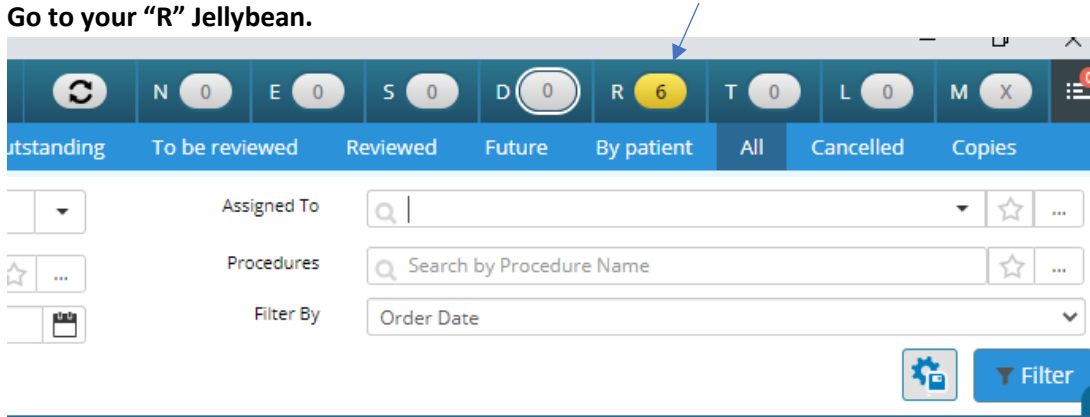
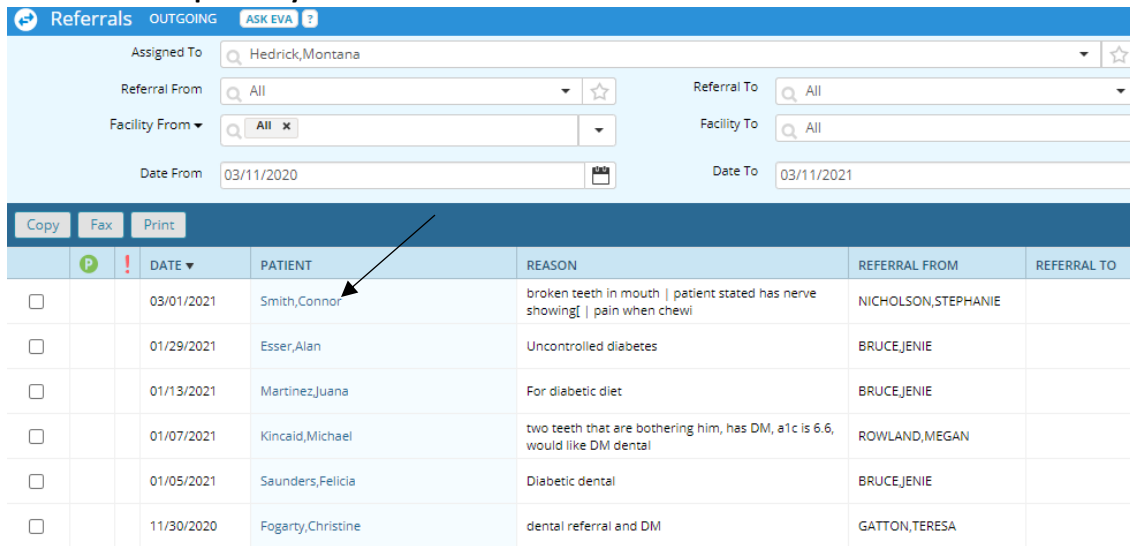


How to send a Dental Referral

1. Go to your “R” Jellybean.



2. Select name of patient you want to send a referral for.



3. Check and make sure the dentist had listed where they are sending the patient in the “Provider” spot. Click on attachments so you can send the providers last progress note.

