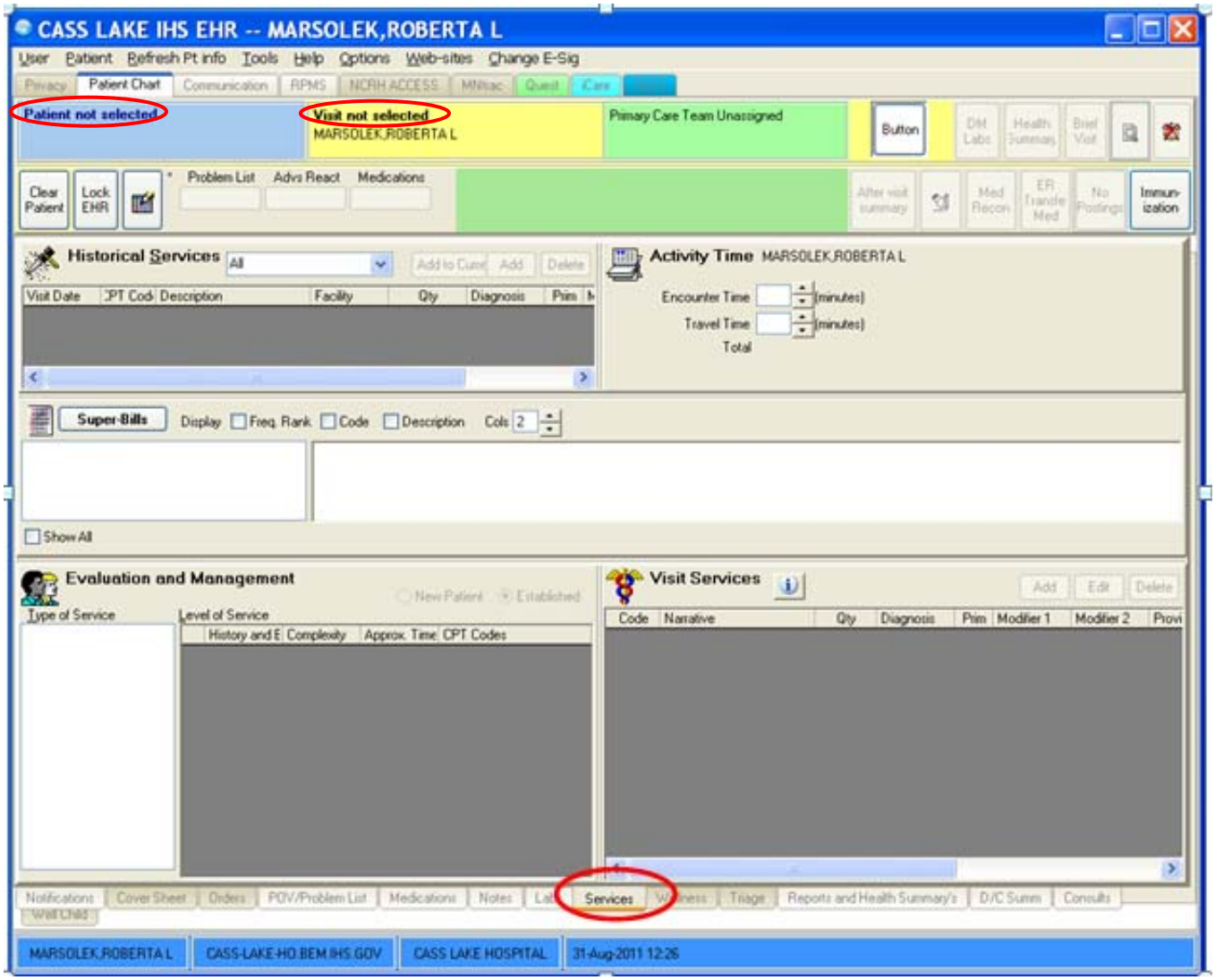
Entering Historical Dental Data in EHR

Open your EHR (your set-up screen may look like this screen [**A.**] or the screen on the page 3 [**B.**]).

