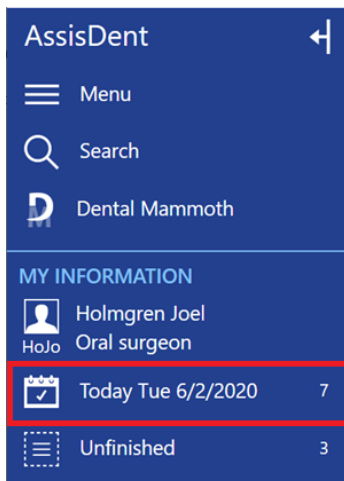


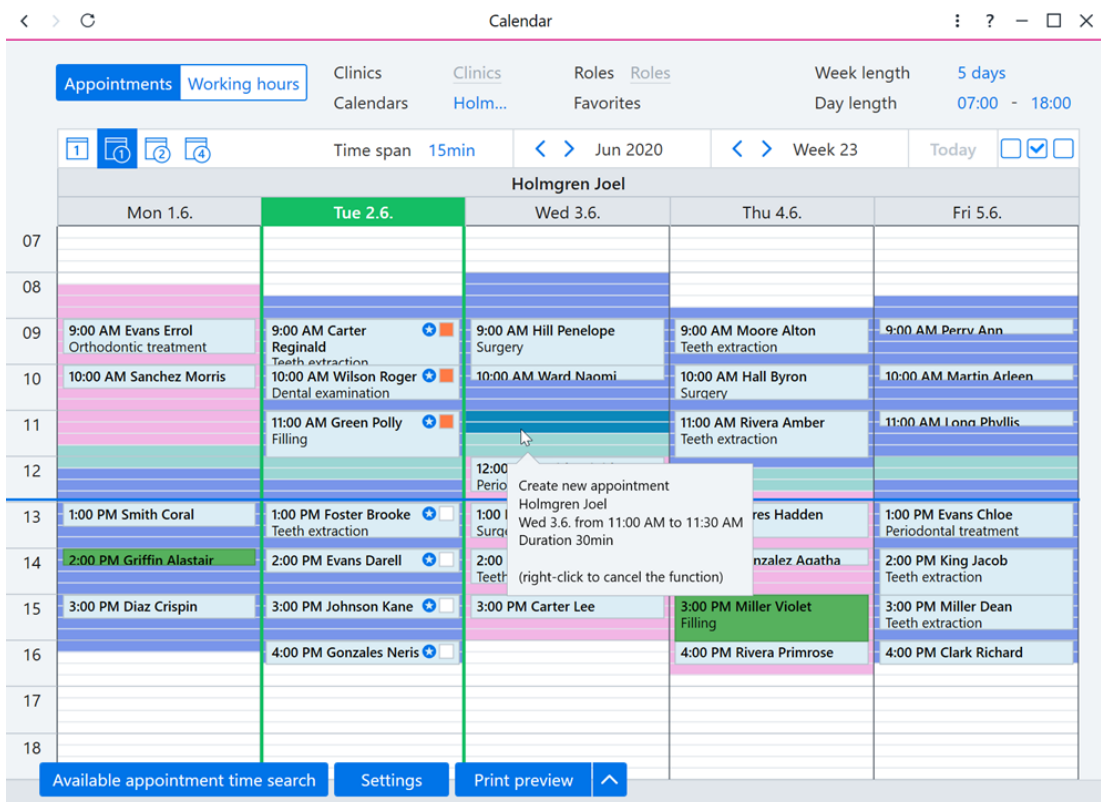
AssisDent practice exercises

1. Booking appointment times

To access the appointment calendar, right-click the "Today" button on the control panel.



Hold down the left mouse button and drag the mouse over the desired time for the appointment. There is a dialog box which follows the mouse on the screen. This box gives details of the date and time of the appointment and the person it is being booked for.



When you release the left mouse button, the New appointment view opens. Please note: if a patient's card is already open (the patient is displayed on the control panel), this patient is entered by default for the appointment. You can then change the patient if you are booking an appointment for another person.

Select the patient for the appointment, check the other information, and add additional information if needed as well as confirmation and reminder settings.

Calendar

New appointment

Wednesday 6/3/2020, klo 11:00 AM - 11:30 AM (30min)

Patient* Select patient !

