 1

Under the Progress Notes tab in a patient's record, click **Edit** on the relevant note.

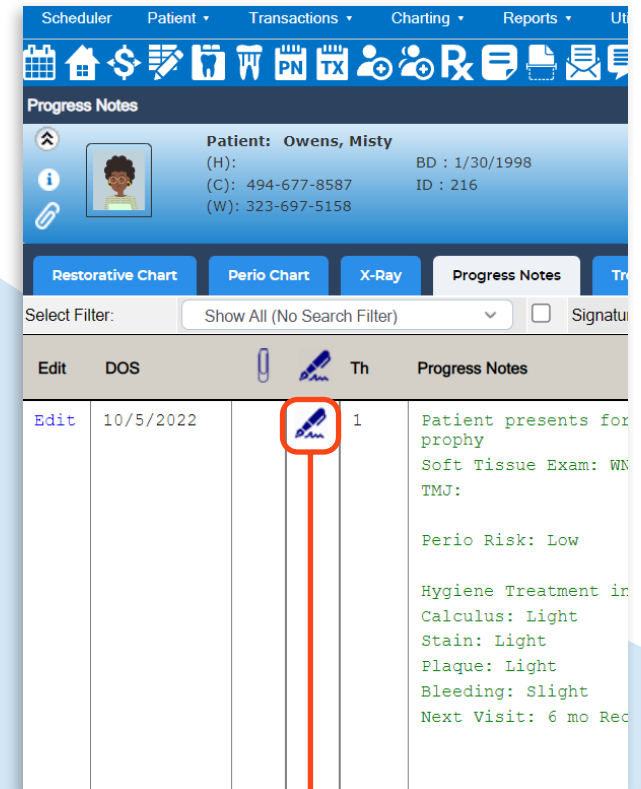
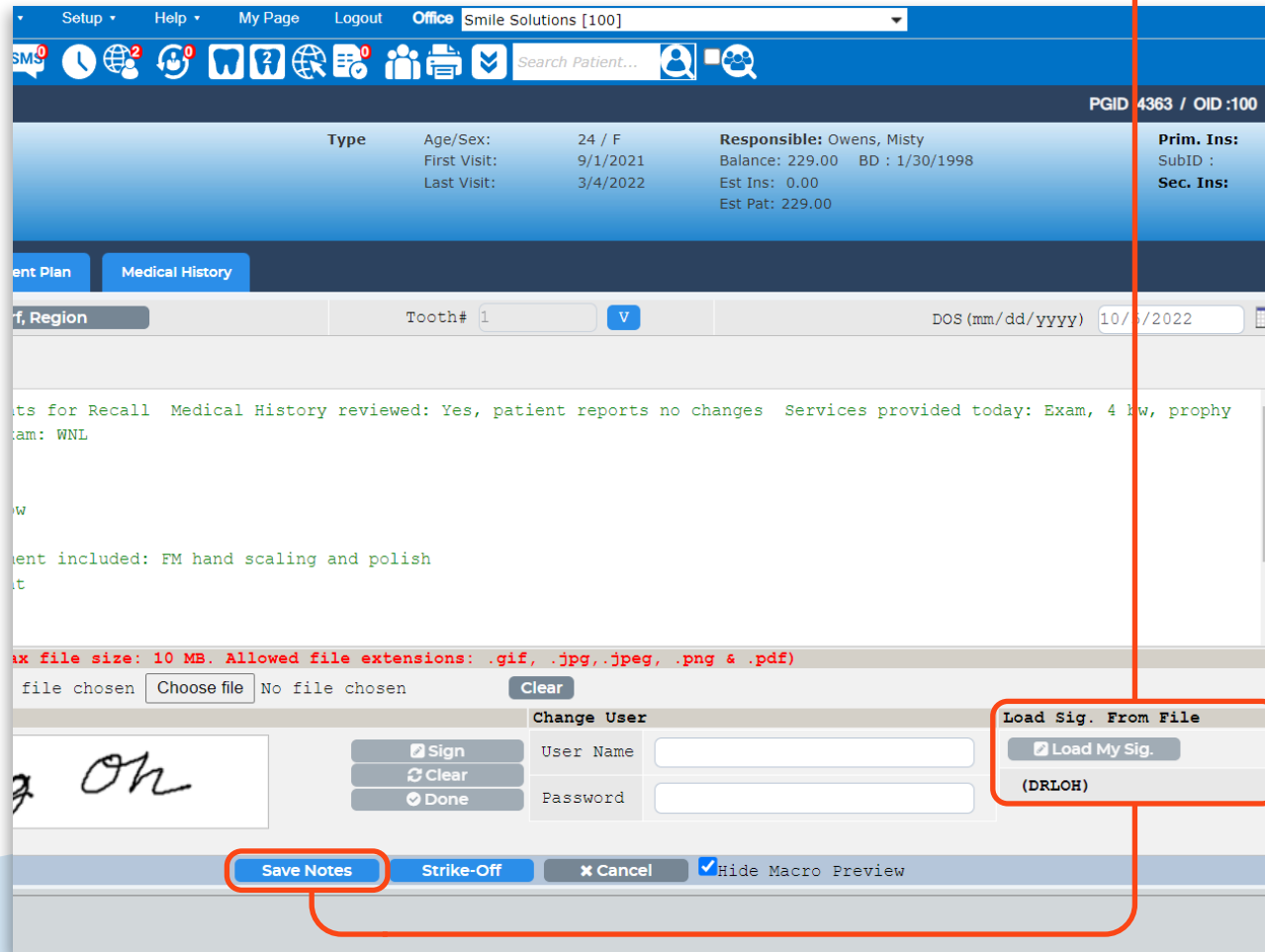
The screenshot displays a dental software interface for a patient named Misty Owens. The interface includes a top navigation bar with various icons and a search field. Below this is a patient information section with details such as age, sex, and insurance. A central tabbed area shows different record views, with 'Progress Notes' selected. Below the tabs is a filter section and a table of progress notes. The first note in the table is highlighted, and the 'Edit' button in its first column is circled in red.

