


## 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 )

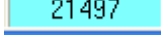


### When student has completed procedures,

- 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

- 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**
- 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.lsuhs.edu/>

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