# Freshmen AxiUm Orientation

March 2017

# AxiUm-LSUSD clinic management system for maintaining patient records in a paperless environment

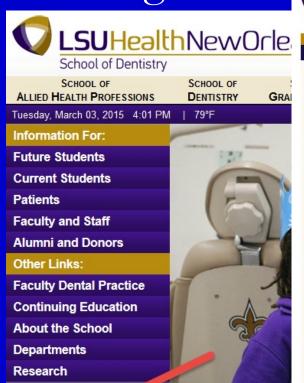


#### Axium Help- Links to training page on LSUSD website



#### Axium Training -LSUSD website-

Learning Center



Learning Center A

**Learning Center** 

Room Requests

**Online Tutorials** 

**Dental Library** Contact Us

LSU Health New Orleans

**Dental Library** 

Remote Access:

Off Campus Citrix

On Campus Axium Access

School of Dentistry

**LSUHealth**NewOrleans

Link to Lexi-comp website

Emails Re: Axium Updates Medical Consult Requests 2016 New ADA Codes\*\*\*

Faculty Resources: Faculty Step-by Step Clinic Instructions

Start Check

Grading/Approval of Undergraduate Students

Postgrad Training Manual

Student Resources:

Dental Student Training Manual Undergrads: Entering Treatment axiUm

Rolodex/Patient Card

Adding Assist Credits for Students Finding/Opening A Patient Record Attaching Sticky Notes Contact Notes in the Patient Card Axium Messages-Messenger

**Attachments Module** 

Consents- Adding and Signing Scanning Photos into a Patient Record Viewing Photos in Patient Record

Scheduler Module Scheduling Patients

**Evaluations Module/Grades** Grades/Evaluations

Mac Users

Download for remote desktop (on campus access to axium): Electronic Health Record EHR

Charting key for Tx History in EHR

Quick Links

Log in to: Moodle Email

Forms (consults, etc.) Clinical/Tx Notes in the EHR Print Estimate Exit Exams Tx Plans tab

Perio Charting

Adding Patient Needs Screening Patients

Chart Add Tab

Charting Findings in the Chart Add tab

Planning Treatment in the Chart Add tab

Completing & Approving Treatment

Implant Planning & Clinic Protocol

Treatment Entry for Postgrads

Personal Planner

Production reports. Appts. Patient List

**Powerpoint Presentations** Freshmen Orientation

Treatment Planning Test Cases

New GPR Clinic in Baton Rouge

After Hurricane Katrina flooded its

School News

Dr. Ker

Dr. John

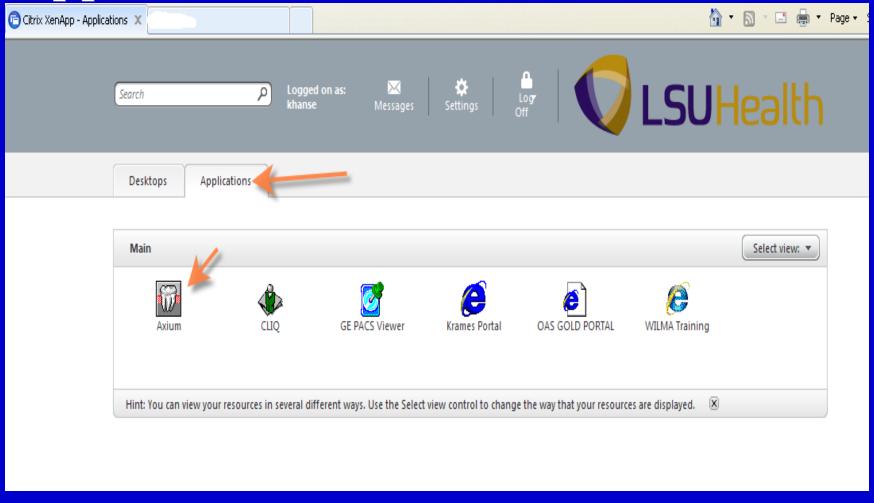
Please send comments, suggestions or questions about this page to Kathy Hansel.

#### AxiUm

- Workstations are provided in each cubicle
- Do not use your personal laptops in clinic, may not allow proper entry of faculty approval codes
- Log onto clinic stations using your LSU username and password
- Click on the axium icon and use your axium username and password
- Log off when finished for the day



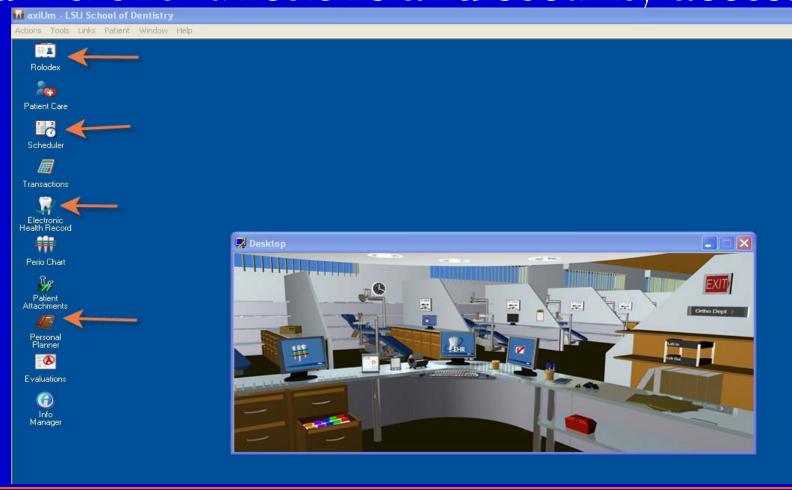
#### Off campus - Remote access- Citrix-Applications tab- Axium



#### HIPAA Policies

- Patient records contain personal and medical information that must be safeguarded and respected.
- Do not view patient records in public places via remote connection to axium- violation will result in dismissal from dental program
- Do not discuss patients outside clinic (includes the elevator)
- Printing of patient records is restricted
- Axium automatic logout- 30 minutes

### Axium- organized into modules for different functions and security access



#### Axium Security

- Undergraduate Students- limited access to patient records- must be assigned as a provider
- Postgraduate Residents- free access to patient records
- Staff cannot access all parts of a patient record to protect privacy

#### Axium login

- jstude (Joe Student) 1<sup>st</sup> letter of first name, first 5 letters of last name
- Axium password problems- Kathy Hansel
- LSU password problems- IT (568-HELP)





Look at the grey status bar at the bottom of the screen

Userwho is logged into axium

K. Hansel

Payhold

Medical alerts

button is blue, approvals are needed

Chart is locked Blue or red background means that you have a message

Alert



Training, Patient (M39)

