



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Dental/EDR Interface

(BADE)

Implementation Guide

Version 1.0 Patch 7 July 2021

Office of Information Technology Division of Information Resource Management

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Preface

This manual provides information and instructions for BADE Version 1.0 Patch 7 release for the EDR (Electronic Dental Record) interface. This patch includes the functionality to view dental notes in RPMS and EHR that were created in Dentrix.

1.0 Introduction

The EDR interface transmits dental data bi-directionally between RPMS and Dentrix using HL7 formatted messages. The interface transmits patient and provider data from RPMS to Dentrix to synchronize these records between the two systems. Dental data (dental procedures with necessary visit information) is transmitted to RPMS to create patient dental records (visits) in RPMS.

Bade v1.0 patch 7 provides the necessary functions to receive and process dental notes created in Dentrix to be viewable in RPMS and EHR. In order for the dental note to be processed in RPMS, the authors and signers of the note (in Dentrix) will need to be created as users in RPMS. This guide includes examples of what you should expect to see in EHR, instructions for adding users to RPMS (authors and signers of the note), and the RPMS Mailman group for viewing alerts. This guide does not include the software installation details for the patch such as the KIDS build and Ensemble XML files, which are included in the installation instructions for Bade v1.0 patch 7.

Although you may install this patch at any time, the new message type will not transmit or be processed in RPMS unless coordinated with Dentrix support and their software has been updated to transmit the new message type (MDM-T04) to RPMS. To implement this enhancement, Dentrix Enterprise v8.0.96.553 or later must be installed on the Dentrix system and a Dentrix technician enables this feature in Dentrix. Instructions for adding authors and signers of the note in RPMS are included in this document as well as examples.

2.0 Dental Notes

A "Progress Note" in the RPMS EHR is the same item as a "Clinical Note" in Dentrix. Sometimes, the BADE Installation Guide refers to a "progress note" in Dentrix. However, by Dentrix terminology and data field entry, a "Progress Note" in Dentrix is not the same item as a "progress note" in RPMS EHR.

Prior to this patch, dental notes created in Dentrix did not cross over to RPMS and had to be viewed in Dentrix. After this patch is installed and Dentrix enables the function to transmit the dental note to RPMS, the note will be viewable in RPMS and EHR. The authors and signers of the note must have already been created in RPMS and Dentrix in order for the note to be processed correctly. Instructions for adding authors and signers are included in this guide with examples.

Only completed, finalized (signed) notes created in Dentrix are transmitted.

Note: The Clinical Note addendum function in Dentrix is turned off when this RPMS patch and Dentrix modifications are turned on. To replace the addendum function, a new Clinical Note will need to be created (and signed) in Dentrix when an additional comment or correction to a previous Clinical Note is desired.

3.0 Providers

Before the patch is installed, or at least before you contact Dentrix support, you will need to add the users (dental hygienists, Dental Health Aide Therapists [DHAT's], and auxiliary staff) in RPMS for those who author (create a new Clinical Note) and/or sign Clinical Notes in Dentrix. The users who author or sign the note in Dentrix are not always present in RPMS. If they are not present in RPMS, an alert will be created, which you will receive if you are a member of the "RPMS Dental" MailMan group. Instructions for adding members to the MailMan group is covered in Section 5.0. It is important that someone who routinely logs into RPMS be a member of this group so they can view any alerts that arise from issues related to the dental note processing (and other EDR issues) on a near real-time basis.

There are at least three different 'provider' types when referring to "Providers" in the installation instructions. Each different provider type has a process for adding them in RPMS and Dentrix. If not done correctly, 'error' messages (alerts) will be generated and the dental note will not be processed in RPMS. RPMS users who are added to the "RPMS Dental" MailMan group will be able to view these alerts.

The following are the three different provider types in Dentrix:

- Dentists
- Dental Hygienists
- DHAT's, Dental Assistants, and other auxiliary personnel

3.1 Dentists

Dentists are added and updated in RPMS and the Dentist's information is transmitted to Dentrix automatically. For Dentists already setup in RPMS and logging into Dentrix, nothing needs to be done. For new Dentists, follow the usual process for adding new providers in RPMS (using the AVA Add/Edit Provider option, then add their NPI number, then go back and re-enter their title in the AVA option). The title in RPMS must be "Dentist".

