

## **HOW TO ENTER HISTORICAL DENTAL TREATMENT INTO RPMS**

You can enter historical data into RPMS for GPRA and tracking purposes. This is a great way to keep track of how many fluoride varnishes have been provided through collaborations with Head Start, WIC, Well-Child Clinic, etc. You will only want to enter historical data IF these programs are NOT already entering the fluoride codes (V07.31 or D1206) to RPMS or EHR. This is important not only for GPRA, but also to keep an accurate record of how many fluoride varnishes each patient receives each year.

You do NOT need to link this to a provider and historical data has no mechanism to bill, so it will not bill for a service that IHS did not directly provide.

### You will need the following information:

- Patient name and date of birth or RPMS chart number
- Date of service
- ADA code for service (D1206)
- Location of service – work with IT to get specific locations entered into RPMS

### To enter historical data into RPMS:

1. Log into RPMS
2. Select 'PCC' (Patient Care Component)
3. Select 'DEM' (Patient Care Data Entry Menu)
4. Select 'UPD' (Update Patient Related/Non-Visit Data)
5. Select 'HDI' (Enter Historical or Non-Visit Related Patient Data)
6. Follow queues to enter patient data
7. Enter location name where care was provided
8. Select 'Historical ADA Codes'
9. Enter date of visit
10. Enter type ('IHS', 'Other', 'Tribe', or 'L' to list your options to choose from)
11. Enter location name again
12. Enter outside location or 'L' to list your options to choose from
13. Enter 'D1206' (ADA fluoride varnish code)
14. Enter '1' as no. of units
15. Under Mnemonic, type in 'HADA' (historical ADA code)