Gender,

Age

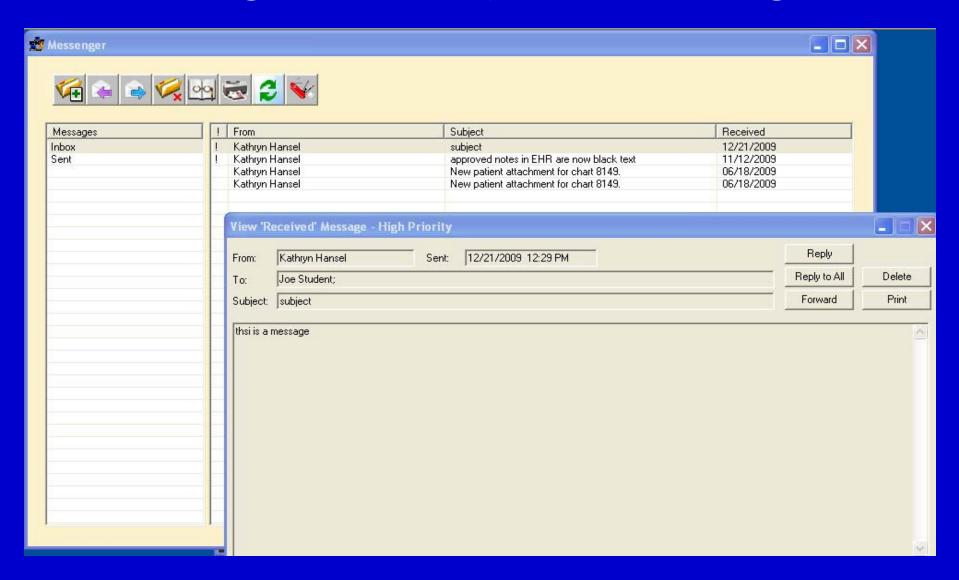


If chart #

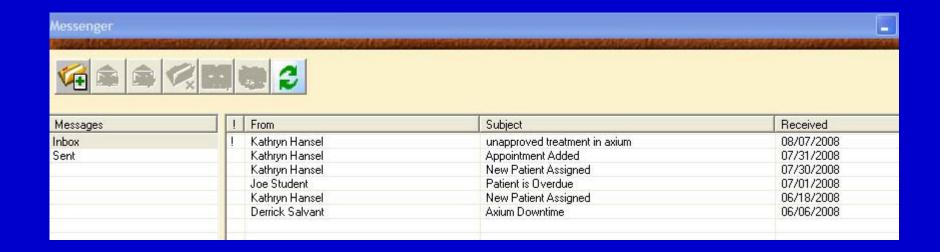




### Click on message icon at bottom of screen –blue or red background means you have a message

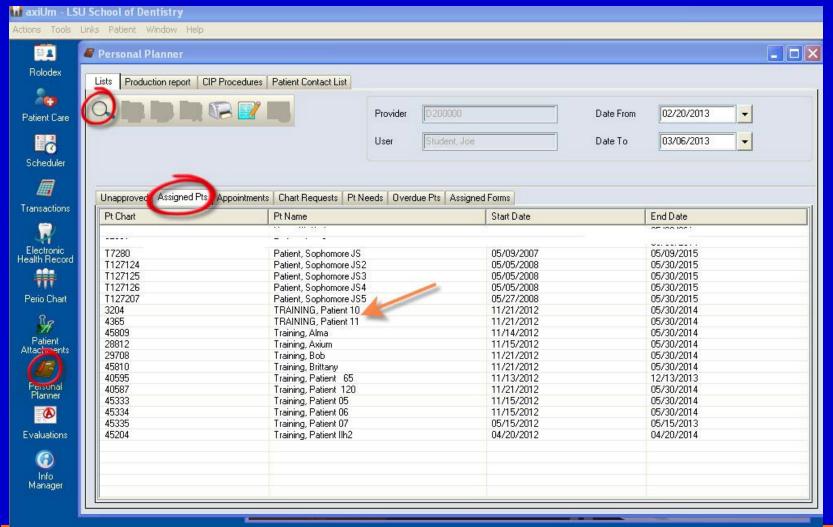


### Send and receive messages through axium

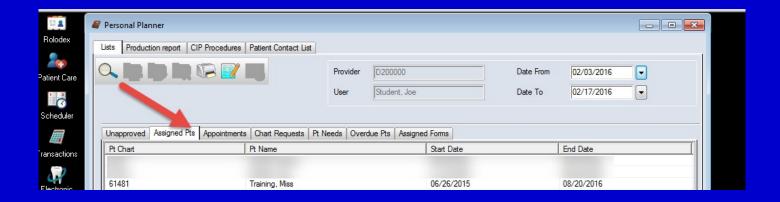


#### Finding your assigned patient for training- click on Personal Plannerselect Assigned Pts tab & hit search button (magnifying glass)