3.2 Dental Hygienists

Dental Hygienists are added in Dentrix by contacting Dentrix support and requesting a "hygienist" be added. In addition, they must also be added in RPMS using the same name and title. The site's IT/medical/dental staff who have the appropriate access in RPMS can add the user in RPMS, ensuring the name and title match exactly in order to process the dental note without errors. In addition, the dental hygienist's production must be mapped to the dental clinic 'chief dentist'. This is also done by the Dentrix Help Desk registration process. Once created in Dentrix, the Site IT or clinic staff cannot modify the dental hygienist's registration information. The title in RPMS must be "Dental Hygienist".

3.3 DHAT's, Dental Assistants and Auxiliary Personnel

These providers have two registrations: one in RPMS (completed by the Site's IT staff, CAC, or dental staff who have the appropriate access) and the second in Dentrix (requested through the Dentrix Help Desk). The name must match in Dentrix and RPMS exactly in order for their clinical note to cross over to RPMS and be processed without errors. In addition, their production must be mapped to the dental clinic 'chief dentist'. This is also done by the Dentrix Help Desk registration process. Once created in Dentrix, the local Service Unit IT or clinic staff cannot modify their registration information. The title in RPMS must be "Dental Assistant" for these types of providers.

4.0 Authors and Signers of the Dental Note

HL7 messages are used in the communication between RPMS and Dentrix systems. Each HL7 message type has multiple 'segments' containing specific information that must be present in order for the Dentrix Clinical Note to populate appropriately in the RPMS EHR. This includes the author and signer of the note. See below for setup instructions for these two types of users.

4.1 Author

The "author" of a Clinical Note is determined by the log-in that is used to initiate a Clinical Note in Dentrix. This is often the dental assistant (or dental hygienist or DHAT) that first enters the patient's health assessment information for the dental appointment encounter. The author can also be a dentist, if the dentist is the first person to create a Clinical Note. Once the Clinical Note is created, additional personnel can make edits to the Clinic Note, but their edits/contributions will not be reported by their log-in access or name in the HL7 message itself unless they are also the "signer" of the Clinical Note; see below for examples.

Note: Additional personnel that access the patient's record are tracked by the Dentrix audit utility; however, their specific edits to an existing Clinical Note are not added to the HL7 message unless they are the author or signer of the note.

4.2 Signer

The "signer" role is self-explanatory: The signer is determined by the log-in of whomever signs the Clinical Note. Anyone that is granted the appropriate access rights in Dentrix can sign a Clinical Note. Therefore, the signer can be anyone, not just a dentist or dental hygienist. Below are examples of the Author / Signer combinations as they appear in the RPMS EHR.

The following are examples of "author" and "signer" of Dentrix Clinical Notes as they appear in the RPMS EHR.

AUTHOR: Dental Assistant (name= Test Assistant)

SIGNER: Dental Assistant

User Patient Refresh Data T	ools Help eSig Clear Clear and Lock	Community Alerts Dosing C	Calculator Rx Print Sett	ings						
PRIVACY	PRIVACY PATIENT CHART RESOURCES RCIS DIRECT WebMail EDathboard EPCS									
Demo,Banzinga 414444 31-Oct-1980 (40)	Demo,Banzinga 41444 31-Oct-1980 (40) M Primary Care Team Unassigned									
1 3 🔍 Postings	POC Lab Entry Ed NapReg: 6	w Mailbox * Problem Lis	t Advs React Medical	tions	CIC DIA	Athsma Action Plan	PWH Med Rec	Reviewed/ Updated	Visit Summary	
Notifiations Cover Sheet Tria	ge Wellness Problem Mngt Prenatal	Well Child Medications Lab	is Orders Notes I	Consults/Referrals	Ilidraqu	D/C Summary	Suicide Form	Reports V	/itals	
File View Action Options										
Lat 100 Signed Notes Lat 100 Signed Notes	Vemb 05/21/21 BADE EDR DEFAULT DENTA LOCAL TITLE: BADE EDR DEFAULT DI DATE OF NOTE: MAY 21, 2021g16:26 AUTHOR: TEST, ASSISTANT UREENCY: 	L NOTE LEORPRECENT, TEST AS ENTAL NOTE 355 ENTRY DATE: MAY 21, EXP COSIGNER: 21, 2021 JXRUTSON Inicial Note): ASSISTANT : TEST 2021 at 4:26:35 FM T TEST, Clinic: CENTR	SISTANT (May 21.21@10 2021@16:24:22 2D TEST RAL							
New Note										