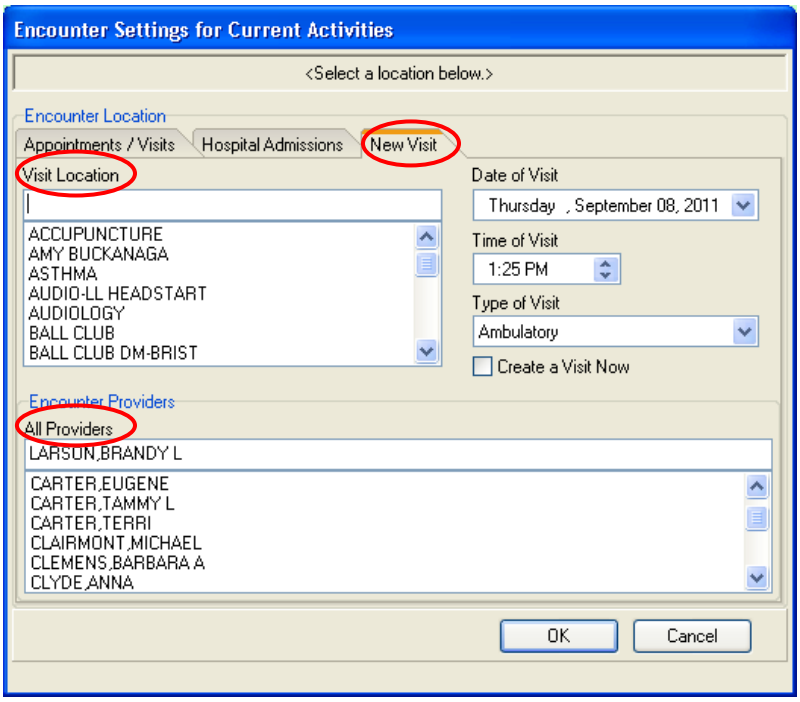
A.



No matter what your set-up screen looks like, you will need to do the following things first:

1. Select the patient by clicking on the blue **Patient not selected Tab**.

2. Select the visit by clicking on the yellow **Visit not selected Tab.**
    a. Select the **New Visit Tab**
    b. Enter "**Chart Review"** into the **Visit Location Text Box**
    c. Enter or select the encounter provider in the **Encounter Provider Text Box**. The encounter provider is the provider that referred the patient or oversees the program that helped this patient get these off-site dental services. Remember, this is not a billable service, so the encounter provider doesn't get production or collection credit for these services!