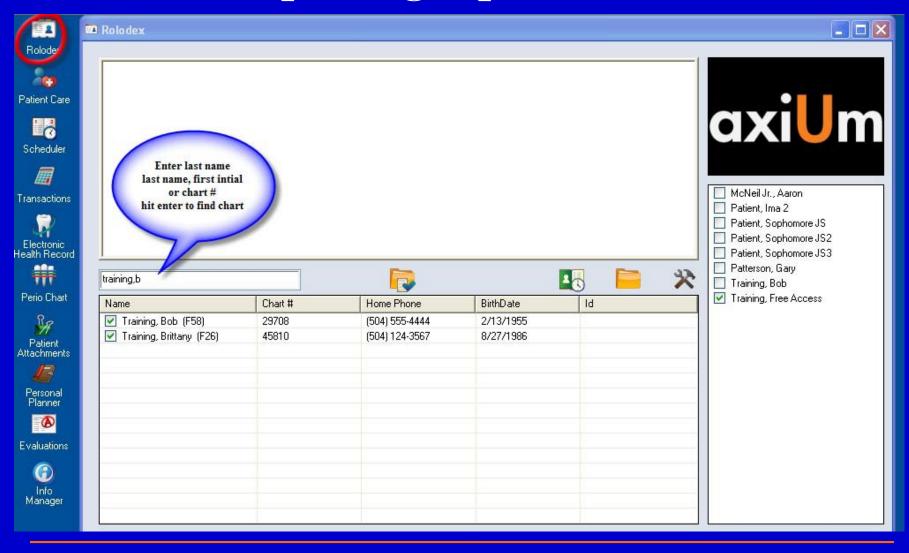




#### Here is your assigned patient for training

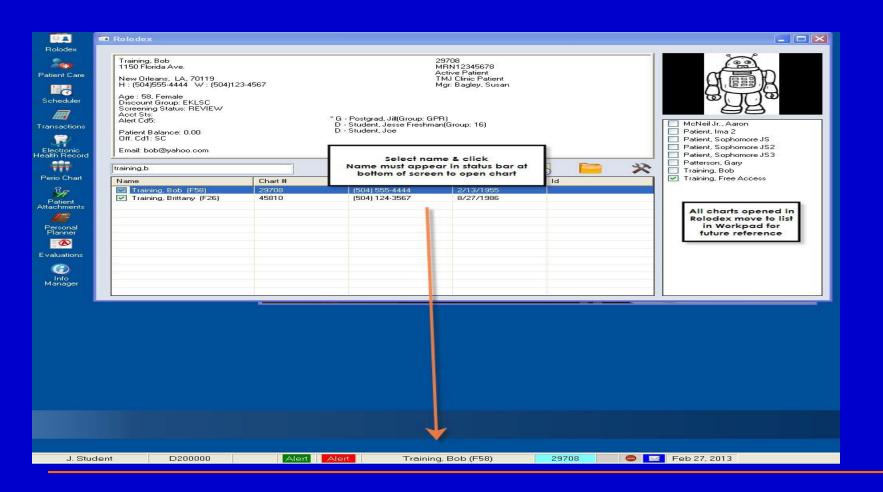


#### Rolodex- opening a patient's chart

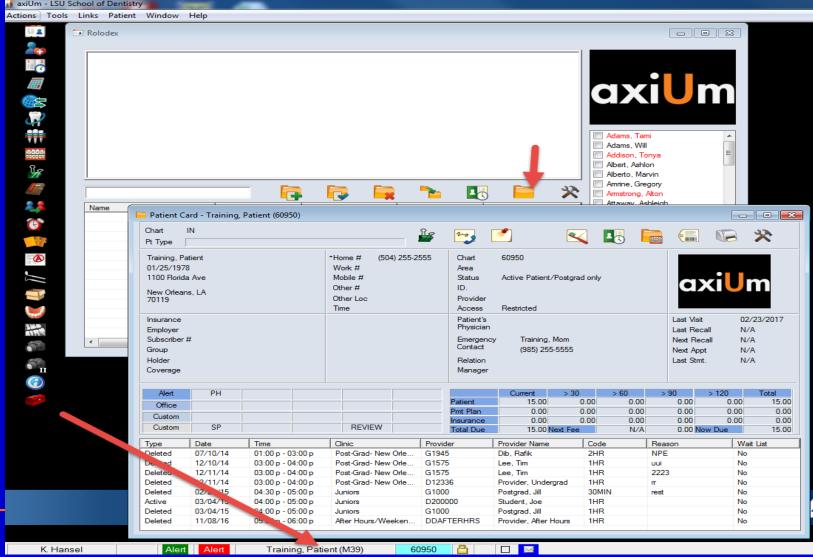


#### Open a patient's chart

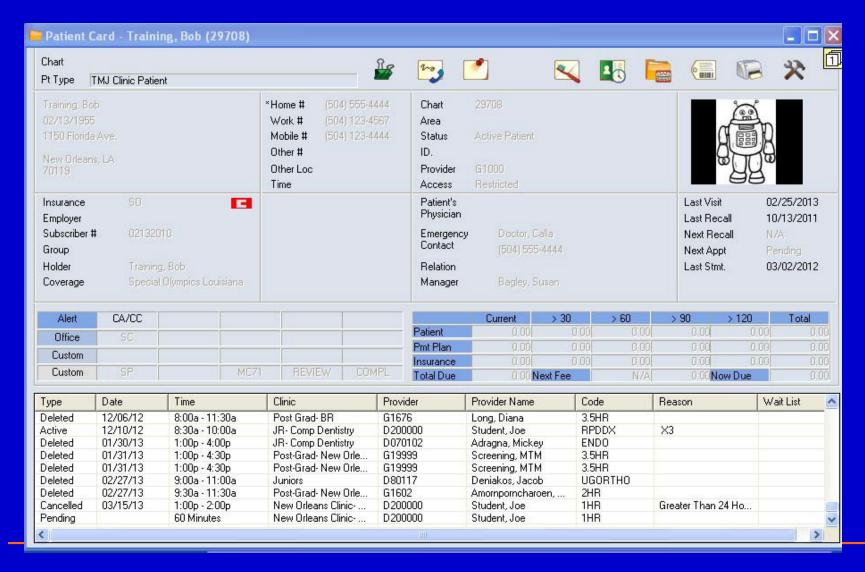
Enter last name, first initial, or chart number -Hit enter



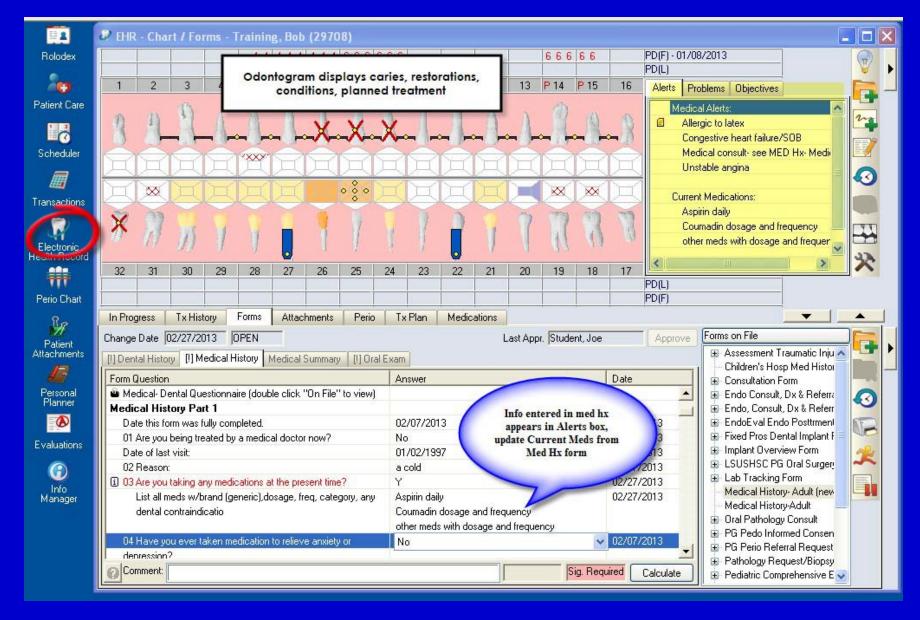
### Open the patient card from the Rolodex or by clicking on the patient name in status bar



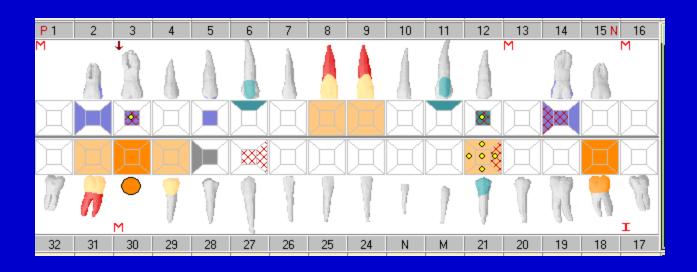
#### Patient Card contains personal info, phone numbers, emergency contact and list of appointments at bottom of window



#### EHR- electronic health record



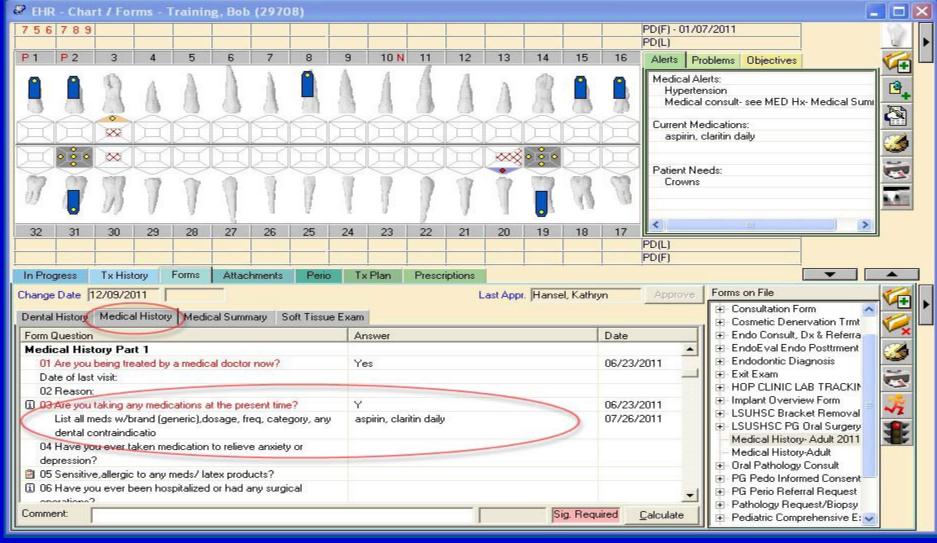




#### Odontogram displays:

- Initial findings- existing restorations, caries, conditions
- Planned treatment procedures (yellow dots)
- Treatment procedures in process and completed

## Update the medications from the Medical History- displays in Alerts box

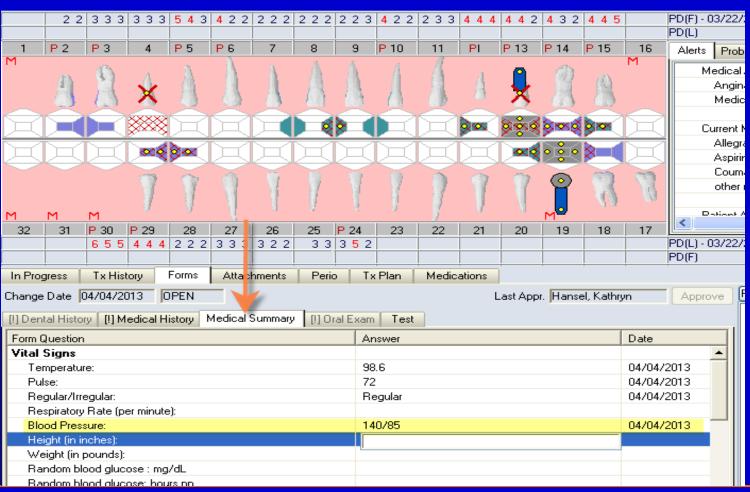


#### Check medical history

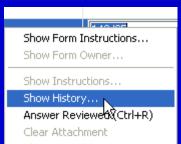
- Patient must sign for any changes in medical history
- Electronic signing pads are located at the front desk with the scheduling clerks
- Sig required button at bottom of screen turns pink

