Axium- 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)

![Image]

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

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 Axium Training for Faculty

See LSU School of Dentistry website - [http://www.lsusd.lsuhsc.edu/](http://www.lsusd.lsuhsc.edu/)

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