

Denticon - Basic Clerical

How to Add Patient Notes



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Accessing Patient Notes



Step 1

To locate a patient file, type their last name into the 'Search Patient' field and click the **arrow**.

Step 2

Select the patient from the list.

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The Patient Notes screen will show you any existing notes and will identify the note type, the date the note was created, and whether the note has an attachment (represented by the paper clip icon).

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Adding Scanned Documents

Step 1

On the 'Notes' screen, click **Add New Note**.

Step 2

From the 'Note Type' dropdown list, select **Documents (Scan)**.

Step 3

Select the relevant category for the document from the second dropdown list.

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Add N	ew Note		
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Step 4

Click Scan.

Step 5

Select the relevant device from the 'Select Source' field and select the 'Resolution', then click **Scan**.

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ou can only upload file upto 4 MB in s	ize. Allowed file extension	is are: .gif, upto 4 M	MB in size. Allowed f	ile extensions are: .gi	, .jpg,.jpeg,	.png & .pdf.
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How to Add Patient Notes 8

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Step 6

Ensure that the appropriate fields are selected from the scanner properties window, then click **Scan**.

The scanned document will appear on screen. Images can be removed or cropped from this window.

Step 7

If necessary, crop the image by left-clicking and dragging the mouse around the desired crop area, then click the **Crop** icon under the 'Edit Image' section.

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Step 8

Under the 'Save PDF' section select either **Patient Notes** or **Progress Notes** as relevant. Type a file name for the document and click **Insert Date Stamp**. Add any extra information under the 'Notes' text entry field, then click **Save PDF**.

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The scanned document has now been successfully uploaded to the patient's account. The document attachment can be viewed by clicking the paper clip icon next to the note.

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Adding a General Note

Step 1

On the 'Notes' screen, click Add New Note.

Step 2

Ensure that **Patient Notes** is selected as the 'Note Type'.

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Step 3

Type the note information into the 'Notes' text entry field, click **Insert Date Stamp**, and then click **Save**.

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Adding a Treatment Plan

Step 1

On the 'Notes' screen, click the **printer** icon in the toolbar, then select **Treatment Plan**.

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Set the relevant parameters for the Treatment Plan Report and click **Print/Preview**.

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Step 3

If a signature pad is connected to the workstation being used, have the patient sign the treatment plan, then click **Save PDF File**.



Step 4

Click the **printer** icon to print the Treatment Plan if the patient requires a copy.

Step 5

Click the **Patient Notes** icon to refresh the screen.

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elete	Edit	Q	Patient Notes		File Name:	4363_114_63	75136038986	93207_OnlinePa	tientRegist

The Treatment Plan will now appear as a note.

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Adding a PDF Document from the Clipboard

Step 1

On the 'Notes' screen, click Add New Note.

Step 2

From the 'Note Type' dropdown list, select **Documents (Upload)**.

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y	Note Type	Notes
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In the 'Upload Screenshot' window,

name the document and click

Upload Attachment.

Step 5

Step 3

Use the device's snipping tool to take a screenshot of the desired content and click **Ctrl+C** to copy the snip.

Step 4

Click into the 'Notes' text entry field, and paste **(Ctrl+V)** the content.

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Step 6

Select the relevant category for the document from the second dropdown list in the 'Note Type' section.



Step 7

Type any extra information into the 'Notes' text entry field, then click **Save**.

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