## Entering Historical Dental Data in EHR

Open your EHR (your set-up screen may look like this screen [A.] or the screen on the page 3 [B.]).

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No matter what your set-up screen looks like, you will need to do the following things first:

1. Select the patient by clicking on the blue Patient not selected Tab.

- 2. Select the visit by clicking on the yellow Visit not selected Tab.
  - a. Select the New Visit Tab
  - b. Enter "Chart Review" into the Visit Location Text Box
  - c. Enter or select the encounter provider in the **Encounter Provider Text Box**. The encounter provider is the provider that referred the patient or oversees the program that helped this patient get these off-site dental services. Remember, this is not a billable service, so the encounter provider doesn't get production or collection credit for these services!

Encounter Settings for Current Activities	
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LARSON,BRANDY L CARTER,EUGENE CARTER,TAMMY L CARTER,TERRI CLAIRMONT,MICHAEL CLEMENS,BARBARA A CLYDE,ANNA	OK Cancel

If your set-up screen looks like screen A. on page 1, find the Historical Services Menu by selecting the Services Tab. – see page 1

If your set-up screen looks like screen **B**. on page 3, find the **Historical Services Menu** by selecting the **Visit Requirements Tab** and then click on **CPT/Procedure Codes**. – see page 3

If both screens look different and you cannot access either the **Services Tab** or the **Visit Requirements Tab**, you will need to work with your local CAC or IT Specialist to get instructions on how to find the **Historical Services Menu** for the version of EHR you are using. Β.

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In the Historical Services Menu, click Add. Historical Services ¥ Add to Current Visit Add Delete Visit Date CPT Code Description 08/15/2011 OFFICE/OUTPATIENT VISIT EST 99211 07/05/2011 G0121 Colonoscopy 04/04/2011 00099 NOT SURE - - - - - - -- - . - . - -< >

When this pop-up appears switch from Pick List to Procedure by clicking on the **Procedure Tab**.

Add Historical Service	X
Pick List Procedure	Save
Procedure	Cancel
(NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)	
<u>N</u> arrative	
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IHS/Tribal Facility Other	

- 1. Enter the date the service was provided in the **Date Text Box** or click on the square with the 3 dots to select the date.
- 2. Enter the location where the procedure was performed in the Location Text Box or click on the square with the 3 dots to select the location.
- 3. Select whether the location is an IHS/Tribal or Other location.
- **4.** Enter the ADA or POV code into the **Procedure Text Box**. The ADA code for Fluoride varnish is D1206, although some facilities prefer to use the POV code V07.3. After the code is typed into the text box, click on the square with the 3 dots.

This pop-up will appear showing the code and the narrative that goes with it. If it is correct, click the **OK** at the bottom.

Proce	dure Lookup 🛛 🔀
	Loo <u>k</u> up Option 💿 Lexicon 🛛 CPT
Search <u>V</u> alue	D1206 Search
Included Code Sets	✓ Medical ✓ Surgical ✓ HCPCS ☐ E & M ☐ Radiology ☐ Laboratory ☐ Anesthesia ☐ Home Health
Select from or	e of the following items
Code Narr	ative
D1206 Topi	cal Fluoride Varnish
🔲 Return Se	arch Text as Narrative

This pop-up will reappear. Click the **Save**. This is the last step!

Add Historical Service	×
Pick List Procedure	(Saus)
Procedure Topical Fluoride Varnish	
(NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)	Lancel
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Now the historical topical fluoride varnish is visible as a historical procedure!

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