☐ No patient

Mobile phone number Mobile phone number

Email Email

Clinic* Stockholm

Clinician Holmgren Joel, Oral surgeon

Reason for seeking treatment Select reason for seeking treatment

Time period 11:00 - 11:30

Duration 00:30

Preliminary appointment ☐

Referral Referral

Additional information Write additional information

Additional information for t... Write additional information for the patient

Price list rows Select price list rows

Send confirmation message ☐ Text message

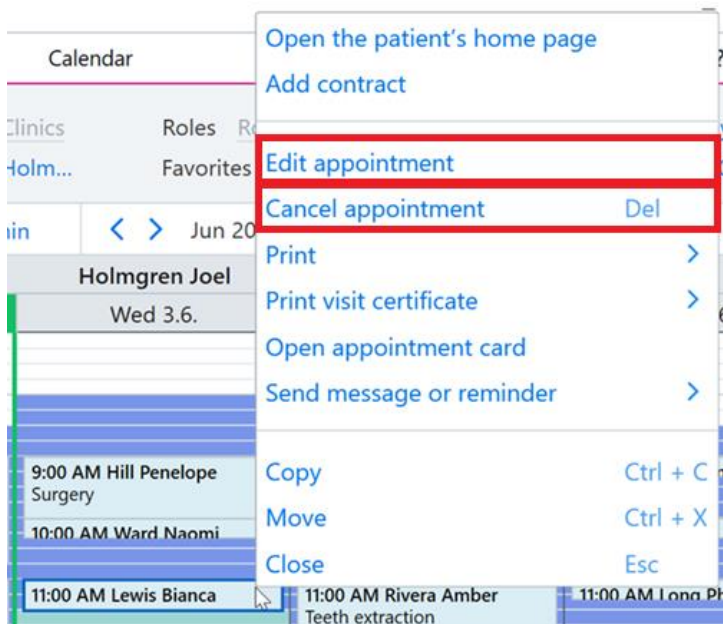
Approve Close Move

The appointment can then be saved to the AssisDent calendar by clicking "Approve".

Print ☐ Appointments

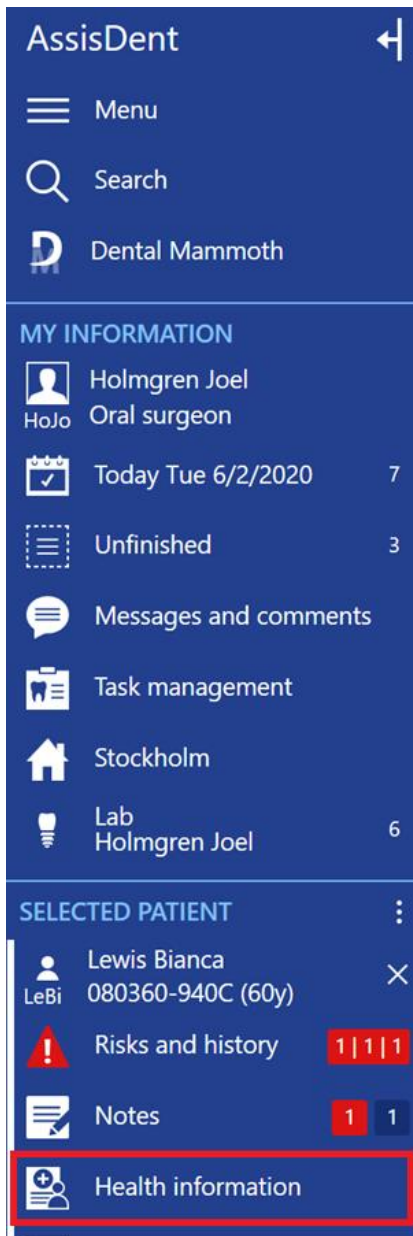
Approve Close Move

Appointments can be edited by right-clicking on the appointment and selecting "Edit appointment". You can also cancel an appointment by clicking "Cancel appointment".