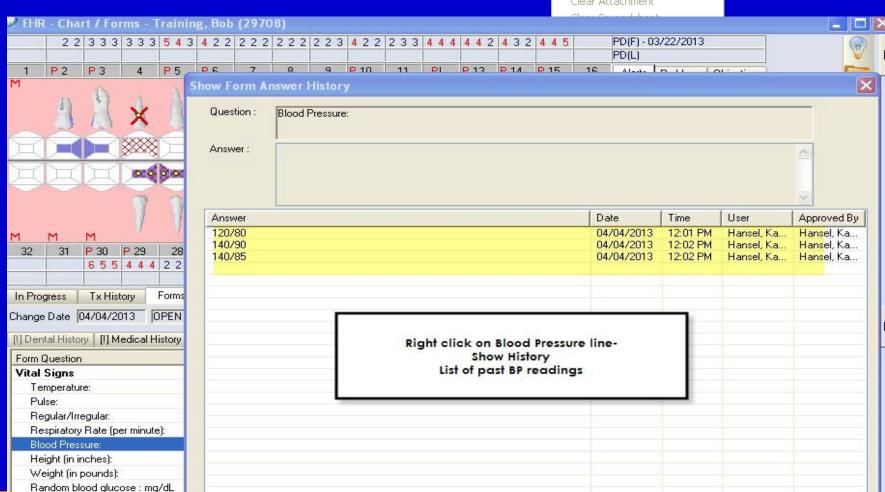


### \*\*\*Medical Summary Page- BP readings must be recorded here at EVERY visit

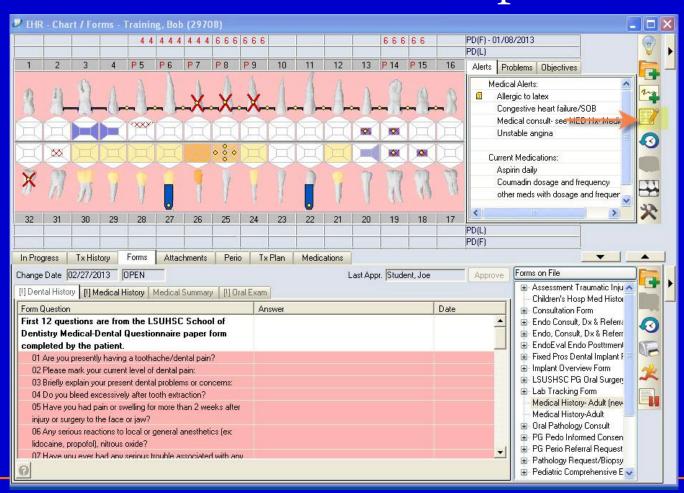


#### BP Readings

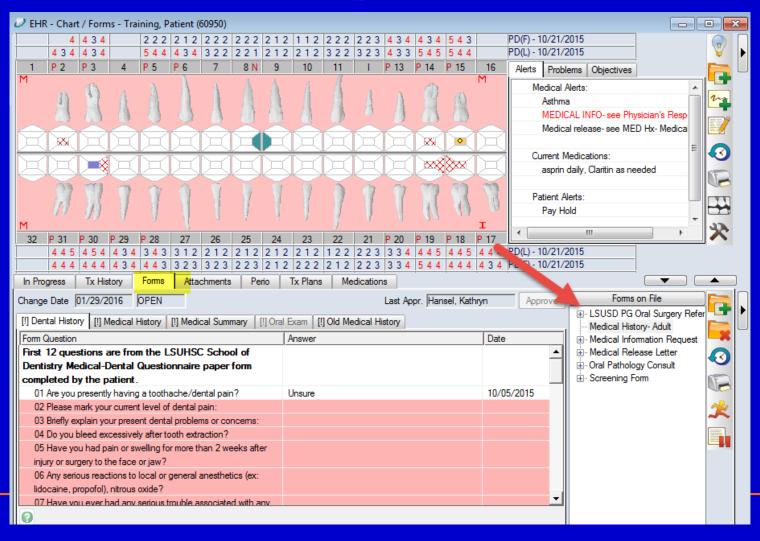




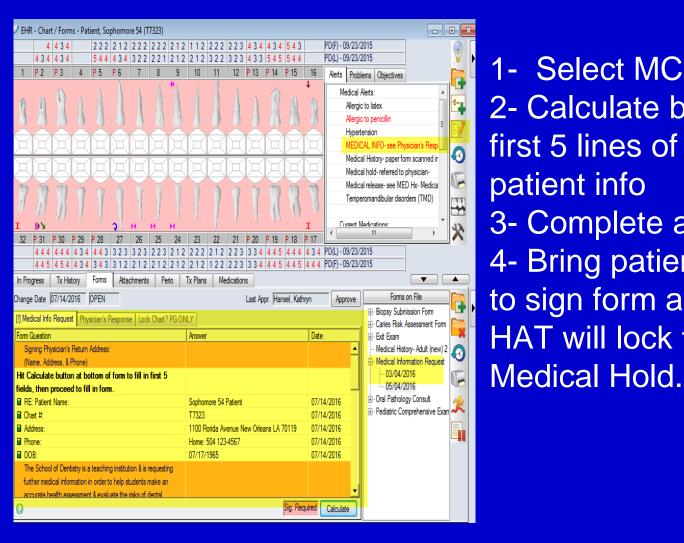
## To add a form- click on the Add Patient Form button on top toolbar



### See Forms on File (lower right) for list of forms for this patient

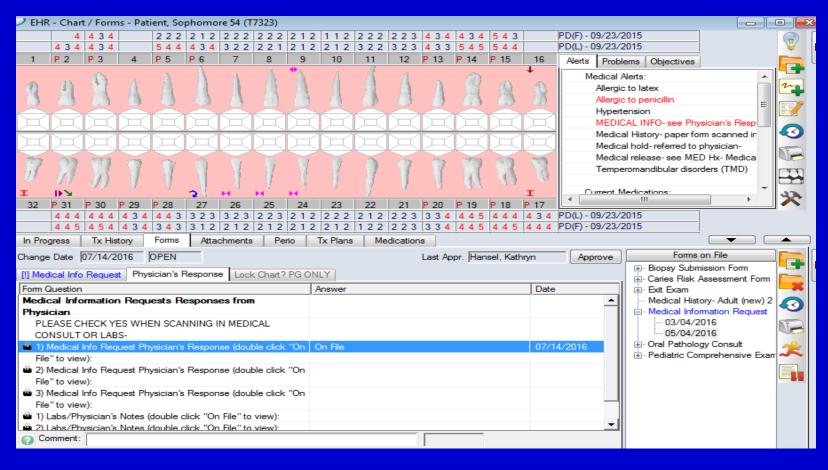


#### Medical Information Request

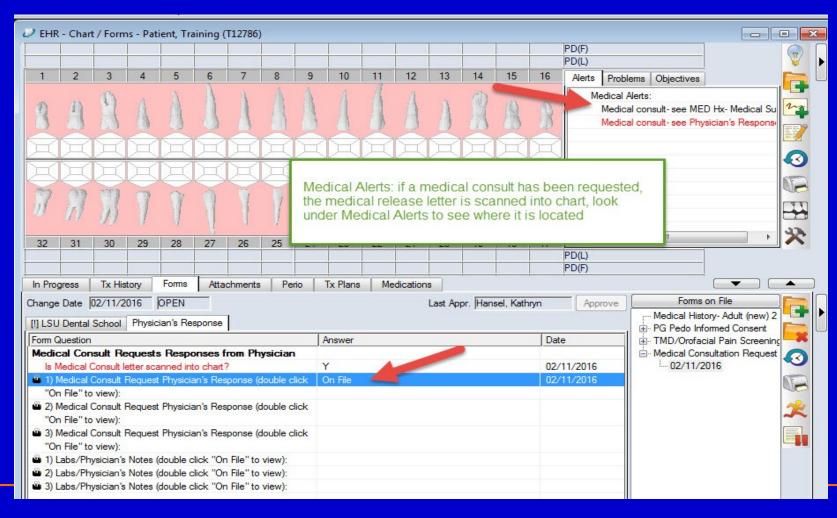


- 1- Select MCR form
- 2- Calculate button fills in first 5 lines of form with patient info
- 3- Complete all pink lines
- 4- Bring patient to front desk to sign form and print. HAT will lock the chart for