How to send a Dental Referral

Referral (Outgoing) SMITH, Connor J | Oct 24, 1995 (25 yo M) | Acc No. 40882

Smith, Connor J, 25 Yrs MALE | 10/24/1995 | Yes | Acc#: 40882 | 660-553-1831

From

Provider: NICHOLSON, STEP
 Facility: Katy Trail Com Health S

To

Provider: Kong, Kyong, P
 Specialty: *
 Facility:

Insurance: UNITED HEALT | Pt Ins
 Auth Type: |
 Auth Code: Authorization Code
 Open Cases: | N
 Unit Type: V (VISIT)
 Assigned To: Hedrick, Moni
 Priority: Routine

POS: 11
 Start Date: 03/01/2021
 End Date: 03/01/2022
 Received Date: 03/11/2021
 Referral Date: 03/01/2021
 Appt Date: 03/11/2021 | Time
 Sub Status:

Status: Open Consult Pending Addressed

Diagnosis / Reason | Visit Details | Notes | Structured Data

Reason *

Description
1 broken teeth in mouth
2 patient stated has nerve showing

Diagnosis *

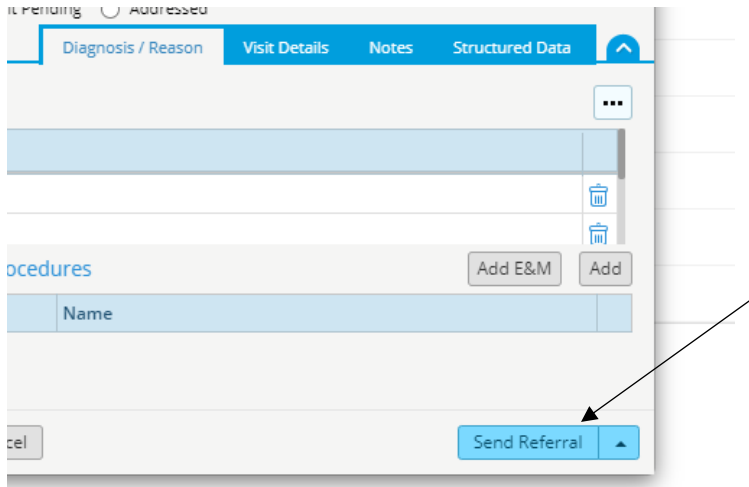
Code	Name
K03.81	Cracked tooth

Procedures

Code	Name
------	------

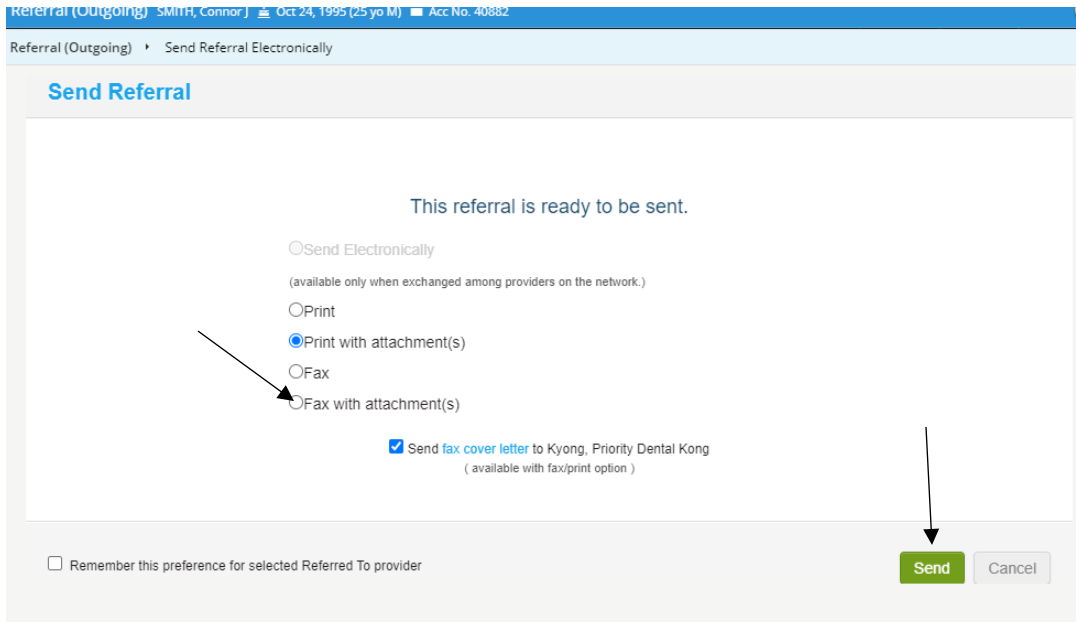
Scan | Attachment (3) | Logs | OK | Cancel | Send Referral