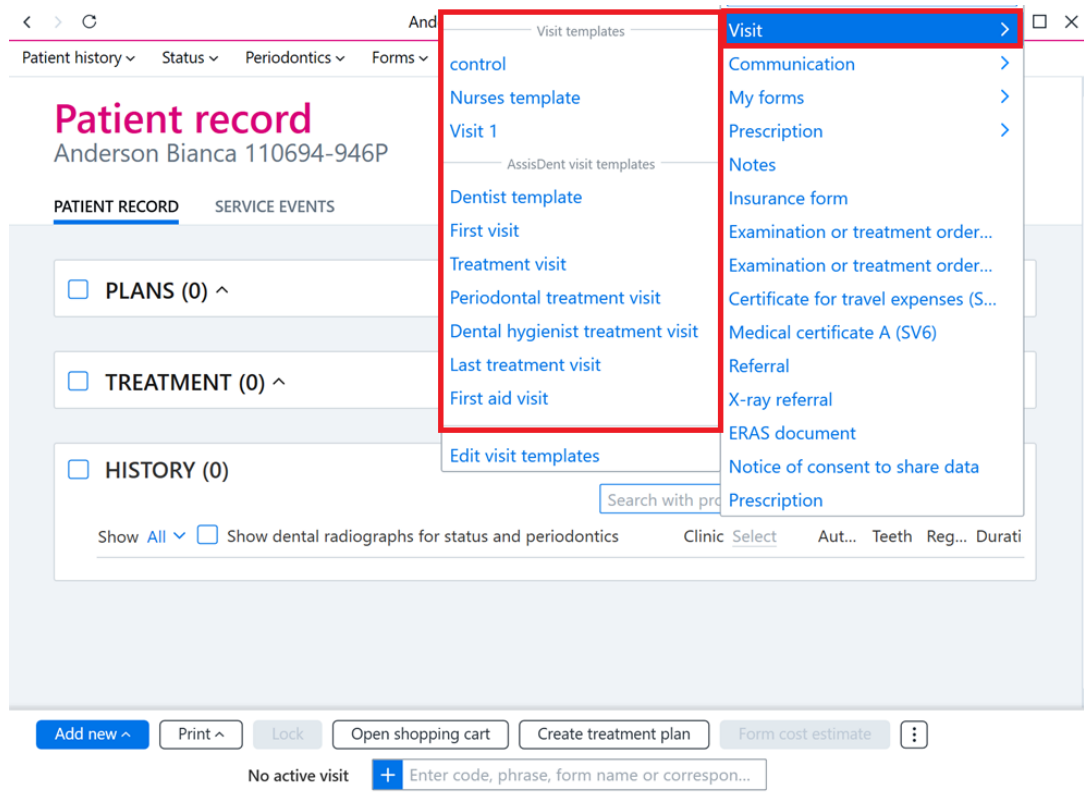


2. Opening the visit, visit anamnesis, and recording risk information

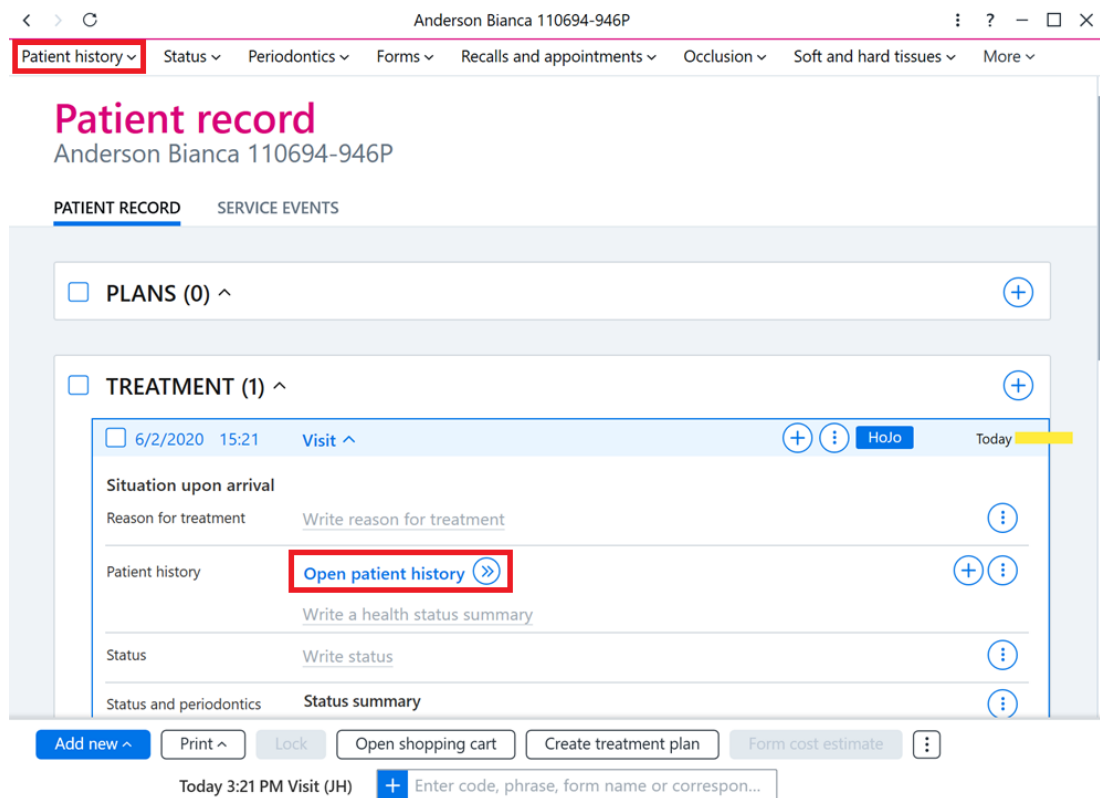
Open the patient card either from an appointment (right-click over the appointment and click "Open the patient's home page") or by using the search box. Right-click the "Health information" button on the control panel to access the patient record for a patient you have created.