# Physician's Response- patient or physician returns form which is scanned into the Physician's Response tab



### Click **On File** to view the scanned document



### Page 1- printed and given to patient to bring to physician Page 2- completed by physician and returned to clinic

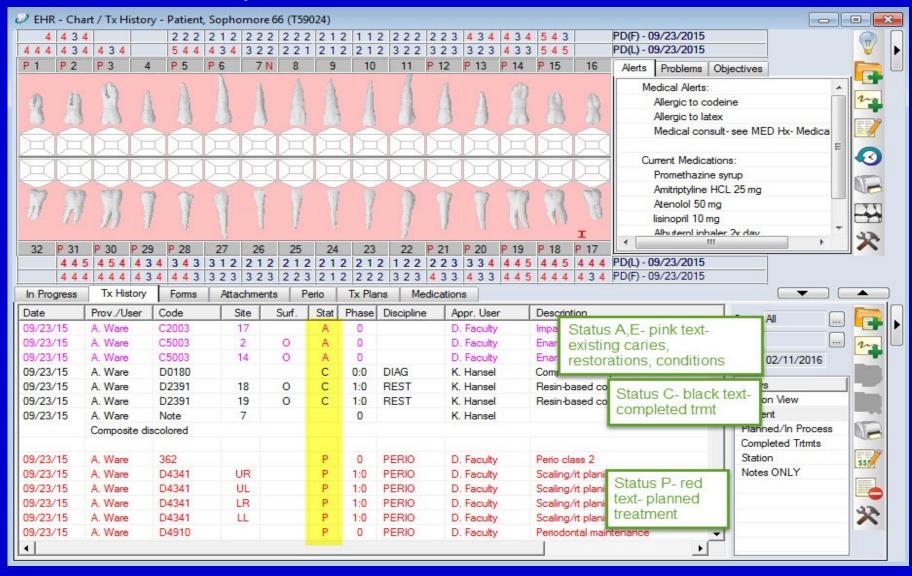
Medical Consultation Request		
Signing Physician's Return Address: (Name, Address, & Phone) Dr. Doctor 101 Main St New Orleans, LA 70111	Incomplete forms or forms over 90-days old will NOT be accepted. Please complete & return to: LSUHNO School of Dentistry Department of Diagnostic Sciences Phone (504) 941-8052 1100 Florida Avenue, Box 144 New Orleans L.A. 70119	RE: Patient
RE: Patient Freshmen Ex 101 Training Address 1100 Florida Avenue New Orleans, LA, 70119 Flone 504 123-4567 DOB 01/02/1952 Chart 771163	PATIENT CONSENT I agree to the release of medical information to LSU School of Dentistry.  16-February-2016 Patient Signature	PHYSICIAN'S RESPONSE. (CHECK ALL THAT APPLY) Please circle and advise on special preguitions for the following conditions which this patient has and may not have reported: uncontrolled hypertension (glabetes) saftma, bleeding disorders, hepatitis, autoimmune diseases, immuno-deficiencies, heart disease cancer, cerebrovascular disease, fulmonary disease, head and neck radiation, chemotherapy, infectious disease, kidney disease, blood disorders, psychiatric disorders, polypharmacy, allergies, or other:
Dear Physician, this patient has presented with the	Medical Info Request	Physician's Response L
131/90 p57  The following dental treatment is planned:	Form Question Signing Physician's (Name, Address, &	
✓ Local anesthetic with epinephrine1:100,000 (epi 0.0	D1 mg/ml) Dental prophylaxis and scaling Endodontics (root canal therapy)	
Surgery: □ biopsy ☑ extraction □ gum and alveolar bone □ Restorations (fillings, crowns) □ pre-prosthetic bone reduction/grafting □ Implants □ Prosthodontics (bridges, partials, dentutures)		PROCEED with dental treatment without special precautions
Specific treatment concerns:		Date Signed 12-23-205 Physician's Signature Weece, Doc
□ stress □ anxiety ☑ bleeding □ infection □ send most recent Health & Physical Exam □ Other Need PT/PTT (not just INR) Liver enzymes		LSUHNO- SCHOOL OF DENTISTRY USE ONLY    Follow physician's advice above.   Reject for UG clinics; refer to:
Liver enzymes		
Attending Faculty Dr. Faculty dfacul@lsuhsc	cedu udent istude@lsuhsc.edu	

#### EHR module

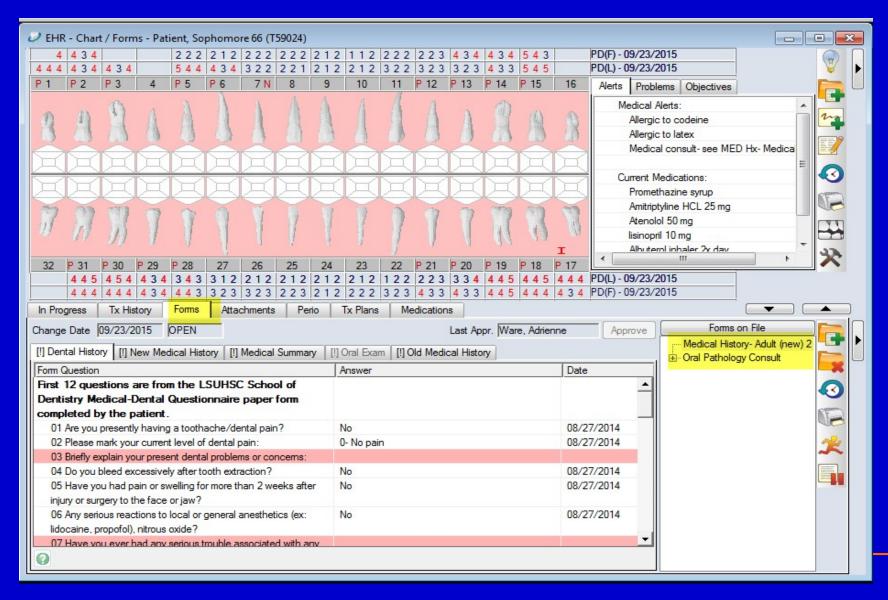
- Charting findings
- Add planned treatment
- Add treatment notes



