


Axiom- Faculty- Step-by-Step

- 1) **Faculty -Start Check-** appointment must be in scheduler first,
- 2) click on **red student name button**  at lower left, review appointed treatments in right side of window, **enter approval code-** student name button turns green (add to or change appointed treatments by using arrow keys)



When student has completed procedures,

- 3) Go to In Progress or Tx History tab and change procedure from Planned to complete **In Process or Complete** (double click on procedure and change to In process or Complete) text will



turn blue- needs approval

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- 4) **Faculty-** approve by hitting aqua chart number button
- 5) **Review procedures to be approved,**
- 6) **A Treatment Note must be added for every patient visit** before student leaves clinic, the note will display for approval
- 7) **Enter approval code-** only 5 seconds allowed to enter entire approval code- if not accepted - enter again, more quickly.
- 8) **Grades-** choose grade discipline and form from drop down box- enter grades
- 9) **Enter approval code again**

If patient does not show and student wants attendance credit- must be entered in *student chart* according to how many hours assisted in clinic

Add as complete-C- **approval is needed.**

- Chart number button will turn grey and text of procedure turns black when successfully approved
- Faculty approval must be given at every appointment- **a procedure (whether complete or in process) or treatment note must be entered in the chart for every patient visit and approved by faculty**
- Approval must be done **before** bringing patient to cashier, charges are not entered until procedure status is changed to Complete and Approved.

To add a grade after a clinic session:

have student open EHR module- Tx History tab- right click on procedure needing a grade- select Add student eval

*****Cheat Sheets and Axiom Training for Faculty

See LSU School of Dentistry website- <http://www.lsusd.lsuhsu.edu/>

Quick Links- Axiom Training page has cheat sheets and training videos