

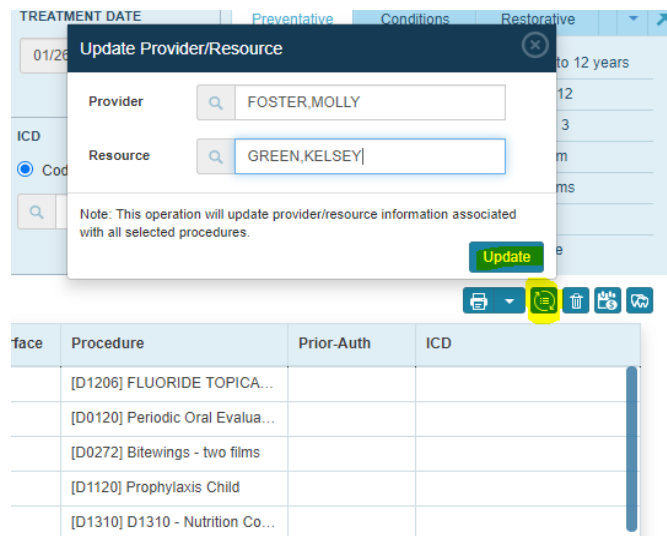
How to Change the Provider on a Group Note

If you accidentally charge out for procedures and complete a group note under the wrong provider, follow the steps below to correct the error with minimal interruption to your workflow. In this example we charged out and started a group note under Dr. Anderson's name, but the patient belongs to Dr. Foster:

<input type="checkbox"/>	-		Provider	Resource	Status	Date
<input type="checkbox"/>			ANDERSON, ...	KGreen, RDH	C	01/26/20...
<input type="checkbox"/>			ANDERSON, ...	KGreen, RDH	C	01/26/20...
<input type="checkbox"/>			ANDERSON, ...	KGreen, RDH	C	01/26/20...
<input type="checkbox"/>			ANDERSON, ...	KGreen, RDH	C	01/26/20...
<input type="checkbox"/>			ANDERSON, ...	KGreen, RDH	C	01/26/20...
<input type="checkbox"/>			ANDERSON, ...	KGreen, RDH	C	01/26/20...
<input type="checkbox"/>	-		ANDERSON, ...	KGreen, RDH	Group N	01/26/20...

Exam type:
Exam completed by:
Caries risk assessment:



Select the procedures you want to swap providers for. Above the listed procedures and below the odontogram click on the button that looks like a list with arrows circling around it. This will allow you to change all the procedure charges at the same time:










Procedure	Prior-Auth	ICD
[D1206] FLUORIDE TOPICA...		
[D0120] Periodic Oral Evalua...		
[D0272] Bitewings - two films		
[D1120] Prophylaxis Child		
[D1310] D1310 - Nutrition Co...		

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This will change the provider and resource for every charge but it will not change which provider is listed on the group note:

PROCEDURE LIST  

<input type="checkbox"/>	-		Provider	Resource	Status	Date
<input type="checkbox"/>			FOSTER, MOL...	GREEN, KELS...	<input type="button" value="C"/>	01/26/20
<input type="checkbox"/>			FOSTER, MOL...	GREEN, KELS...	<input type="button" value="C"/>	01/26/20
<input type="checkbox"/>			FOSTER, MOL...	GREEN, KELS...	<input type="button" value="C"/>	01/26/20
<input type="checkbox"/>			FOSTER, MOL...	GREEN, KELS...	<input type="button" value="C"/>	01/26/20
<input type="checkbox"/>			FOSTER, MOL...	GREEN, KELS...	<input type="button" value="C"/>	01/26/20
<input type="checkbox"/>			FOSTER, MOL...	GREEN, KELS...	<input type="button" value="C"/>	01/26/20
<input type="checkbox"/>	-		ANDERSON, ...	KGreen, RDH	<input type="button" value="Group N"/>	01/26/20