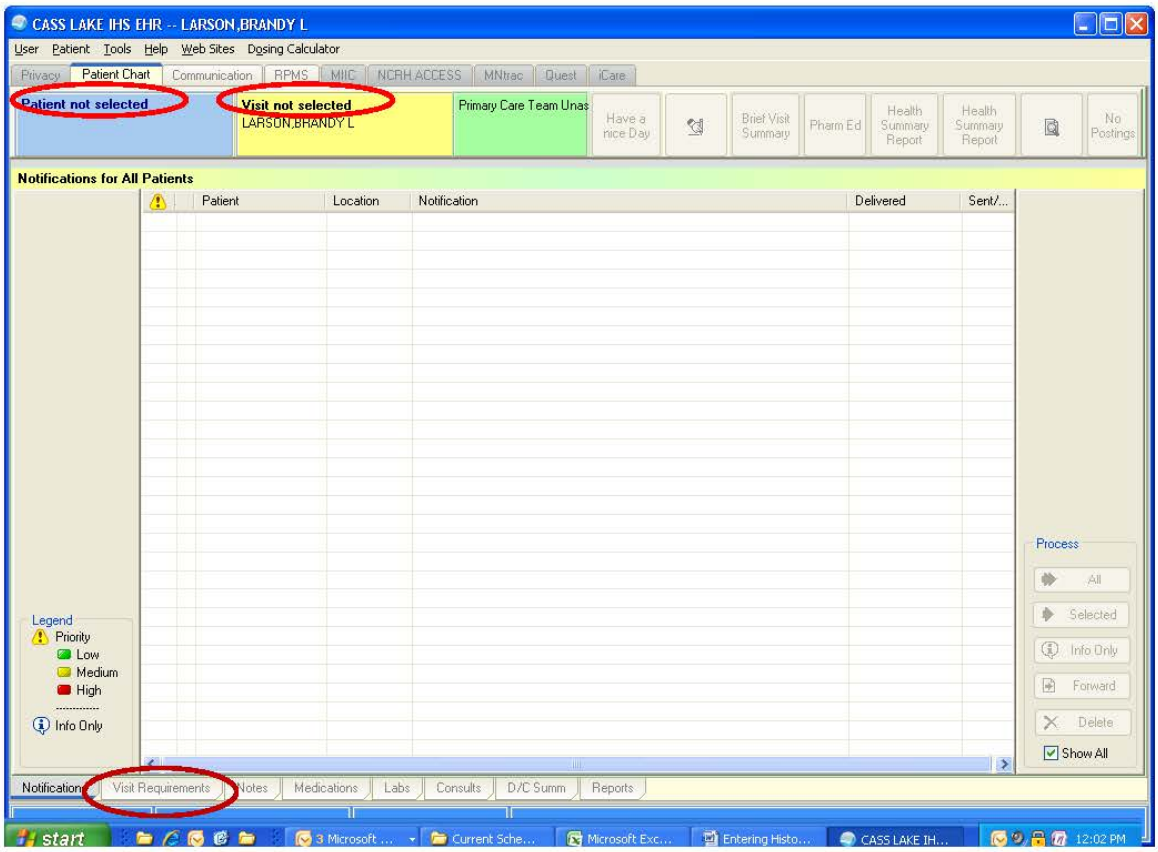


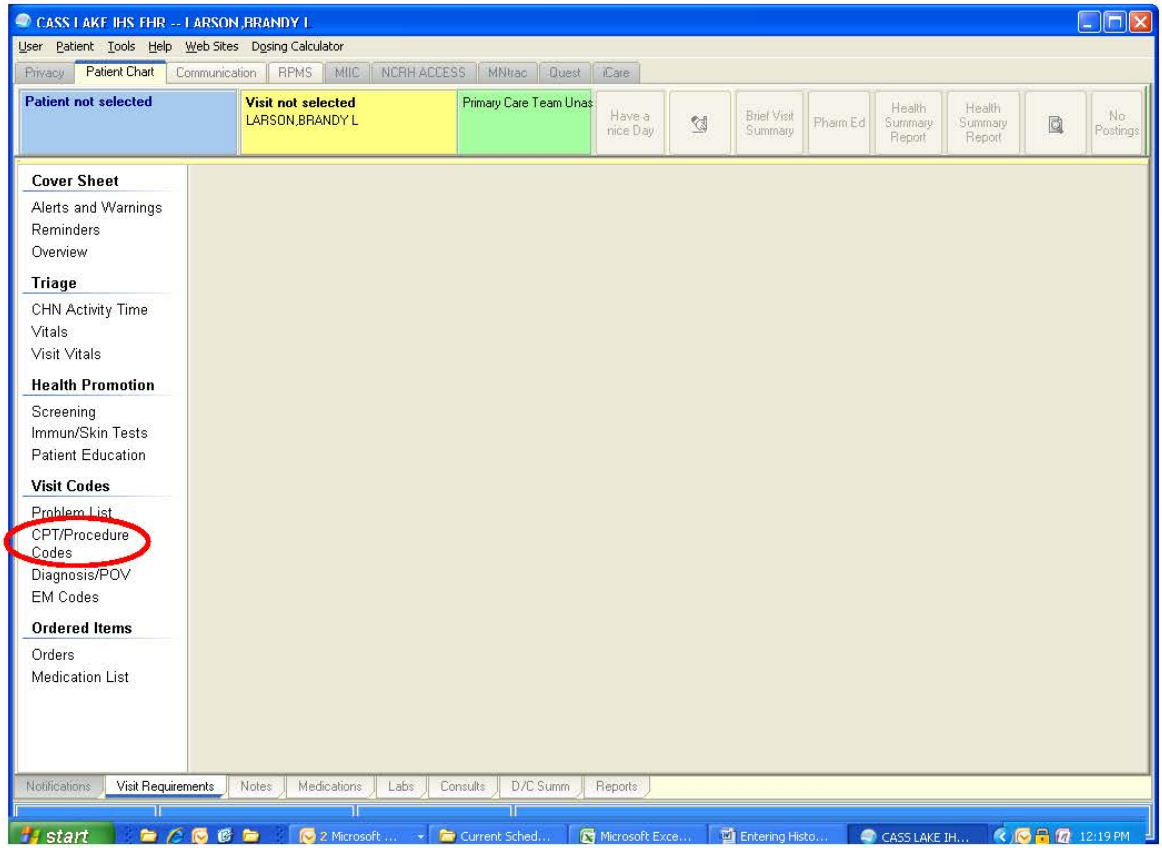
If your set-up screen looks like screen **A.** on page 1**,** find the **Historical Services Menu** by selecting the **Services Tab.** – see page 1