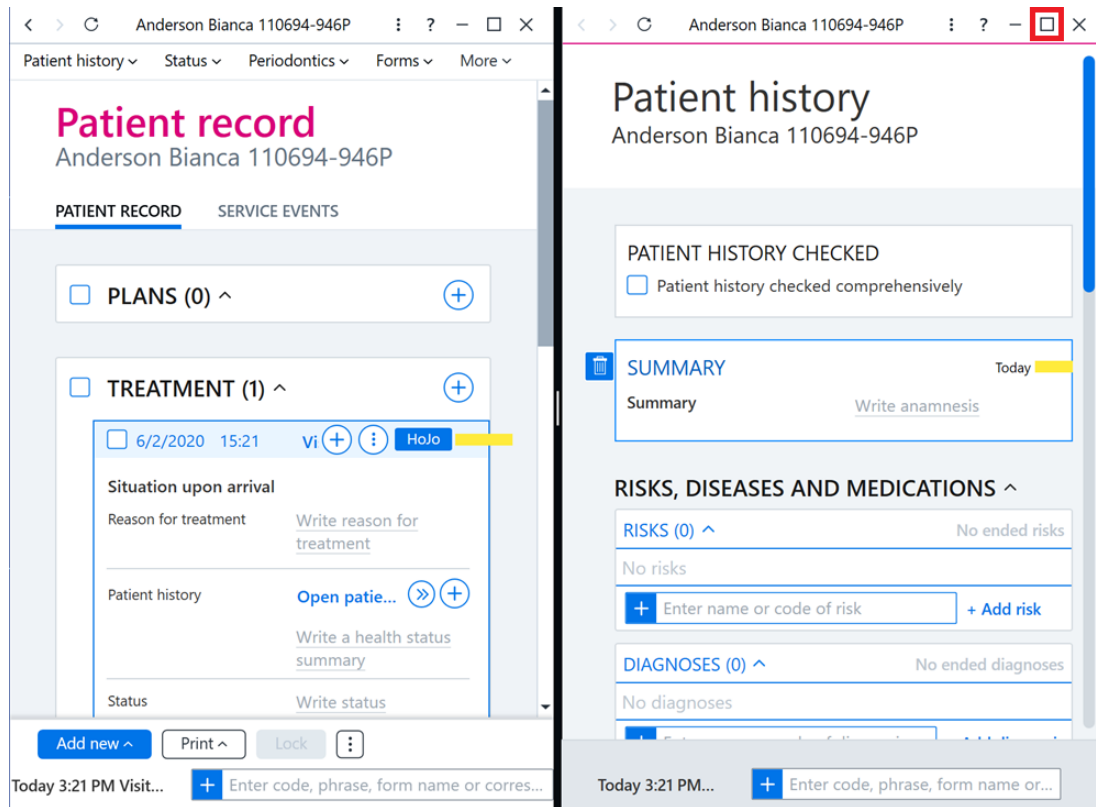
Press the + button to the right of the Treatment heading in the patient record and select, for example, "First visit" from under the "Visit" heading.



Once the visit has been opened, the patient history view can be accessed using the buttons highlighted in the screenshot. Click on one of these.



The patient history view can be expanded to the full screen by clicking on the square icon highlighted in the screenshot.



The following anamnesis data, for example, can now be recorded in the summary section of the patient history view.

- Write any text needed into the summary section and then mark the history data as fully checked.
- Enter Mareva as a risk (select "+ Add risk" from under the Risks heading).
- Enter hypertension as a long-term diagnosis (select "+ Add diagnosis" from under the "Long Term Diagnoses" heading).
- Enter cholesterol medication and Mareva as medications (select "+ Add medication" from under the medication heading).
- Enter dry mouth (Oral health status) in the section for other history data.

Once the patient history information has been entered, close the view by clicking the X button.

The image displays two side-by-side screenshots of the AssisDent software interface, showing the patient history view for Anderson Bianca 110694-946P.

Left Screenshot (Patient Record View):

- Header: Patient history, Status, Periodontics, Forms, More.
- Title: Patient record, Anderson Bianca 110694-946P.
- Tabs: PATIENT RECORD (selected), SERVICE EVENTS.
- Section: PLANS (0) ^ (+)
- Section: TREATMENT (1) ^ (+)
- Entry: 6/2/2020 15:21 Vi (+) HoJo
- Form Fields:
 - Situation upon arrival
 - Reason for treatment: Write reason for treatment
 - Patient history: Open patie... >> (+)
 - Write a health status summary
 - Status: Write status
- Buttons: Add new ^, Print ^, Lock, ...
- Status Bar: 6/2/2020 3:21 PM V... + Enter code, phrase, form name or corres...

Right Screenshot (Patient History View):

- Header: Patient history, Anderson Bianca 110694-946P.
- Section: PATIENT HISTORY CHECKED
 - ☐ Patient history checked comprehensively
- Section: SUMMARY (6/2/2020)
 - Summary: Write anamnesis
- Section: RISKS, DISEASES AND MEDICATIONS ^
 - RISKS (0) ^ No ended risks
 - No risks
 - + Enter name or code of risk + Add risk
 - DIAGNOSES (0) ^ No ended diagnoses
 - No diagnoses
- Status Bar: 6/2/2020 3:21 P... + Enter code, phrase, form name or...