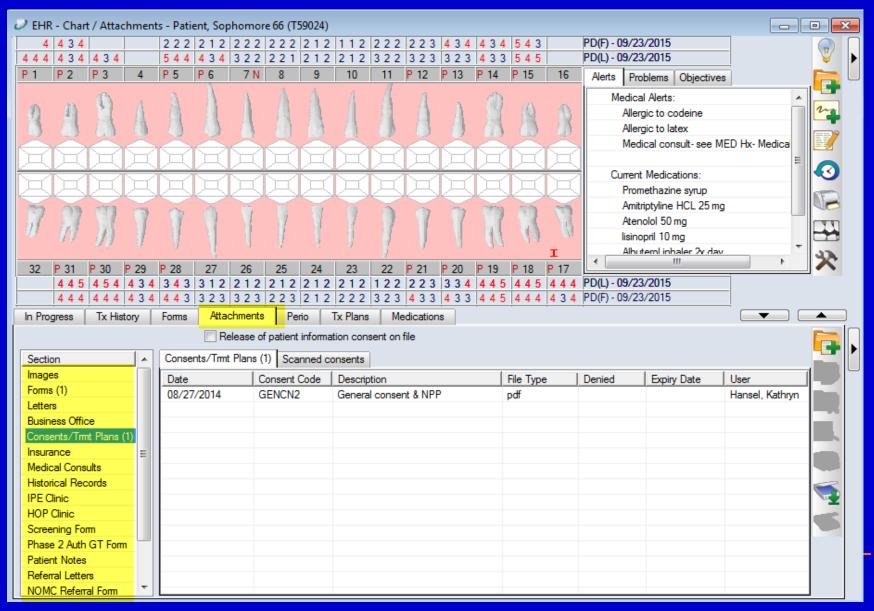
#### Tx History tab in EHR



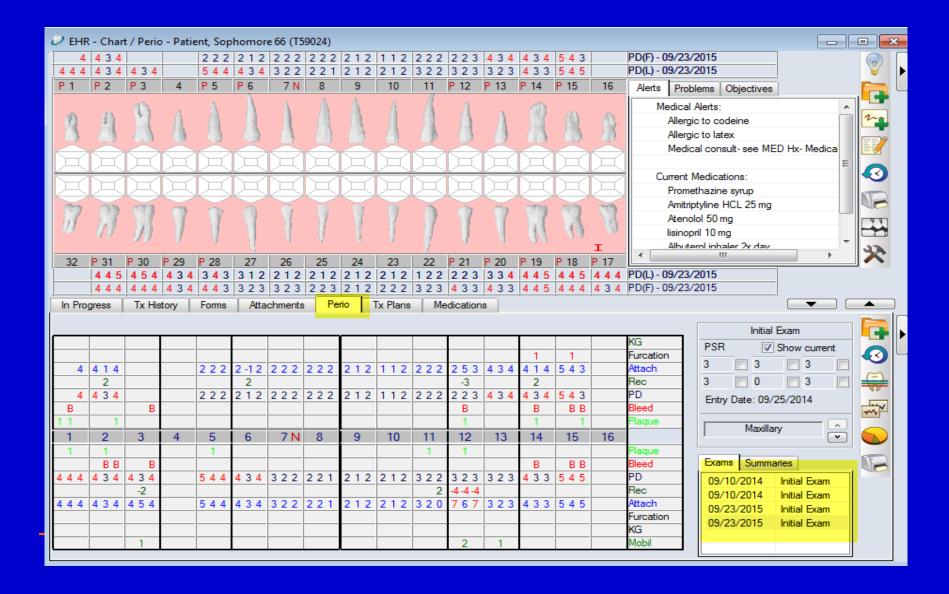
#### Forms tab



#### Attachments tab



#### Perio tab

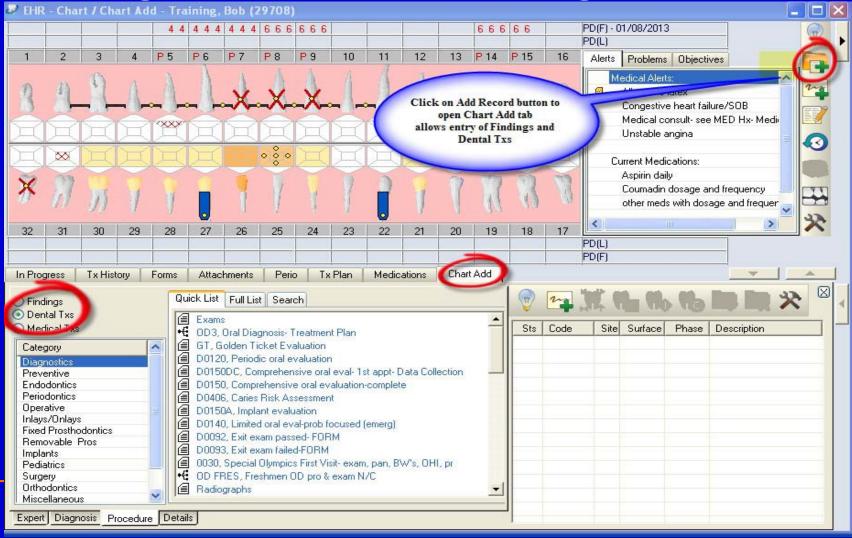


#### Dental Charting

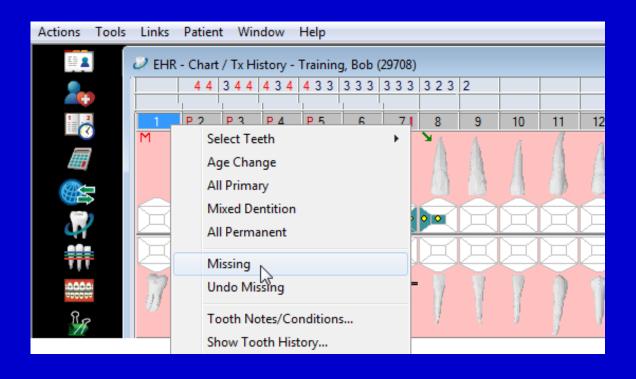
- To chart findings and plan treatment in axium, to <u>ADD</u> findings or treatment to the <u>CHART</u>, you must first open the CHART ADD tab
- Hit the create new record button



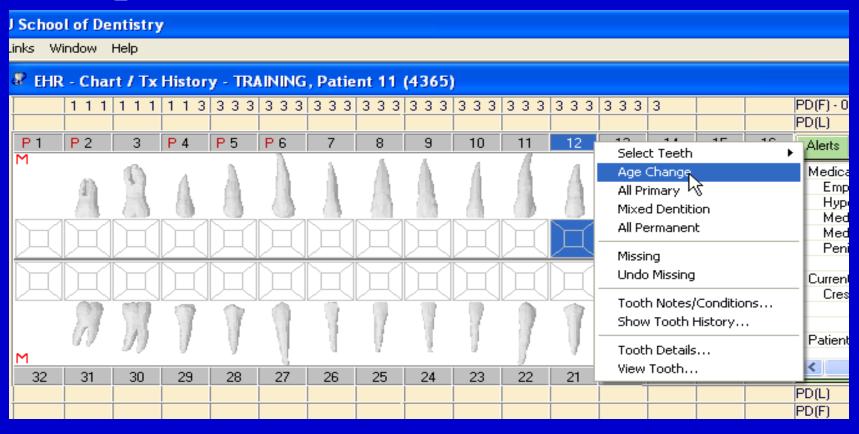
#### Chart Add tab appears-Adding to the chart- Findings, Dental tx



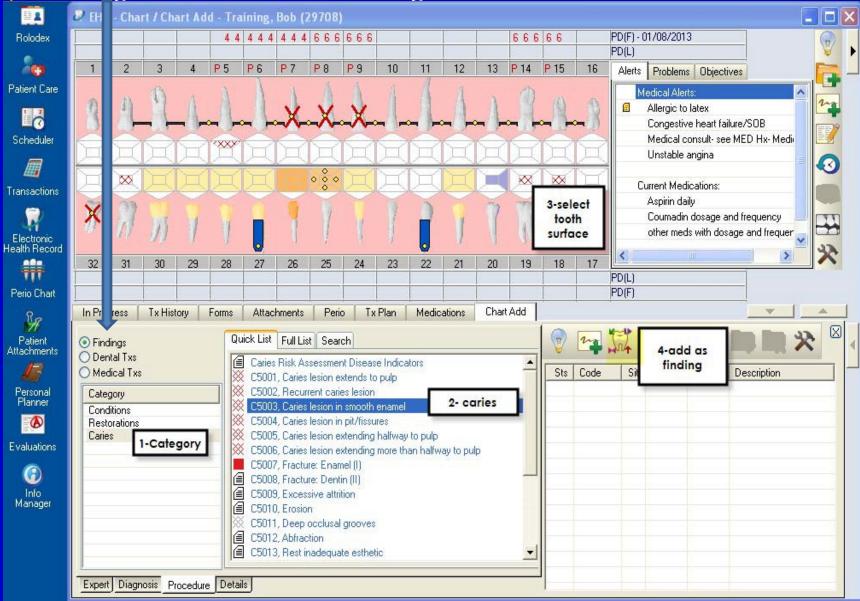
### \*\*\*1st step to charting: Select teeth and right click to indicate missing teeth



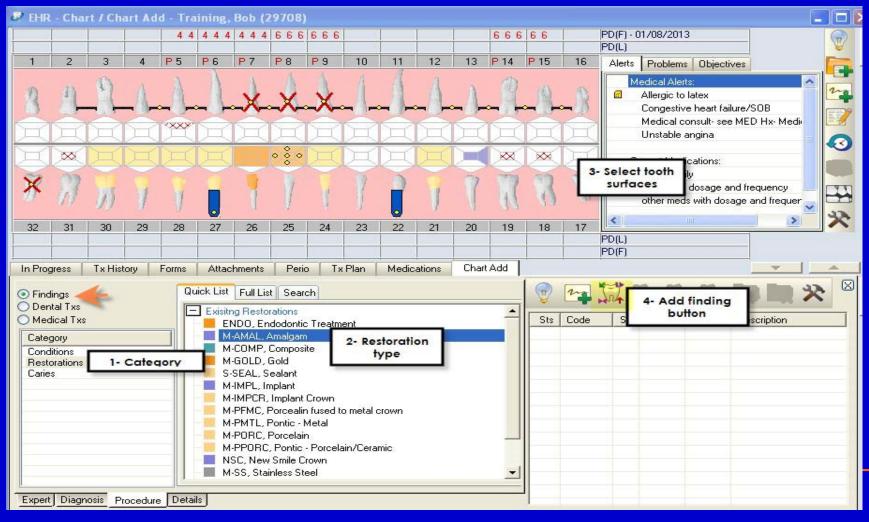
#### Select a tooth and right click to change to a primary tooth