4. Click the "Send Referral" button at the bottom of the screen.

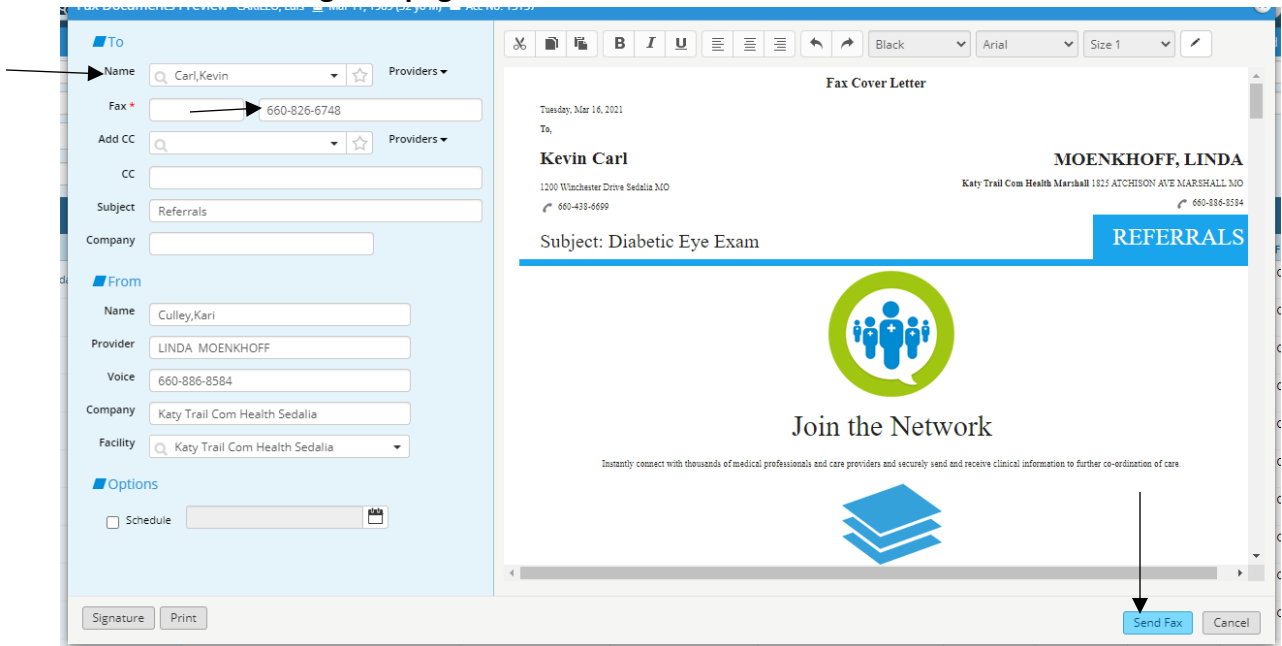


How to send a Dental Referral

5. Select the “fax with attachments” option and then hit send