3. Status entries

When the visit is open, the status view can be accessed using the buttons highlighted in the screenshot. Click on one of these.

Anderson Bianca 110694-946P

Patient history ▾ **Status ▾** Periodontics ▾ Forms ▾ Recalls and appointments ▾ Occlusion ▾ Soft and hard tissues ▾ More ▾

PATIENT RECORD SERVICE EVENTS

☐ TREATMENT (1) ^

☐ 6/2/2020 15:21 Visit ^ + : HoJo Unfinished

Situation upon arrival

Reason for treatment Write reason for treatment :

Patient history Open patient history >> + :

Write a health status summary

Status Write status :

Status and periodontics Status summary :
 Status summary
Open status >>
 Periodontics summary
 Periodontics summary
 Open periodontics >>

+ Enter tooth and observation

Add new ^ Print ^ Lock Open shopping cart Create treatment plan Form cost estimate :

6/2/2020 3:21 PM Visit (JH) + Enter code, phrase, form name or correspon...

Next, activate the quick entry field. You can use either the quick entry field at the bottom of the status view or the quick entry field under the "Status and periodontics" heading in the patient record (see screenshot).

Anderson Bianca 110694-946P

Patient history ▾ Status ▾ Periodontics ▾ Forms ▾ More ▾

PATIENT RECORD SERVICE EVENTS

☐ TREATMENT (1) ^

☐ 6/2/2020 15:21 Visit ^ + : HoJo Unfinished

Situation upon arrival

Reason for treatment Write reason for treatment :

Patient history Open patient history >> + :

Write a health status summary

Status Write status :

Status and periodontics Status summary :
 Status summary
Open status >>
 Periodontics summary
 Periodontics summary
 Open periodontics >>

+ Enter tooth and observation

Implementation of treatment

Procedures Write a procedure summary :

Add new ^ Print ^ Lock Open shopping cart :

6/2/2020 3:21 PM Visit (JH) + Enter code, phrase, form name or correspon...

Anderson Bianca 110694-946P

✓ Show all ☐ To be fixed ☐ Monitored ☐ Dentition observations More ▾

Favorites Findings and observations Dentition

02.06.2020 15:21 HoJo Unfinished

K < 1 / 1 > X

Show information

Perform complete dental examination :

6/2/2020 3:21 PM Visit (JH) + Enter code, phrase, form name or correspon...

Record the following observations using the quick entry field. Quick entry commands are recorded in the following order: tooth code surface "comment inside quotes"

- Tooth 18 removed
 - Quick entry command: **18x**
- Dentinal caries on tooth 17 and mesial surface 1
 - Quick entry command: **17c1m**
- Deep dentinal caries on tooth 14 and distal surface 1
 - Quick entry command: **14cp1d**
- Arrested dental caries on tooth 21 and surface 1
 - Quick entry command: **21cd1**
- Amalgam plastic filling observation on tooth 37 and surface 123
 - Quick entry command: **37y123**
- Amalgam plastic filling observation on surface 12 of tooth 36 with observation comment "hio"
 - Quick entry command: **36y12"hio"**
- Comment "sensitive" for tooth 35
 - Quick entry command: **35"sensitive"**
- Bridge on tooth 44, 45, 46 and 47
 - Quick entry command: **44-47silta**
- CPI values 203102
 - Quick entry Command: **cpi203102**

Status entries can be edited by right-clicking the box next to the tooth.



If needed, you can remove these entries by holding down the left mouse button, and you can zoom in and out using the mouse wheel.

To finish, close the status view by clicking the X button.

Anderson Bianca 110694-946P

☒ Show all
 ☐ To be fixed
 ☐ Monitored
 ☐ Dentition observations
 More ▾

K Ab CD K CC More
 FO PPN RM RNM More

Favorites Findings and observations Dentition

02.06.2020
 15.21 HoJo
 Unfinished

1 / 1

Record the basic oral examination in the patient record. Activate the Procedures quick entry field and enter the code saa02, select the procedure from the correct price list using the arrow keys on the keyboard and then add the procedure by pressing Enter.

Anderson Bianca 110694-946P

Patient history ▾ Status ▾ Periodontics ▾ Forms ▾ Recalls and appointments ▾ Occlusion ▾ Soft and hard tissues ▾ More ▾

PATIENT RECORD SERVICE EVENTS

Status and periodontics Status summary
 Status summary
 Open status >>
 Periodontics summary
 Periodontics summary
 Open periodontics >>
 Show status and periodontical entries (1) ▾

+ Enter Show more search results

Implementation of treatment
 Procedures Write a p
 + Enter

Planning the treatment
 Treatment need Write trea
 Plan Write plan

Assessment of treatment
 Diagnoses
 + Add

Price list rows
 teeth item alias surfaces "comment"
 SAA02 Basic examination of mouth (Dentist pricelist) 69,80 €

Add new ^ Print ^ Lock Op

6/2/2020 3:21 PM Visit (JH) + saa02

The treatment record is recorded in the text fields. If needed, use the + button to add text fields to the visit. Any previously added procedures are displayed under the "Procedures" heading for the visit.