Example

AUTHOR: Dental Assistant (name=Test Assistant)

SIGNER: Dentist

User Patient Refresh Data Too	fools Help eSig Clear Clear and Lock Community Alerts Dosing Calculator Rx Print Settings							
PRIVACY PATIE	PRIVACY PATIENT CHART RESOURCES RCIS DIRECT WebMail EDashboard EPCS							
Demo,Banzinga 414444 31-Oct-1980 (40) M	M Visit not selected Primary Care Team Unassigned							
No Postings	Ling Pharm Renew "Q" View Maibox Problem List Advs React Medications OU CIC Athsma Action PwH Med Review Upda Intry Ed MapReg: 6 ROCOVO Problem List Advs React Medications OU CIC Athsma Action PwH Med Review Upda	wed/ ated Visit Summary						
Notifiations Cover Sheet Triage	ege Wellness Problem Mngt Prenatal Well Child Medications Labs Orders Notes Consults/Referrals Superbill D/C Summary Suicide Form Report	s Vitals						
File View Action Options								
Last 100 Signed Notes Vi	Visit: 05/21/21 BADE EDR DEFAULT DENTAL NOTE, EDRPRECERT, TEST ASSISTANT (May 21,21@16:30)							
E All signed notes	DATE OF NOTE: MAY 21, 2021@16:30:33 ENTRY DATE: MAY 21, 2021@16:28:26	^						
May 21,21 BAD	AUTHOR: TEST, ASSISTANT EXP COSIGNER:	_						
May 21,21 BAD May 21,21 BAD	URGENCI. SIRIOS. COMPLETED							
- III May 21.21 BAD								
- 🗐 May 21,21 BAD	Test Dentrix Clinical Note: May 21, 2021							
📓 May 20,21 BAD	Fatient: Banzinga Demo Drimary provider in family file. JUNNITSON							
- 🗑 May 20,21 BAD 🗧	Clinical Note author (creates Clinical Note): ASSISTANT TEST							
- 🗑 May 13,21 BAD 😋	Clinical Note signer: JKNUTSON							
- 🗑 May 13,21 BAD 🗷	End of Clinical Note.							
- 🗑 May 13,21 BAD -	M May 13,21 BAD Signed on Friday, May 21, 2021 at 4:30:33 PM							
🗑 May 12,21 BAD	May 12.21 BAD Provider: JKNUTSON - JOEL KNUTSON, Clinic: CENTRAL							
— 🗑 May 11,21 BAD 🗸 🚽	W11.21 BAD V JOEL KNUTSON DDS							
< · · · · · · · · · · · · · · · · · · ·								
S	Signed: 05/21/2021 16:30							
/ Templates f	for TEST ASSISTANT	_						
New Note	DENTAL ASSISTANT	*						

Figure 4-2: Dental Assistant Author and Dentist Signer

AUTHOR: Dentist

SIGNER: Dental Assistant (name=Test Assistant)

User Patient Refresh Data	fools Help eSig Clear Clear and Lock Community Alerts Dosing Calculator Rx Print Settings					
PRIVACY P	PRIVACY PATIENT CHART RESOURCES RCIS DIRECT WebMail EDashboard EPCS					
Demo,Banzinga 414444 31-Oct-1980 (40)	Mental Visit not selected Primary Care Team Unassigned					
1 3 A Postings	Ploc Letty Pharm Renew *Q" View Maibox Problem List Advs React Medications Maphea: 6 Maphea: 6 Reviewed/ Visit Summary Image: Clic Clic Clic Clic Clic Clic Clic Clic					
Notifiations Cover Sheet Tri	vge Wellness Problem Mngt Prenatal Well Child Medications Labs Orders Notes Consults/Referrals Superbill D/C Summary Suicide Form Reports Vitals					
File View Action Options						
Last 100 Signed Notes	Visit: 05/21/21 BADE EDR DEFAULT DENTAL NOTE, EDRPRECERT, JOEL KNUTSON DDS (May 21,21@16:35)					
➡ All signed notes ∧ ■ May 21.21 BAD ■ May 20.21 BAD ■ May 0.21 BAD ■ May 0.21 BAD ■ May 13.21 BAD	DUCED TITLE: UNLY DUCATION DURANT DUR					
New Note	for JOEL KNUTSON DDS JOEL KNUTSON					



