

Denticon - Basic Clerical

How to Update a Patient Record from an Online Form

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	denticon		Hov	v to Update a Patient Record f	rom an Online Form 2
	Contents				
	Updating Existing Pati	ent Information			
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Updating Existing Patient Information



Step 1

Click the **Patient** dropdown in the toolbar and select **Online Registered Patients – Existing**.

Step 2

Any patients who have updated their Medical History and/or demographics using an online form will appear on screen. To locate the patient's record, click on the **blue hyperlink** next to 'Patient ID'.

Step 3

Click the red **Change in demographic and medical alert** icon that appears next to the 'Patient Information' section heading.

Scheduler Patient Transactions Charting Reports (Old)	Reports • Utilities •	Setup • Help • My Page Logout Offi	Scheduler Patier	ansactior s
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Online Patient - Existing			Patient Overview	
Non-Imported Patient List View by: Oldest Submission Date	Existing Patient Information I	Ente red Online	Patient Information	ge in demographic & medical alert X/14/2021 9:58 PM PT Home Office
	to import and complete th	theo to the patient. Please go to the Patient's Medical I e form.	Tusk, Brent	Chart #
Campbell, Ashley (DOB: 9/15/2000 Date of Sub: 7/9/2021) Tusk, Brent (DOB: 8/8/1988 Date of Sub: 7/29/2021)			1247 Sharp Drive	First Visit
	Patient ID	174	DrTusk@amail.com	Call my Work
			(H) : 555-555-7777	Provider
			(C) : 555-555-1111	Hygienist
	Temporary ID	21	(W): 555-555-8888	Referral Type
	1 7		Birth Date	8/25/1990 Referred By
			Age / Sex	30 / M Referred To
			Patient Type Patient Note	Last Perio Cr
	Last Name	Tusk	Medical Alerts: (3/14/2021 9:51 PM PT) Questionnaire	No Known Allergies
			Recalls 1	
			Code Interval Recall	Date Reason
	First Name	Brent	D0120 6 M + 1D	Periodic Oral Evaluation
			D0210 3 Y + 1D	Intraoral - Complete Series Of Radiographi Images
			Appointments	
			Date Time	Office Operatory Status
		0.0511000	No records to display.	
	Birth Date*	8/23/1990		
	Print	Registration Delete Cancel	Note: The Ch medical a there is a c	ange in demographic and lert icon only appears if change in demographic.

Step 4

A window will appear showing the current information for the patient and the updated information taken from the patient's online form as a side-by-side comparison. Click **Update**.

Step 5

Click **Import Online Medical History** to import any changes to the patient's medical information.

Scheduler	Patient •	Trans	actions •	Charting •	Repo	ts (Old) 🔹	Reports •	Utilities •		
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 	Patient De	mographic Co	mparison Details							
i) ~	Elements		Current Value		Chi	anged Value				
	Title		Dr.							
A00 1 M	Nick Name							Sec. 1		
	Last Name		Tusk		Tus	k				
revious Med	IC2 First Name		Brent		Bre	nt		History : 3/14/2		
	MI									
	Address		1247 Sharp Drive		928	7 West Curve Wa	iy .			
	Address2									
	City		Watts		Fire	stone Park				
Allergic To	State		CA		CA					
	Zip		90002		900	01				
	N Email		DrTusk@gmail.co	m	DrT	usk@gmail.com				
	Birthdate (r	nm/dd/yyyy)	8/25/1990		8/2	5/1990		_		
	A Marital Stat	us	Married		Div	broed				
	Sex		Male	_	Ma	e		-		
	F Home #		555-555-7777							
	Cell #		555-555-1111	_						
	C Work #		555-555-8888	_				9		
	Drive Lic							-		
	F Emergency	Contact	Carne Tusk - Spo	use	Hou	vard Tusk - Fathe	ſ			
	Emergency	Phone	555-555-1112	_	555	-666-6666		-		
	Health Care	Guardian						ams		
	Health Car	Guardian								
V N	Phone									
	Student		No		No					
	School Nar	School Name								
	Note : In ca	Note : In case of self responsible party at will update the demographic elements of responsible party.								
Y N	N			Update	Cancel					
								-		
	N		_					routh		

Note: Current value will remain if there is no changed value for that field.