Anderson Bianca 110694-946P

Patient history ▾ Status ▾ Periodontics ▾ Forms ▾ Recalls and appointments ▾ Occlusion ▾ Soft and hard tissues ▾ More ▾

PATIENT RECORD SERVICE EVENTS

Situation upon arrival
Reason for treatment

Patient history
[Open patient history](#) [+](#) [⋮](#)

Status
 [⋮](#)

Status and periodontics
[Status summary](#) [⋮](#)

[Open status](#) [»](#)
[Periodontics summary](#) [⋮](#)

[Open periodontics](#) [»](#)
[Show status and periodontical entries \(1\)](#) ▾
[+ Enter tooth and observation](#)

Implementation of treatment
Procedures
 [⋮](#)
[+ Enter tooth and procedure](#)

Planning the treatment
Plan
 [⋮](#)

[Add new](#) [Print](#) [Lock](#) [Open shopping cart](#) [Create treatment plan](#) [Form cost estimate](#) [⋮](#)

6/2/2020 3:21 PM Visit (JH) [+](#) saa02

The visit diagnosis is recorded using the "Diagnoses" quick entry field by searching for the diagnosis by name or code.

[Show more search results](#)

Diagnoses
code "comment"

K02.1	Caries of dentine (ICD10)
K02.2	Caries of cementum (ICD10)
K02.8	Other dental caries (ICD10)
K02.3	Arrested dental caries (ICD10)
K02.0	Caries limited to enamel (ICD10)
K02.9	Dental caries, unspecified (ICD10)

[+](#) caries

To lock the visit, click the additional functions button on the right side of the visit bar in the patient record and select "Lock (History)". Note that the visit includes, among other things, all recorded treatment details, status observations and procedures. When a visit is locked, the visit and its records are moved under the History heading.

The screenshot displays the AssisDent patient record interface for patient Anderson Bianca 110694-946P. The interface is divided into two main tabs: "PATIENT RECORD" and "SERVICE EVENTS". The "PATIENT RECORD" tab is active, showing a list of treatment plans. The first plan, "6/2/2020 15:21 Visit", is selected and expanded, showing details such as "Reason for treatment: dental examination", "Patient history", "Medications", "Status", and "Status and periodontics". A dropdown menu is open on the right side of the visit bar, listing options: "Lock (History)", "Export as plan (Plan)", "Annul", "Print document", "Open document", "Open service event", and "Save as visit template". The "Lock (History)" option is highlighted with a red box. The interface also includes a top navigation bar with various menu items like "Patient history", "Status", "Periodontics", "Forms", "Recalls and appointments", "Occlusion", "Soft and hard tissues", and "More". At the bottom, there are buttons for "Add new", "Print", "Lock", "Open shopping cart", "Create treatment plan", and "Form cost estimate".

Anderson Bianca 110694-946P

Patient history Status Periodontics Forms Recalls and appointments Occlusion Soft and hard tissues More

PATIENT RECORD SERVICE EVENTS

PLANS (0) ^

TREATMENT (1) ^

6/2/2020 15:21 Visit ^ dental examination + HoJo Unfinished

Procedures (1) Status (1) Patient history

Lock (History)

Export as plan (Plan)

Annul

Print document >

Open document

Open service event

Save as visit template

Situation upon arrival

Reason for treatment dental examination

Patient history Open patient history >>

Write a health status summary

Medications Marevan > Comment

Cholesterol medication > Comment

Status Write status

Status and periodontics Status summary

Status summary

Open status >>

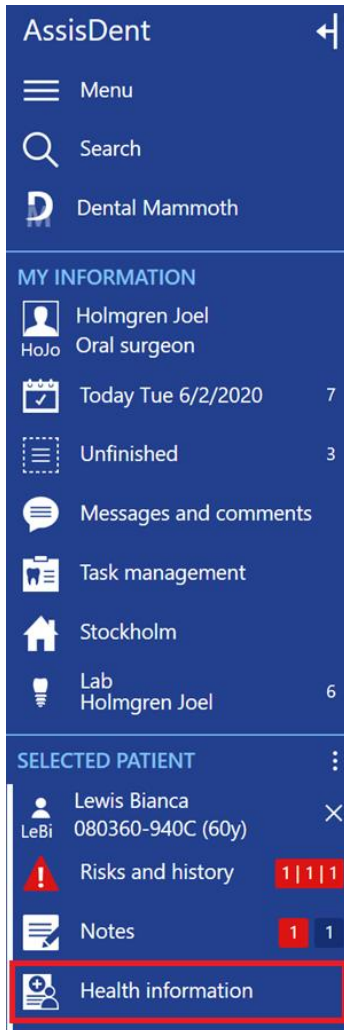
Add new ^ Print ^ Lock Open shopping cart Create treatment plan Form cost estimate

6/2/2020 3:21 PM Visit (JH) + saa02

4. Recording a single surface filling, creating a recall, and invoicing

Opening the visit and recording the procedure

Add a new visit for the same patient (imagine that the patient will be treated for a second time during the same day, or alternatively you can search for and select the card of another patient). Right-click on the "Health information" button on the control panel to access the patient record for the patient you have created.