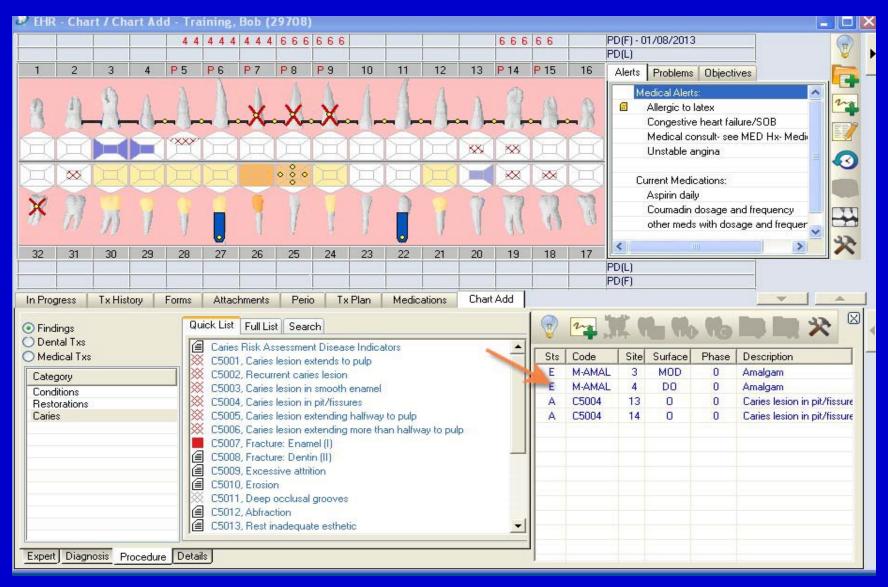
Findings button- chart existing restorations and new caries



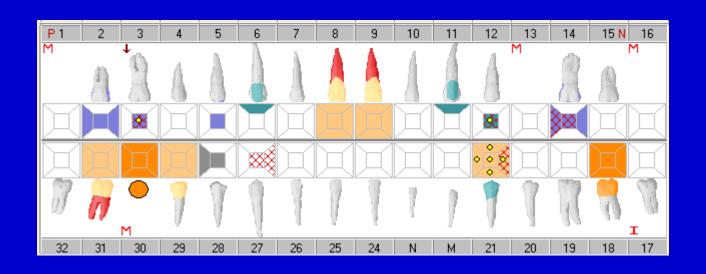
#### Chart existing restorations-Add finding button



### Findings -Existing restorations and caries added Status A or E in Sts column

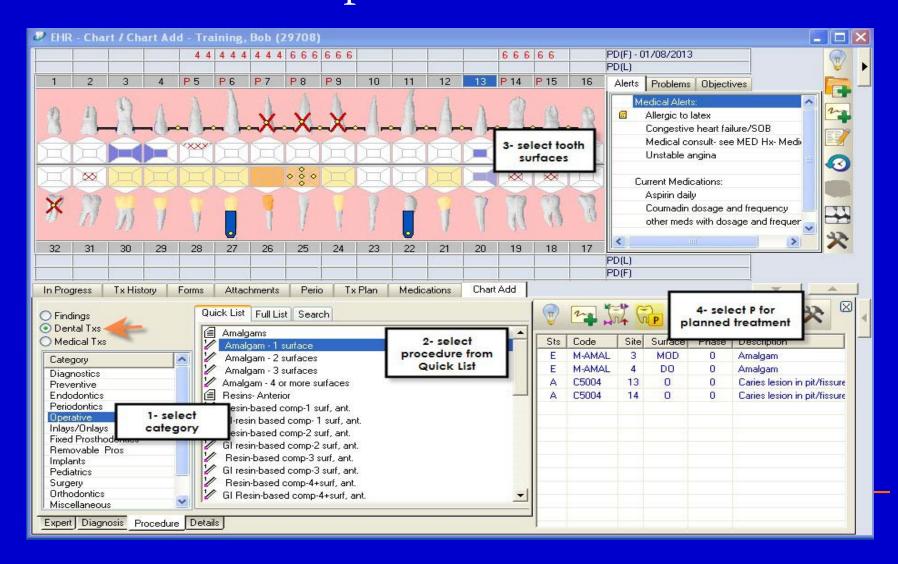


# Odontogram Displays Initial findings, planned and completed treatment

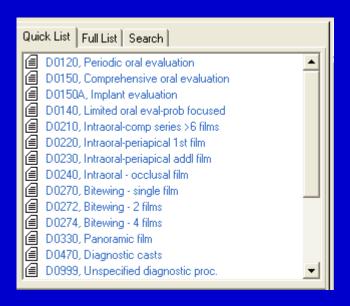


### Chart planned treatment- Dental TXs button- use the plan treatment button





### Choose treatment procedure from the Quick List



#### Choose a button



\*\*\*Very Important:

Add Findings (existing restorations, caries, conditions) with Add Findings button only

Add Planned Dental Tx with Add Planned Treatment button only

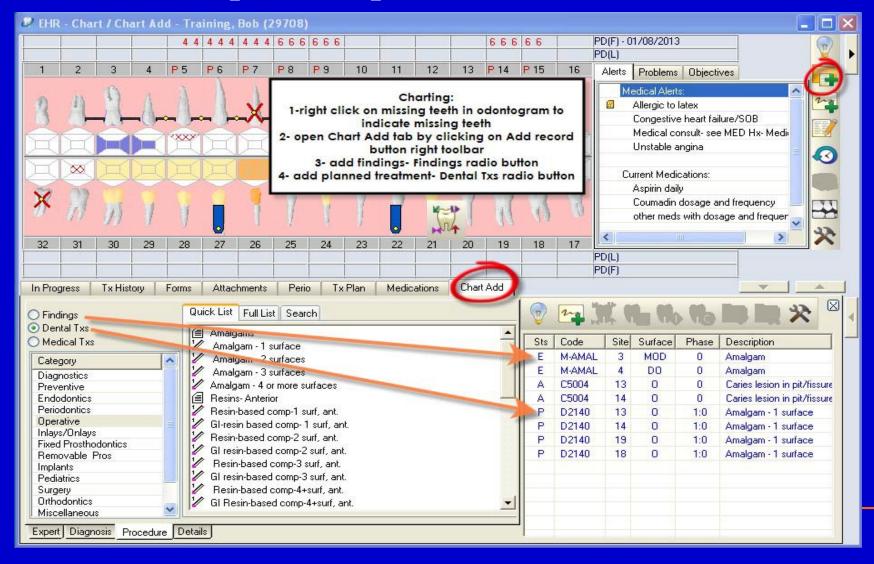
#### Adding treatment

- 3 steps
- Choose category
- Choose procedure
- Choose P for planned

Get faculty approval for planned treatment

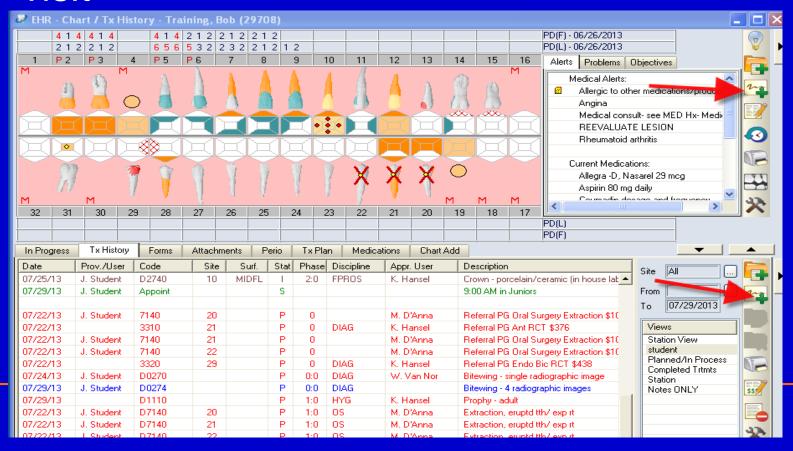
### Findings- restorations, caries, conditions Dental Txs- planned procedures