Example

AUTHOR: Dental Hygienist (name=Hygienist Test)

SIGNER: Dental Hygienist

User Patie	nt Refresh D	ata Too	ls Help	eSig Cle	ar Clear and I	Lock Commu	ity Alerts Do	sing Calculator	Rx Print S	ettings							
PRIV	ACY	PATIE	NT CHART		RESOURCES		RCIS		NebMail		EDashboard		EPCS				
Demo.April DEMO WARD DW10-8 29/Jan.2020 13:48																	
2	Restin	²⁵	POC Lab Entry	Pharm Ed	Renew "Q" MapReq: 6	View Mailbox R0C0V0	Proble Need	em List Advs Rosens Advs Rosens Advs Rosens Advs Rosens Advances Advances Advances Advances Advances Advances A	act Medi	cations ds Rvw	0		Athsma Action Plan	PWH Med Rec	Reviewed/ Updated	Visit Summary	
Notifiations	Cover Sheet	Triage	Wellness	Problem	m Mingt Prena	tal Well Child	Medications	Labs Order:	Notes	Consult	s/Referrals	Superbill	D/C Summary	Suicide Form	Reports N	/itals	
File View A	ction Options																
ast 100 Sign	ed Notes	V	sit: 05/21/21	BADE EL	OR DEFAULT DE	NTAL NOTE, ED	RPRECERT, HI	GIENIST TEST	May 21,21@	916:16)							
	std: 100 Signed Notes Viek 05/21/21 BADE EDR DEFAULT DENTAL NOTE, EDRPRECERT, HYGIENIST TEST (May 21,210616) B All signed notes All solution of the signed notes B May 21,21 BAD DOCAL TITLE: BADE EDR DEFAULT DENTAL NOTE B May 21,21 BAD DoCAL TITLE: BADE EDR DEFAULT DENTAL NOTE B May 21,21 BAD May 21,21 BAD B May 21,21 BAD STATUS: COMPLETED B May 21,21 BAD STATUS: COMPLETED B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Test Dentrik Clinical Note: May 21, 2021 B May 21,21 BAD Clinical Note signes: HTSST B May 31,21 BAD Clinical Note: TEST, Clinic: CENTRAL H Hay 21,21 BAD																
	Templates	s	igned: 05	/21/202:	1 16:16												
1	lew Note																

Figure 4-4: Dental Hygienist Author and Signer

AUTHOR: Dental Hygienist (name=Hygienist Test)

SIGNER: Dentist

User Patient Refresh Data T	Tools Help eSig Clear Clear and Le	ock Community Alerts Dosing	Calculator Rx Print Setting	1					
PRIVACY PA	TIENT CHART RESOURCES	RCIS	DIRECT WebMail	EDashboard	EPCS				
Demo,April 999101 13-Mar-1977 (44)	DemoApril 999101 DEMO WARD DW10-B 29Jan-2020 13.48 Attending: Attending: Attending: Attending: Attending:								
1 3 Restings	POC Lab Entry Ed Renew "Q" MapReg: 6	View Mailbox R0C0V0 Problem Lie Needs Rvv	st Advs React Medication w Needs Rvw Needs Rvv		Athsma Action Plan	PWH Med Review Rec Upda	red/ Visit Summary	9	
Notifiations Cover Sheet Tria	ige Wellness Problem Mngt Prenat	al Well Child Medications La	bs Orders Notes Con	sults/Referrals Superbill	D/C Summary	Suicide Form Reports	Vitals		
File View Action Options									
Last 100 Signed Notes	Viek 05/21/21 BADE EDR DEFAULT DET AUTHOR: TEST, HYGIENIST UUGENCY: Test Dentrix Clinical Note: M Patient: April Demo Primary provider in family fil Clinical Note author (creates Clinical Note author (creates) Signed on Friday, May 21 JOEL KNUTSON DDS Signed: 05/21/2021 16:05 for HYGIENIST TEST DENTAL HYGIENIST	NTAL NOTE, EDRPRECENT, HYGIEN EXP COSIGNER: STATUS: COMPLET ay 21, 2021 le: JRNUTSON Clinical Note): HYGIENIST TSOM 1, 2021 at 4:05:15 PM L KNUTSON, Clinic: CEN	IST TEST (May 21,21@16.05	-					

Figure 4-5: Dentist Hygienist Author and Dentist Signer

Example

AUTHOR: Dentist

SIGNER: Dental Hygienist (name=Hygienist Test)

Note: Dental Hygienist is 'mapped' to chief dentist (JKNUTSON in this case.