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Correct								
			Tw	ne	Ace/Sex.			
BD: 8/25/1990					First Visit:			
ID : 112					Last Visit:			
	Import Online Medical History	: 3/14/2021 9:58	3:00 PM PT					
			Medical Aler	ts				
	Anorexia		ΠY	N	Fainting Spells			
YZN	Arteriosclerosis		Y	N	Fever Blisters			
	Arthritis	Arthritis						
Y ☑ N	Asthma	Υ	N	Frequently Dry M				
	Autoimmune Disease		Y	N	Gag Reflex			
Y N	Bladder Trouble		Y	N	Gall Bladder Trou			
Y N	Blood Clotting Problems		Y	N	Hay Fever			
	Blood Transfusion		ΠY	N	Heart Attack			
Y ☑ N	Bulimia		Y	N	Heart Disease			
Y N	Bronchitis		Y	N	Heart Murmur			
Y ZN	Cancer / Tumor or Growth		Y	N	Hepatitis			
Y N	Cardiac Pacemaker		ΠY	N	Herpes			

Step 6

Click **Save** at the bottom of the screen to save the changes.

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initial de paste years :	
nature	
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Dest	
Done	
No to all med alerts Sa	ave
© 2021 Planet DDS Privacy Policy	/ Page Time Left (hh:mm:ss

Step 7

Click the blue **Patient Information Bar** or **Home** icon to return to the 'Patient Overview' screen to view the updates.

Schec uler	Patient Transactions	Charting •	Reports (Old)	 Reports 	 Utilities • 	Setup • Offi	ce Smile So	lutions [100]	 Help 	My Page		
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Medical Inform	nation											
	Patient: Tusk, Bren (H): 555-555-7777 (C): 555-555-1111 (W): 555-555-8888	t BD : 8/2 ID : 112	25/1990				Туре	Age/Sex: First Visit: Last Visit:	30 / M	Res Bala Est I Est F		
Previous Medi	ical History											
						Medic	al Alerts					
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🗌 Y 🖾 N	Aspirin		□ Y 🖾 N	Arthritis			Y 🗆 N	N Frequent Headaches				
🗌 Y 🖉 N	Barbiturates / Sleeping Pills		□ Y ☑ N	Asthma			□ Y ☑ N	N Frequently Dry Mouth / Sjogren				
🗌 Y 🖾 N	Codeine		□ y ☑ N	Autoimmune D	Disease		Y 🗆 N	N Gag Reflex				
🗌 Y 🖾 N	Erythromycin		🗌 Y 🖾 N	Bladder Troub	le		Y N	Gall Bladder Trouble				
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1 Y 2 N	Local Anesthetics		🗌 Y 🖉 N	Bulimia			🗌 Y 🖉 N	N Heart Disease				
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🗌 Y 🖾 N	Prior Hepatitis		∀ №	Cardiovascula	r Disease		□ Y ☑ N	N High Blood Pressure				
Y N	Sulfa Drugs		Y N	Chemotherapy	ý		Y N	N Hives				
∩ Y ⊠ N	Other Narcotics		Y N	Chest Pain Up	on Exertion		Y	Jaundice				
Check, if ap	plicable		Y N	Color Blindness				nt				
Y 2N	No Change Since Last Recorde	d	□ Y ☑ N	N Congenital Heart Defect								
□ Y ⊠N	No Known Concerns or Issues		Y N	Contact Lense	is.		□ Y ⊠N	Y N Leukemia				

Dental Questionnaire

Dental Questionnaire Name of previous Dentist

Dr. Jackson

The Patient Overview screen will show the updated information, and the 'Change in demographic and medical alerts' icon will no longer be visible.

Note: An electronic copy of the document will be automatically saved in the 'Patient Notes' screen.

Scheduler	Patient	Transa	ctions •	Charting 🔹	Reports	(Old) • Rep	oorts 🔹	Utilities •	• S	etup • Offi	Ce Smile Solutions [100]	✓ Help ▼	My Pag	ge Logout				
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Tusk, Brent						Chart #						Tupo : C	ach			((1):555	555 1111	
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Firestone Pa	irestone Park, CA 90001		Last Visit					Add a Photo	Driusk	wgmail.co	m In Onlytics		(VV):555	-000-0000				
DrTusk@gm	ail.com			Call my V	/ork	Fee Schedule	0				100 0 11000	Home C	mice : Smi	le Solutions				
(H) : 555-55	(H) : 555-555-7777 Pro		Provider	L	opez, Carlos	DDS		Dental Insurance					View Medica					
(C) : 555-55	C) : 555-555-1111 Hyd		Hygienist						Primary				Secondary					
(W): 555-55	W): 555-555-8888		Referral Type	Ir	Internet-Website			Carrier Name Group #	Carrier Name									
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Patient Type						Last Perio Ch	art	rt			Individual Max	Individual Max						
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Code	Interval	RecallDate)	Reason			S	Sch Date	S	Sch Time	Patient Name	Age	Sex Next Recall		Recall	Sched Recall		Active
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D0210	3 Y + 1D			Intraoral - Com mages	lete Series	Of Radiographic	;				•							
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