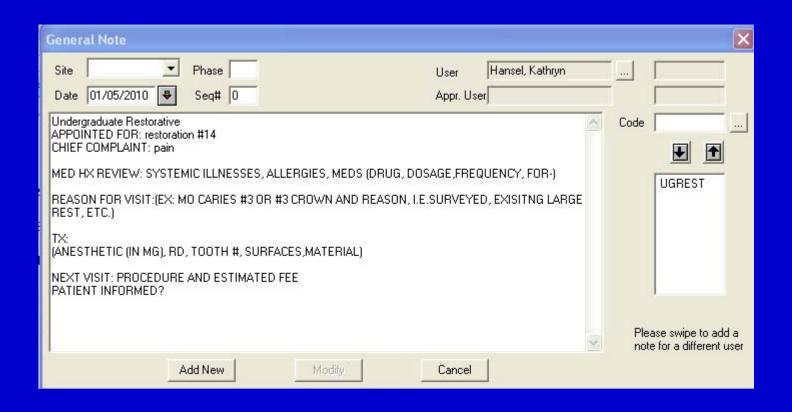


#### Adding Treatment Notes

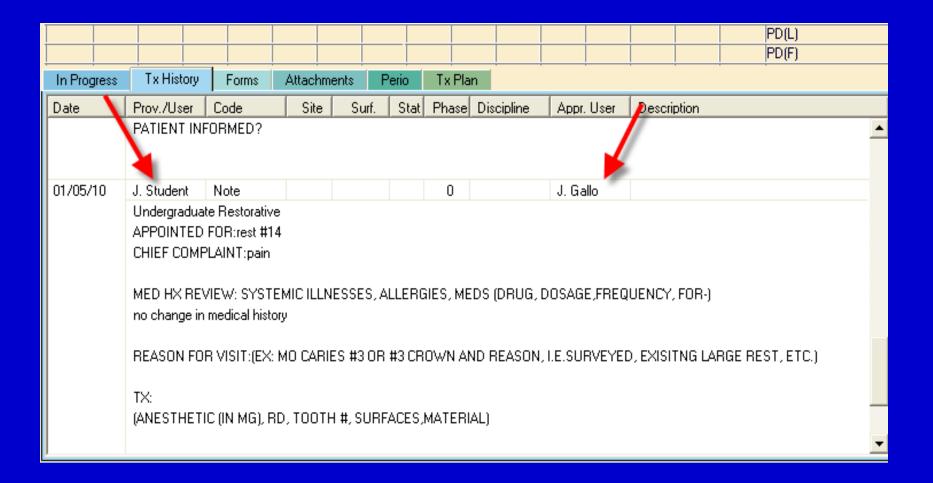
 Treatment notes must be added for every visit



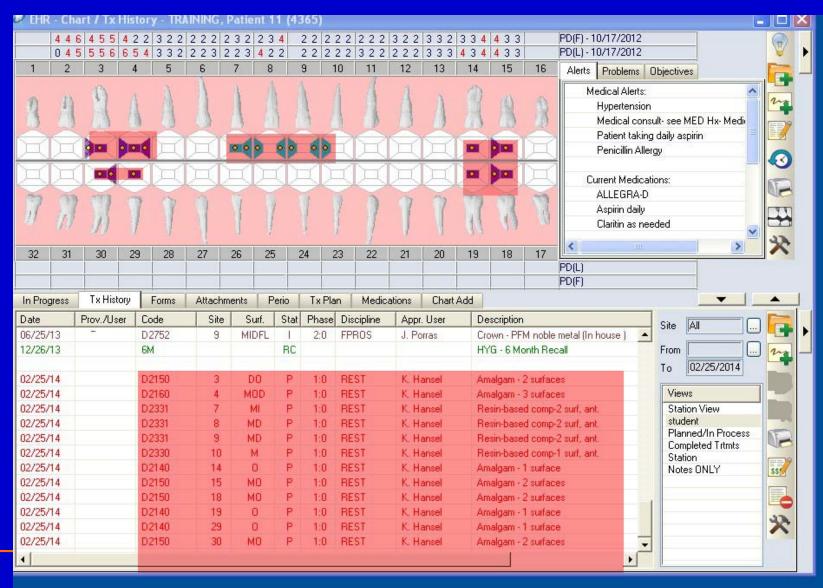
#### Complete your note and hit Add New



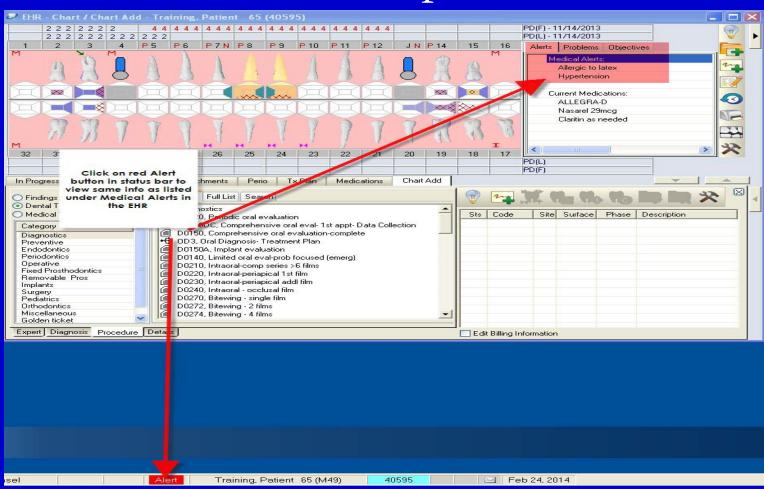
#### Note appears in Tx History tab



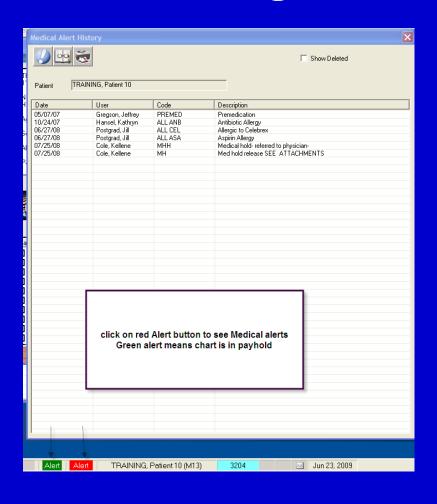
#### Planned treatments- P in status column, red text Yellow dots in odontogram indicate planned treatments



### Alerts- click on red alert button - to view medical alerts for this patient



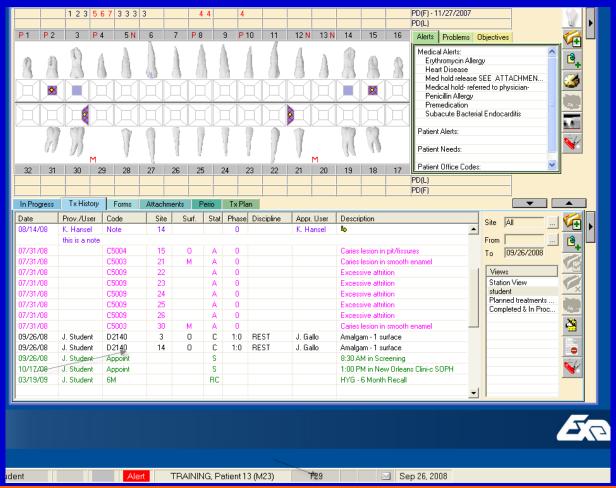
## Click on red Alert button in status bar to see same medical alerts that appear in the EHR Alerts box next to odontogram



#### \*\*\*Blue text means unapprovedhave faculty approve and grade at the end of each clinic session

In Progress	Tx History	Forms Attachments F		Perio	Tx Plan		·		
Date	Prov./User	Code	Site	Surf.	Stat	Phase	Discipline	Appr. User	Description
07/31/08		C5004	2	0	A	0			Caries lesion in pit/fissures
07/31/08		C5004	3	0	A	0			Caries lesion in pit/fissures
07/30/08	J. Student	Note	5			0		J. Gallo	
	this is a tooth note								
09/26/08	J. Student	Note	12			0			
	this note is attached to a tooth								
00.14 4 100	12 TT T	11.1	40			- 0		12 11 1	

### Approved trmt text- black chart number button- grey



#### Ready to take the quiz?

#### Axium Help

Kathy Hansel

Room 2305

504-941-8139

Jeff Schluter

Room 3333

504-941-8183

- E-mail
- Internal message through axium