THINNET THE	IENT CHART RESOURCES		CT WebMail	EDashboard	EPCS				
)emo,April 199101 13-Mar-1977 (44) F		DEMO WARD DW10-B		29-Jan-2020 13:48 Inpatient	ttending:				
Postings A	POC Lab Entry Ed MapReq: 6 R0	Mailbox Problem List Adv Needs Rvw Nee	React Medications ds Rvw Needs Rvw		Athsma Action Plan	PWH Med Rec	Reviewed/ Updated	Visit Summary	9
Notifiations Cover Sheet Triag	e Wellness Problem Mngt Prenatal V	Vell Child Medications Labs Or	ders Notes Consu	its/Referrals Superbill	D/C Summary	Suicide Form	Reports Vi	itals	
ile View Action Options									
ast 100 Signed Notes	visit: 05/21/21 BADE EDR DEFAULT DENTAL I	NOTE, EDRPRECERT, JOEL KNUTSON	DDS (May 21,21@15.5	(9)					
Image: A state of the state of th	URGENCY: Test Dentrix Clinical Note: May 21 Patient: Apil Demo Primary provider in family file: J Clinical Note author (creates Clinical Note End of Clinical Note Signed on Friday, May 21, 20 Provider: HIEST - HYGIENIST HYGIENIST TEST	STATUS: COMPLETED 							
	Signed: 05/21/2021 15-59								

Figure 4-6: Dentist Author and Dental Hygienist Signer

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Ex	ample									
	AUTHOR:	Dentist								
	SIGNER:	Dentist								
User Patient Refresh Data	ools Help eSig Clear Clear TIENT CHART RESOUR	nd Lock Community Al	lerts Dosing Calcu	ulator Rx Print Settings	EDashboard	EPC	s			
Demo,April 999101 13-Mar-1977 (44)	F	DEMO WARE	DW10-B		29-Jan-2020 13:48 Inpatient	Attending:				
Postings	POC Lab Entry Ed MapRec	Q" View Mailbox : 6 R0C0V0	Problem List A Needs Rvw N	Advs React Medications Needs Rvw Needs Rvw	0	CIC DIA Athsma Ac Plan	tion PWH Med Rec	Reviewed/ Updated	Visit Summary	<u>a</u>
Notifiations Cover Sheet Tria	ige Wellness Problem Mingt F	renatal Well Child Me	dications Labs	Orders Notes Consu	lts/Referrals Sup	D/C Summ	ary Suicide Form	Reports	fitals	
100 Tensor Pecket 100 Signed Notes 100 Signed Notes 100 May 21,21 100 May 20,21 100 May 13,21 100	Visk 05/21/21 BADE EDR DEFAUL LOCAL TITLE: BADE EDR DE DATE OF NOTE: MAY 21, 2021 AUTHOR: KNUTSON, JOET URGENCY: Test Dentrix Clinical Note Patient: April Demo Primary provider in famil; Clinical Note signer: JAN End of Clinical Note. Signed on Friday, M Srovider: JANUTSON - JOEL KNUTSON DDS Signed: 05/21/2021 15:53	DENTAL NOTE, EDRPRE XULT DENTAL NOTE 435:53:47 ENTRY DA DDS EXP COSIGN STAT : May 21, 2021 file: JKNUTSON tes Clinical Note): TSON y 21, 2021 at 3:53: JOEL KNUTSON,	CERT, JOEL KNUTS TE: MAY 21, 202 ER: US: COMPLETED JUNITSON 47 PM Clinic: CENTRAL	SON DDS (May 21,21@155 21015:43:51 	53)					

Figure 4-7: Dentist Author and Signer

Author: Dentist (with different PROV 1 in family file)