Edit	DOS	Th	Progress Notes	Date
<b>Edit</b>	9/22/2022		Patient presents for Recall Medical History reviewed: Yes, patient reports no changes Services provided today: Exam, 4 bw, prophy Soft Tissue Exam: WNL TMJ:  Perio Risk: Low  Hygiene Treatment included: FM hand scaling and polish Calculus: Light Stain: Light Plaque: Light Bleeding: Slight Next Visit: 6 mo Recall	<b>Created</b> 09/22/2022 07:55:57 AM (PST) DRLOH (Bri)

## Step 2

Click **Load My Signature**, then click **Save Notes**.

**Note:** If you do not have a preloaded signature, click **Sign** and use the signature pad to sign the progress note. If another user is logged into Denticon, the Provider must enter their **User Name** and **Password** prior to selecting **Load My Signature**, then click **Save Notes**.



A signature has now been added to the Progress Note, represented by a pen icon in the column.

# Adding a Provider's Signature

## Step 1

If a Provider is required to sign a Progress Note 'over the shoulder' of a logged-in user, from the Progress Notes tab, click **Edit** on the relevant note.

The screenshot shows the Denticon software interface. At the top, there is a navigation bar with various icons and a search bar. Below this is a patient information header for 'Owens, Misty', including contact details, age, sex, and insurance information. The 'Progress Notes' tab is selected, and a table of notes is shown. The first note is dated 10/5/2022 and contains a detailed medical history and treatment plan. The 'Edit' button for this note is highlighted with a red circle, and a red line points from this circle to the text above.

Edit	DOS	Th	Progress Notes	Date
<a href="#">Edit</a>	10/5/2022	1	Patient presents for Recall Medical History reviewed: Yes, patient reports no changes Services provided today: Exam, 4 bw, prophy Soft Tissue Exam: WNL TMJ:  Perio Risk: Low  Hygiene Treatment included: FM hand scaling and polish Calculus: Light Stain: Light Plaque: Light Bleeding: Slight Next Visit: 6 mo Recall	<b>Created</b> 10/05/2022 05:48:23 AM (EST) JENNYLMS (Bri)



## Step 2

Ask the Provider to type their credentials into the **User Name** and **Password** fields.

## Step 3

Click **Load My Signature** to upload the Provider's signature, then click **Save Notes**.

The screenshot displays the denticon software interface. At the top, there is a navigation bar with various icons and a search field. Below this, the patient information for 'Owens, Misty' is shown, including contact details and a table with clinical data such as 'Type', 'Age/Sex', 'Responsible', 'Balance', and 'Est Ins.'. The main area is a form for entering progress notes. On the left, there are dropdown menus for 'SELECT CATEGORY' (set to 'PREVENTIVE') and 'SELECT MACRO'. The central text area contains a note about 'Perio Risk: Low' and 'Hygiene Treatment included: FM hand scaling and polish'. Below the text area, there are buttons for 'Scan', 'Choose file', and 'Clear'. At the bottom of the form, there is a 'Signature' section with buttons for 'Sign', 'Clear', and 'Done'. A 'Change User' dialog box is open, showing 'User Name' and 'Password' fields. To the right, there is a 'Load Sig. From File' dialog box with a 'Load My Sig.' button. At the very bottom, there are buttons for 'Save Notes', 'Strike-Off', 'Cancel', and a checked 'Hide Macro Preview' option.

**Note:** Once saved, the screen will return to the Progress Notes tab which will show when the Progress Notes were created or modified, and by whom.

**Note:** If no preloaded signature is available, click the **Sign** button next to the signature box, use your signature pad to sign, click **Done**, then **Save**.


Scheduler Patient Transactions Charting Reports Utilities Setup Help My Page Logout Office

Progress Notes

Patient: Owens, Misty  
(H): BD : 1/30/1998  
(C): 494-677-8587 ID : 216  
(W): 323-697-5158

Restorative Chart Perio Chart X-Ray Progress Notes Treatment Plan Medical History

Select Filter: Show All (No Search Filter) Signature Select Filtering Criteria

Edit	DOS	Th	Progress Notes
<a href="#">Edit</a>	10/5/2022	 1	Patient presents for Recall Medical History reviewed: Yes, patient prophylaxis Soft Tissue Exam: WNL TMJ:  Perio Risk: Low  Hygiene Treatment included: FM hand scaling and polish Calculus: Light Stain: Light Plaque: Light Bleeding: Slight Next Visit: 6 mo Recall
<a href="#">Edit</a>	8/23/2022		Patient complains of pain in their mouth when eating or drinking...

K < 1 2 > X Show All + Add New Note

A Provider's signature has now been added to the progress note, represented by a pen icon in the signature column.