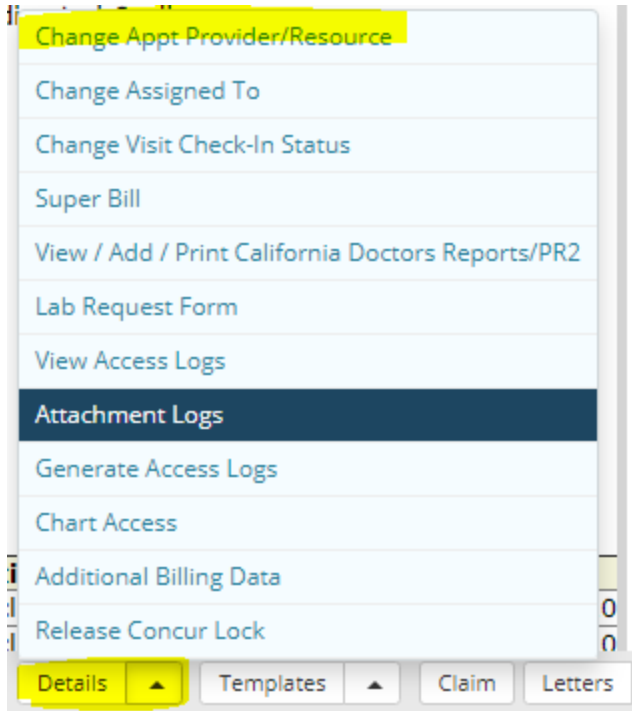
Exam time:

To have the group note reflect the appropriate provider you will need to exit the dental exam window and go to the resource schedule or the progress note to change the provider for the encounter. If you double click on the appointment in the resource schedule you will need to enter the correct provider here:

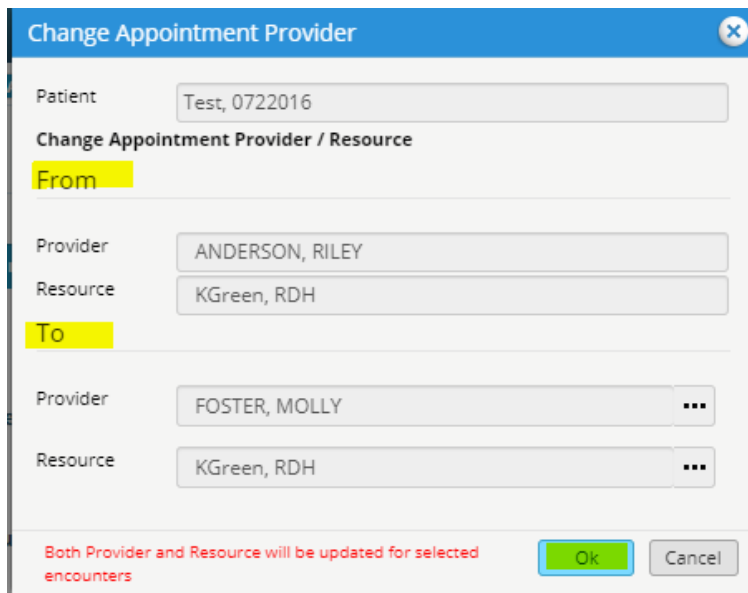
Provider*
 Resource*
 Email Web Enable

To change the provider from the progress note, click on “details” along the bottom of the screen and select “Change Appt Provider/Resource”:

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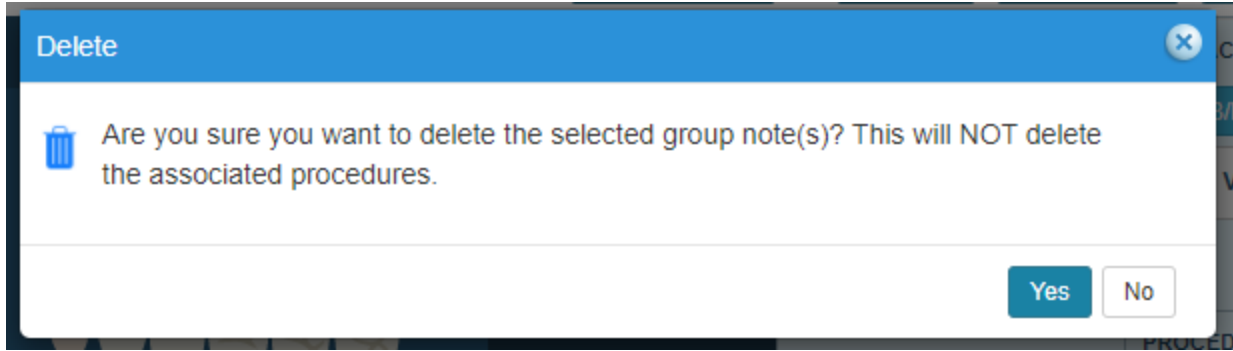


Change the provider from the incorrect one to the appropriate one as demonstrated below:



Once you have the correct provider listed for the encounter go back into the dental exam window. You will select the group note and click on the trash can icon above the procedures/below the odontogram. This will only delete the group note if you only have the group note selected. **If you have already completed your note it is important that you control + C (copy) your note so you can control + V (paste) your note under the correct provider. If you forget this step you will have to redo your note:**

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To prevent this from happening always make sure you have the right provider selected for the encounter.



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