Signer: Dentist

User Patient Refresh Data Tools Help eSig Clear Clear and Lock Community Alerts Dosing Calculator Rx Print Settings							
PRIVACY	PATIENT CHART RESOURCES RCIS DIRECT WebMail EDashboard EPCS						
Demo,April 999101 13-Mar-1977 (44)	F DEMO WARD DW10-B 29Jan-2020 13.48 Inpatient Attending:						
Postings A	POC Entry Pharm Ed Renew "Q" MapReg: 6 View Mailbox ROCOVO * Problem List Adva React Medications OI Athsma Action Plan PWH Med Rec Reviewed/ Updated Visit Summary Image: Comparison of the comparison						
Notifiations Cover Sheet Tr	nage Wellness Problem Mrgt Prenatal Well Child Medications Labs Orders Notes Consults/Referrals Superbill D/C Summary Suicide Form Reports Vitals						
File View Action Options							
Last 100 Signed Notes	Visit: 05/21/21 BADE EDR DEFAULT DENTAL NOTE, EDRPRECERT, JOEL KNUTSON DDS (May 21,21@16.08)						
Image: All and the second se	at 100 Signed Notes Vik 052/21 ADDE EOR DEFAULT DENTAL NOTE. EDRPRECENT. JOLK KUUTSON DDS (May 21,21@16.08) Bit Add Signed Notes LOCAL TITLE: BADE BUR DEFAULT DENTAL NOTE. Dir Add Signed Notes LOCAL TITLE: BADE BUR DEFAULT DENTAL NOTE. Dir Add Signed Notes Dir Add Signed Notes May 21,21 BAD Dir Add Signed Notes May 20,21 BAD						
Abetracte							

Figure 4-8: Dentist (with Different PROV 1) Author and Dentist Signer

5.0 Adding a New User to RPMS

Creating a new user requires access to various options and keys which local Site IT or CAC's should already have access to. Below are the instructions for creating new users. Keys are not allocated in this guide, so the newly created user has minimal access. Add additional keys and FileMan Access Codes if you wish the user to have access to more options and capabilities.

1. Use the AVA menu (IHS Provider/Person Add/Edit menu), to get to the Add/Edit New Persons option (requires the **AVAZMENU** and **AVAZPER** keys) to create a new user, making sure you do not create a duplicate. If the user already exists in RPMS, ensure they are the correct user and their name matches exactly between both systems, with the correct title (Dental Assistant or Dental Hygienist). Below are screen shots showing examples of this process.

```
AVA v 93.2
IHS Provider/Person Add/Edit
2013 DEMO HOSPITAL
INA Inactivate/Reactivate Persons & Providers
PER Add/Edit New Persons
PRV Add/Edit Providers
NPI Add/Edit NPI values for Providers
```

Figure 5-1: Add/Edit New Persons Option

ADD/EDIT NEW PERSONS Use this option to enter names of employees, contractors, and volunteers who will be referenced by other software. If the person is also a provider, you do NOT need to use this option as the ADD/EDIT PROVIDERS option includes the data fields asked for here. Enter NEW PERSON's name (Family, Given Middle Suffix): TEST, ZANY Are you adding 'TEST, ZANY' as a new NEW PERSON (the 3041ST)? No// y (Yes) Checking SOUNDEX for matches. TEST, RCIS TEST, ASSISTANT TEST, HYGIENIST Do you still want to add this entry: NO//Y Name components. FAMILY (LAST) NAME: TEST// GIVEN (FIRST) NAME: ZANY MIDDLE NAME: SUFFIX: Now for the Identifiers. INITIAL: SSN: SEX: NPI: Identifiers Completed. Now for other data fields NAME: TEST, ZANY// INITIAL: SEX: DOB: TITLE: DENTAL ASSISTANT SSN: SERVICE/SECTION: ?? SERVICE/SECTION: busINESS OFFICE STREET ADDRESS 1: STREET ADDRESS 2: STREET ADDRESS 3: CITY: STATE: ZIP CODE: PHONE (HOME): OFFICE PHONE: Enter NEW PERSON's name (Family, Given Middle Suffix):

Figure 5-2: Adding a New Person (User) in RPMS

2. After the user is created with the AVA option, select the User Management menu (requires XUUSERZMENU key), then select Edit an Existing User option (requires the AZXPA XUSERZEDIT key) to enter their Title, Primary Menu Option (usually AKMOCORE), Access and Verify codes, File Manager Access Code (use the "#", unless you have specific files you want the user to access), Division, and Service/Section. The Service/Section field depends upon the site and whether a Dental service/section exists.

