Completing and Approving Treatment

1. With patient selected, open [icon] EHR, [Tx History] tab.
2. Select a line of planned TX and right click.
3. Select one to change *Status* from *Planned* to *In ProcessTx Visit* or to *Complete Treatments*.

4. Click OK. For students, the treatment will now appear in blue on the Tx History screen indicating that it requires approval. For faculty and residents, the treatment automatically is approved and goes to billing.

5. To send the treatments to billing, faculty MUST approve the change. Click on the aqua-colored chart box at the bottom of the screen.

6. This opens the *Check Out Patient* window. Faculty approve by entering their approval code, moving all highlighted tx to the *Claim* screen on the bottom, signifying that the treatment charges have gone to *Billing*.
Faculty does not have to OK all changes. They can use the ctrl or shift key to select only those items they wish to approve.

7. Click close and the screen closes, the approved lines of treatment turn from blue to black, and the chart number box (if emptied) turns to grey.

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