If your set-up screen looks like screen **B.** on page 3**,** find the **Historical Services Menu** by selecting the **Visit Requirements Tab** and then click on **CPT/Procedure Codes**. – see page 3

If both screens look different and you cannot access either the **Services Tab** or the **Visit Requirements Tab**, you will need to work with your local CAC or IT Specialist to get instructions on how to find the **Historical Services Menu** for the version of EHR you are using.

B.


CASS LAKE IHS EHR -- LARSON,BRANDY L
User Patient Tools Help Web Sites Dosing Calculator
Privacy Patient Chart Communication RPMS MIIC NCRH ACCESS MNtrac Quest iCare
Patient not selected
Visit not selected
LARSON,BRANDY L
Primary Care Team Unas
Have a nice Day
Brief Visit Summary
Pharm Ed
Health Summary Report
Health Summary Report
No Postings
Notifications for All Patients
Patient
Location
Notification
Delivered
Sent/...
Legend
Priority
Low
Medium
High
Info Only
Process
All
Selected
Info Only
Forward
Delete
Show All
Notifications
Visit Requirements
Notes
Medications
Labs
Consults
D/C Summ
Reports
start
12:02 PM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Patient not selected
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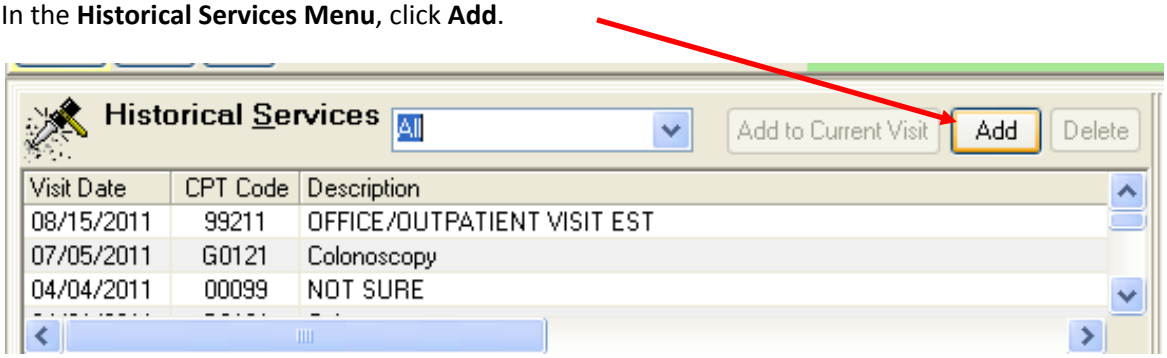
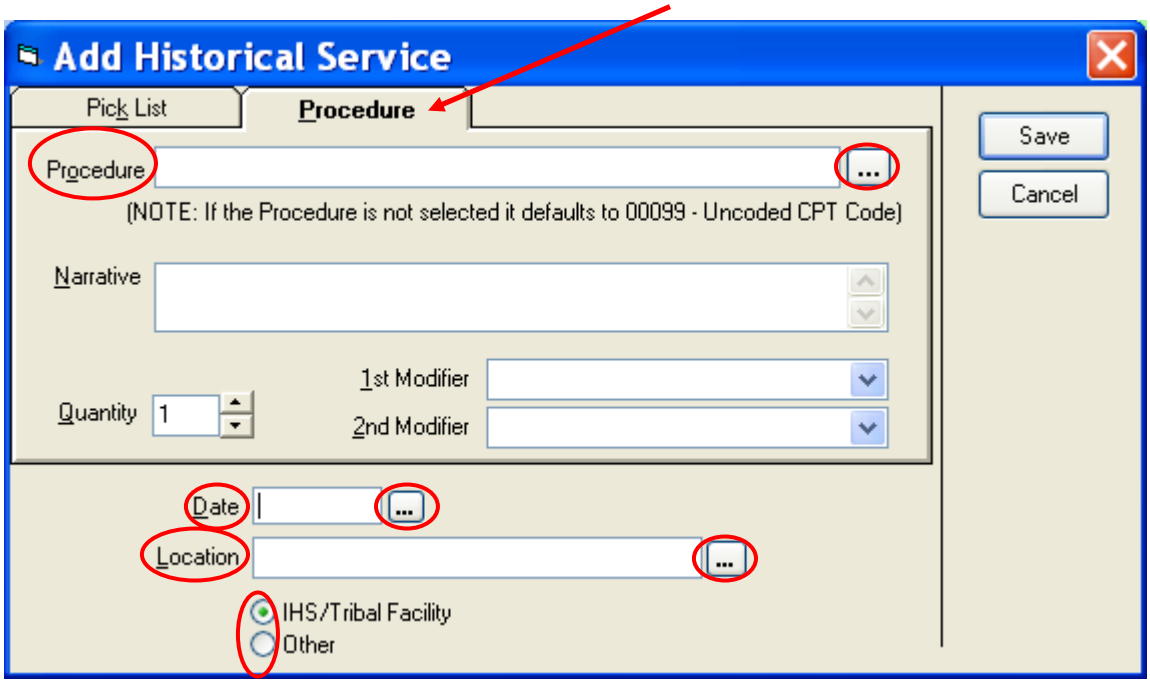
LARSON,BRANDY L
Primary Care Team Unas
Have a nice Day
Brief Visit Summary
Pharm Ed
Health Summary Report
Health Summary Report
No Postings
Cover Sheet
Alerts and Warnings
Reminders
Overview
Triage
CHN Activity Time
Vitals
Visit Vitals
Health Promotion
Screening
Immun/Skin Tests
Patient Education
Visit Codes
Problem List
CPT/Procedure Codes
Diagnosis/POV
EM Codes
Ordered Items
Orders
Medication List
Notifications
Visit Requirements
Notes
Medications
Labs
Consults
D/C Summ
Reports
start
12:19 PM

In the **Historical Services Menu**, click **Add**.

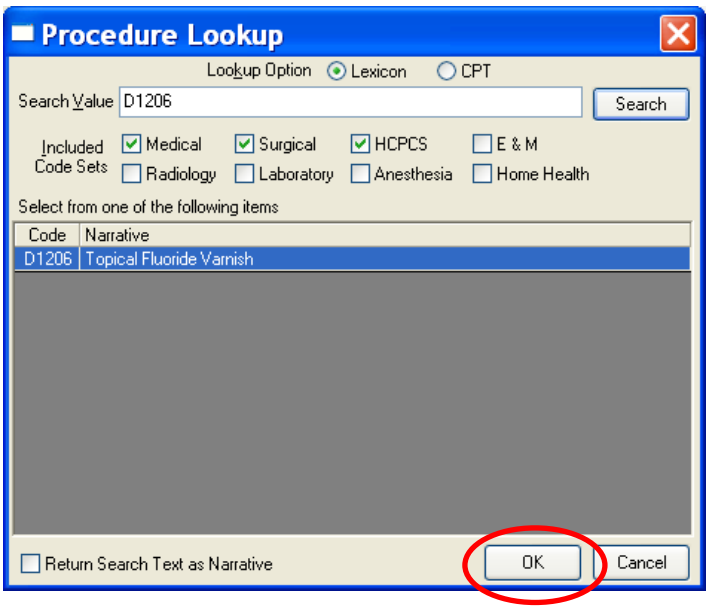


When this pop-up appears switch from Pick List to Procedure by clicking on the **Procedure Tab**.