Click the + button to the right of the Treatment heading in the patient record and select a template under the "Visit" heading, such as "Treatment visit". Please note: the + button can also be used to add forms such as Examination or treatment order to a dental hygienist (SV3SHM).

Patient history ▾ Status ▾ Periodontics ▾ Forms ▾

Patient record

Anderson Bianca 110694-946P

PATIENT RECORD SERVICE EVENTS

☐ PLANS (0) ^

☐ TREATMENT (0) ^

☐ HISTORY (0)

Show All ▾ ☐ Show dental radiographs for status and periodontics Clinic Select Aut... Teeth Reg... Durati

Visit templates

control
Nurses template
Visit 1

AssisDent visit templates

Dentist template
First visit
Treatment visit
Periodontal treatment visit
Dental hygienist treatment visit
Last treatment visit
First aid visit

Edit visit templates

Search with pro

Visit
Communication
My forms
Prescription
Notes
Insurance form
Examination or treatment order...
Examination or treatment order...
Certificate for travel expenses (S...
Medical certificate A (SV6)
Referral
X-ray referral
ERAS document
Notice of consent to share data
Prescription

Add new ^ Print ^ Lock Open shopping cart Create treatment plan Form cost estimate

No active visit + Enter code, phrase, form name or correspon...

Next, go to the visit procedure entry row (or enter the procedure using the quick entry field at the bottom).

Patient history ▾ Status ▾ Periodontics ▾ Forms ▾ Recalls and appointments ▾ Occlusion ▾ Soft and hard tissues ▾ More ▾

Patient record

Anderson Bianca 110694-946P

PATIENT RECORD SERVICE EVENTS

☐ TREATMENT (1) ^

☐ 6/3/2020 16:02 Visit ^ Today

Situation upon arrival

Patient history [Open patient history >>](#)

Write a health status summary

Status [Write status](#)

Implementation of treatment

Procedures [Write a procedure summary](#)

☐ Enter tooth and procedure

Planning the treatment

Assessment of treatment

Diagnoses [Add reason for visit](#)

Interim assessment [Write interim assessment](#)

Add new ^ Print ^ Lock Open shopping cart Create treatment plan Form cost estimate

Today 4:02 PM Visit (JH) + saa02

Write in the procedure entry row: **17 sfa10 1** (use the arrow keys on the keyboard to select the price list and press Enter to add a row). Please note: when entering procedures, you need to enter a space between the tooth number, procedure code and surfaces.

If needed, you can change the position (tooth or surface) and price of the procedure.

Implementation of treatment

Procedures

Write a procedure summary

SFA10

d17 s1

Filling o...

75.10 €

HoJo

>>

Comment

+

Enter tooth and procedure

Enter the details of the procedure in the "Comment" field. Additional information can be entered before or after invoicing (the treatment visit can also be locked either before or after invoicing).

Implementation of treatment

Procedures

Write a procedure summary

SFA10

d17 s1

Filling o...

75.10 €

HoJo

>>

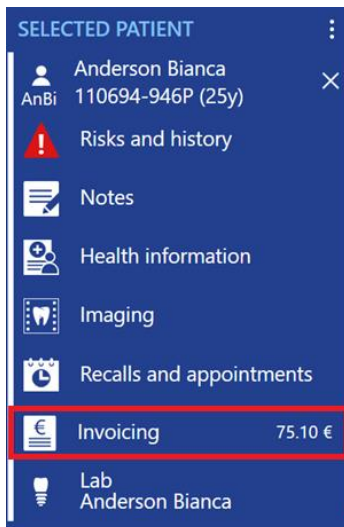
Comment

+

Enter tooth and procedure

Invoicing

Before invoicing, check that the procedure information is correct. Go to invoicing by right-clicking the "Invoicing" button on the control panel.



The patient's invoicing view is now displayed. Select just a single filling for invoicing and then click "Approve for invoicing" at the bottom of the view. The procedure has now been approved for invoicing. Next, click the "Export to checkout" button at the bottom of the view.

< > ↺
⋮ ? — □ ×

Customer invoicing

< 1 / 1 >

[UNINVOICED](#)
[INVOICING HISTORY](#)

Customer type	Customer	Status	Procedure status
Person	Anderson Bianca 110...	At checkout, Waits in...	Ready

[Show search options](#) ▾

[Select](#) ▾ [Sort by](#)

☒	SFA10 d17 s1 Filling on one surface of tooth (Dentis...	75.10	6/3/2020	Waits for approval
	Anderson Bianca	Kela reimbursement 0.00	Holmgren Joel	

⋮

Total price 75.10
Kela reimbursement 0.00
Amount due 75.10

Selected 1/1 [Show selected](#)

At checkout, select your preferred payment method.