For example, "Business Office" can be used for this field. Most of these fields, such as the service/section, are not needed for the creation of the dental note but are required when creating a new user.

Ed	lit an Existing User	
NAME: TEST, ZANY		Page 1 of 5
NAME TEST, ZANY	INITIAL:	
TITLE: DENTAL ASSISTANT	NICK NAME:	
SSN:	DOB:	
DEGREE:	MAIL CODE:	
DISUSER:	TERMINATION DATE:	
Termination Reason:		
PRIMARY MENU OPTION:	AKMOCORE	
Select SECONDARY MENU OPTIONS:		
Want to edit ACCESS CODE (Y/N):	FILE MANAGER ACCESS CODE: #	
Want to edit VERIFY CODE (Y/N):		
Select DIVISION:	2013 DEMO HOSPITAL	
SERVICE/SECTION:	BUSINESS OFFICE	

Figure 5-3: Edit an Existing User

3. Have the user login to RPMS, using the access/verify codes you created. Have them type in **^TBOX**, then select **Electronic Signature code Edit** option to add their electronic signature fields as shown below.



Figure 5-4: TBOX (User's Toolbox)

4. The Signature Block Printed Name, Signature Block Title, and an Electronic Signature Code must be present in RPMS in order to process dental notes for Providers, Dental Hygienists, and Dental Assistants who sign the notes in Dentrix.

```
Select User's Toolbox <TEST ACCOUNT> Option: electronic Signature code Edit
This option is designed to permit you to enter or change your Initials,
Signature Block Information, Office Phone number, and Voice and
Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic Signature Code
or to change an existing code.
INITIAL: JK
SIGNATURE BLOCK PRINTED NAME: JOELLE KNUTSON//
SIGNATURE BLOCK TITLE: JOELLE KNUTSON
OFFICE PHONE:
VOICE PAGER:
DIGITAL PAGER:
Your typing will not show.
ENTER NEW SIGNATURE CODE:
RE-ENTER SIGNATURE CODE FOR VERIFICATION:
DONE
```

Figure 5-5: Signature Block & Electronic Signature Code Fields

6.0 RPMS Dental MailMan Group

All RPMS users who will be reviewing the dental alerts (errors) must be added to the RPMS Dental MailMan group. Use Manage MailMan/Group Distribution Management/Mail Group Edit to add users to this group. An example is Figure 6-1.

```
Select Group/Distribution Management <TEST ACCOUNT> Option: mail group
   1
        Mail Group Coordinator's Edit
       Mail Group Coordinator's Edit W/Remotes
    2
      Mail Group Edit
   3
CHOOSE 1-3: 3 Mail Group Edit
Select MAIL GROUP NAME:
                          RPMS DENTAL
MAIL GROUP NAME: RPMS DENTAL//
Select MEMBER: DEMO, DOCTOR//
 MEMBER: DEMO, DOCTOR//
 TYPE: INFO//
Select MEMBER: DEMO, PROVIDER MN
                                     MAN
 Are you adding 'DEMO, PROVIDER MN' as a new MEMBER (the 6TH for this MAIL GROUP
)? No// y (Yes)
 TYPE: I INFO
Select MEMBER: ^
Do you wish to forward past mail group messages
to the user(s) you just added to the mail group(s)? No// n NO
Select MAIL GROUP NAME:
```

Figure 6-1: Adding users to Manage Mailman/Group distribution

Acronym List

Acronym	Term Meaning
CAC	Clinical Application Coordinator
DHAT	Dental Health Aide Therapist
EDR	Electronic Dental Record
EHR	Electronic Health Record
IHS	Indian Health Service
KIDS	Kernel Installation and Distribution System
MDM-T04	HL7 message containing patient notes/observations
MDM	Medical Document Management
RPMS	Resource and Patient Management System
XML	Extensible Markup Language

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

Phone: (888) 830-7280 (toll free)

- Web: <u>https://www.ihs.gov/itsupport/</u>
- Email: <u>itsupport@ihs.gov</u>