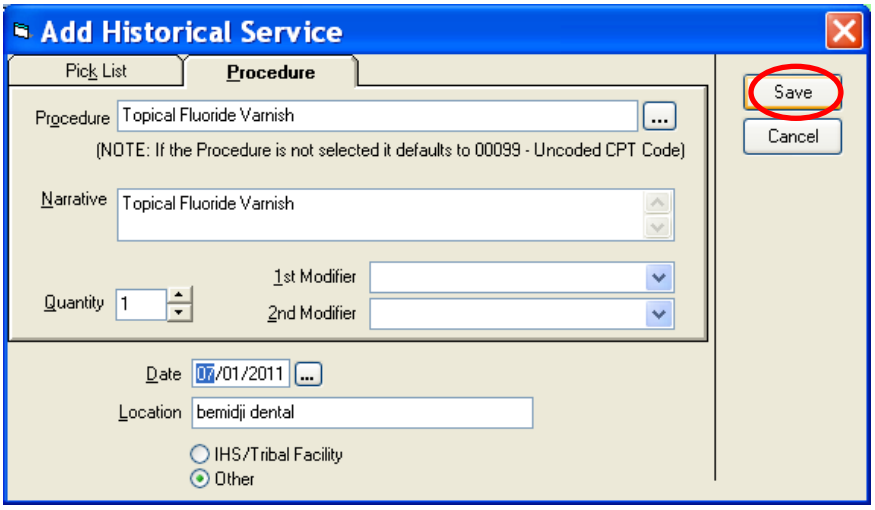
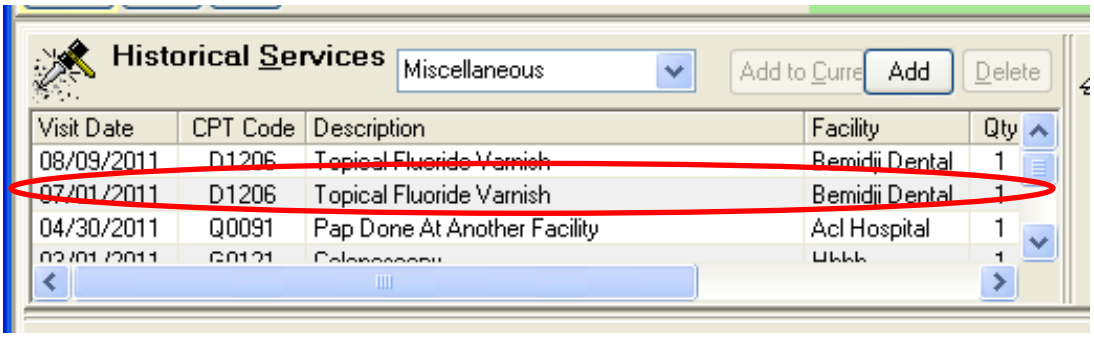


1. Enter the date the service was provided in the **Date Text Box** or click on the square with the 3 dots to select the date.
2. Enter the location where the procedure was performed in the **Location Text Box** or click on the square with the 3 dots to select the location.
3. Select whether the location is an **IHS/Tribal** or **Other** location.
4. Enter the ADA or POV code into the **Procedure Text Box**. The ADA code for Fluoride varnish is D1206, although some facilities prefer to use the POV code V07.3. After the code is typed into the text box, click on the square with the 3 dots.

This pop-up will appear showing the code and the narrative that goes with it. If it is correct, click the **OK** at the bottom.



This pop-up will reappear. Click the **Save**. This is the last step!



Now the historical topical fluoride varnish is visible as a historical procedure!