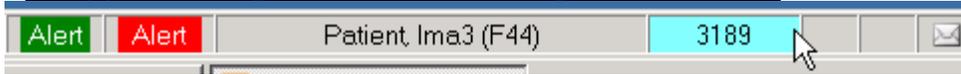


Adding or Editing Grade Forms in axiUm

- **To approve and grade treatment during a clinic session:**



On the Status bar, select the **chart number box** with an aqua blue background.

In the **Patient Approvals** window, planned or completed procedures are displayed.

Click **Approve**.

In the User Authentication window, **enter faculty approval code**.

From the **Discipline drop-down list**, choose the appropriate discipline.

From the **Form drop-down list**, choose the appropriate form.

In the **Add/Edit Evaluation** window, select a question, select its corresponding Grade box, and enter a grade.

Continue grading for all general questions and treatment-specific questions

Click **OK**.

In the User Authentication window, **enter faculty approval code** and click OK.

Note: In axiUm, the first approval indicates you have approved the student's completed treatment. The second approval represents your "signature" on the evaluation.

- **To Add or Edit a grade for treatment that was already approved:**

Open patient's chart in Rolodex

Go to EHR  Tx History tab-

Right click on completed and approved procedure and select – **Add Student Eval**

In Progress Tx History Forms Attachments Perio Tx Plan Medications									
Date	Prov./User	Code	Site	Surf.	Stat	Phase	Appr. User	Description	
06/11/12	J. Student	D2140	2	0	C	0	K. Hansel	Amalgam - 1 surface	
02/19/09		D0150			P	0	K. Hansel	Compre	<ul style="list-style-type: none"> Add Tx Note... Edit Tx Note... Add/Edit Tx Form... Add Lab... Edit Lab Order... Complete Treatments In Process Tx Visit Assign Phase/Seq... Medical Information... Tx Consent History... Print Labels... Add Student Eval...
02/19/09		D0210			P	0	K. Hansel	Intraora	
02/19/09	J. Student	D0330			P	0	K. Hansel	Panorai	
02/19/09	J. Student	D0330			P	0	K. Hansel	Panorai	
11/30/09	J. Student	D0150			P	0	K. Hansel	Compre	
12/21/09	J. Student	D0150			P	0	J. Gallo	Compre	
12/21/09	J. Student	D0274			P	0	J. Gallo	Bitewin	
01/12/10	J. Student	D0150			P	0	J. Gallo	Compre	
01/12/10	J. Student	D0274			P	0	J. Gallo	Bitewin	
01/12/10	J. Student	D2140	14	0	P	0	J. Gallo	Amalga	
01/15/10	J. Student	D0150			P	0	D. Faculty	Compre	
01/15/10	J. Student	D0274			P	0	D. Faculty	Bitewin	

Faculty must enter approval code to access grade form.

See **Evaluations Module** for more information on tracking grades from students.