Checkout

Anderson Bianca 110694-946P

Invoicing notes (0) ^

+ Add new note

Invoicer

Stockholm - Clinical dentistry

Clinic

Stockholm

☐ Service charge

In total

75.10

Amount due

75.10

Cash

Invoice

Chip card

American Express, A1

Credit/Visa/MasterCard

Debit

Number of receipts 1

Approve and print ^

Cancel

Finally, click the "Approve" button at the bottom of the checkout view. The procedure has now been invoiced and AssisDent will print the receipts for the payment methods used.

In total

75.10

Cash

Payer*

Anderson Bianca 110694-946P

Customer gives

0.00

Change back from money

0.00

Sum

75.10

Additional information

Additional information

Receipt closing note

Receipt closing note

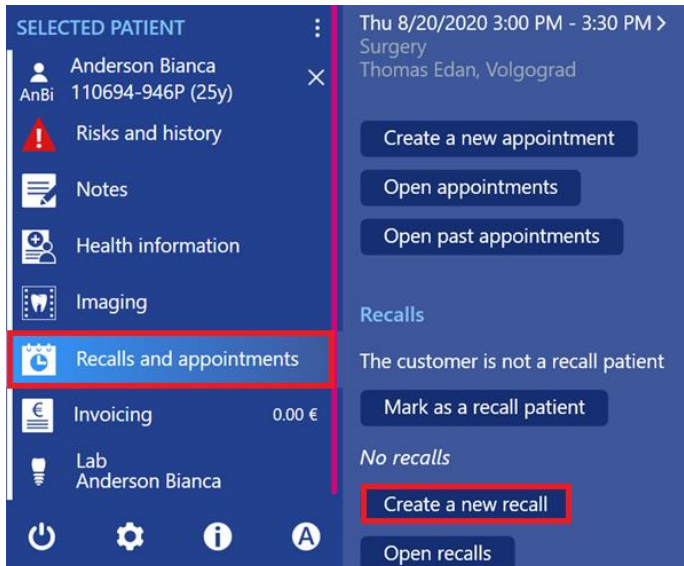
Number of receipts 1

Approve and print ^

Cancel

Adding a recall

A new recall can be created for the patient from the control panel or using the quick entry field (quick entry command rc). Create a recall from the control panel: Select "Recalls and appointments" and "Create a new recall".



Check the recall details, such as the time and frequency. Additional information for the recall can also be entered in the "Additional information" field.

The recall method can be edited from the patient's details, which can be accessed by clicking "Open patient's information".

The screenshot shows the 'Create a new recall' form. The form has the following fields and options:

- Patient: Anderson Bianca
- Clinician: Eugene Powell
- Clinic: Munich
- Time*: 06/2021
- Repeated recall: ☐
- Appointment: No appointment >
- Appointment duration (min...): 30
- Recall class: General
- Preferred contact method: (empty)
- TREATMENT DETAILS
- Appointment reason: Appointment reason
- Additional information: Additional information

At the bottom of the form, there are buttons: 'Save changes', 'Cancel', 'Open the patient's home page', 'Open patient's information' (highlighted in red), and 'Process recall ^'. A 'Show message preview' button is also visible on the right side.

Approve the recall by clicking "Save changes" at the bottom of the view.

TREATMENT DETAILS

Appointment reason

Appointment reason

Q

Additional information

Additional information

Show message preview

Save changes

Cancel

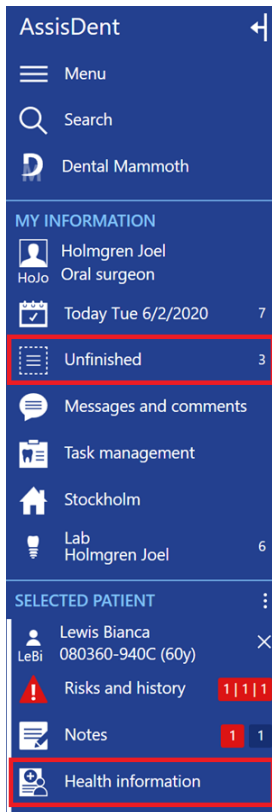
Open the patient's home page

Open patient's information

Process recall ^

Locking a visit

Right-click the "Health information" button on the control panel to access the patient record. (Please note: if the patient card is not open, you can also access unfinished visits and documents via the "Unfinished" button on the control panel).



If desired, you can add additional text to the patient's unfinished visit. Once everything has been entered, lock the visit by clicking the additional functions button at the end of the visit row in the patient record and selecting "Lock (History)".