in the bottom right corner.



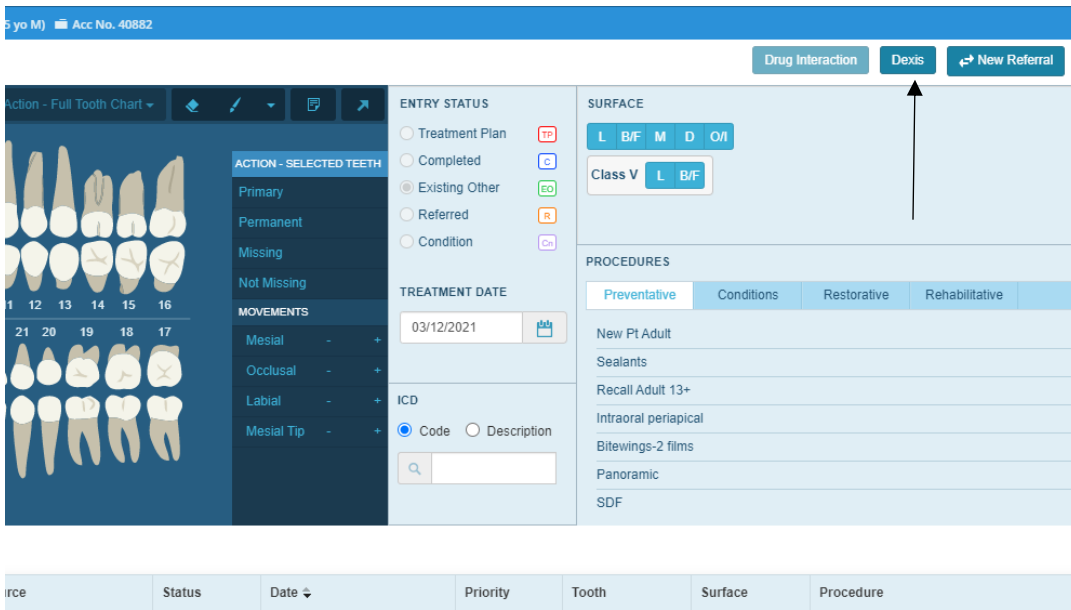
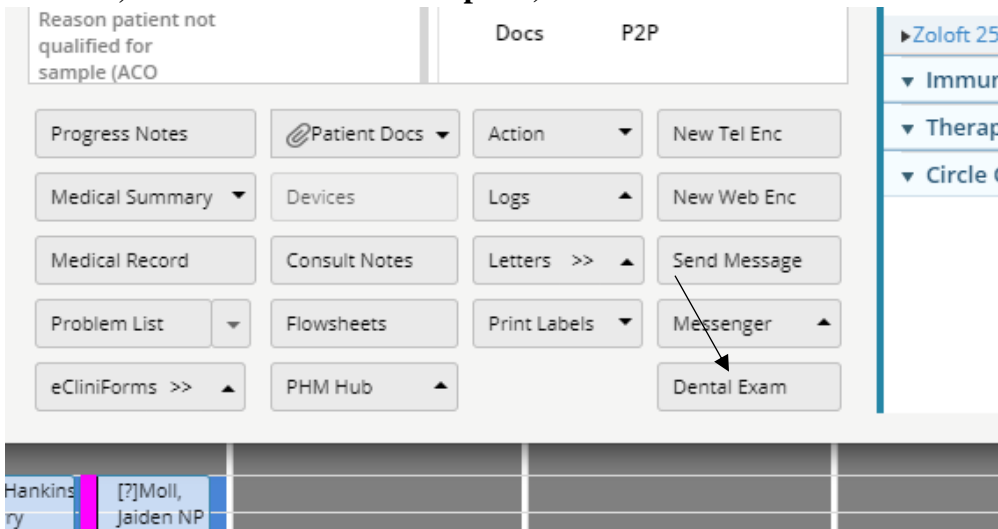
6. Make sure the correct provider’s name and fax number is entered and then press send fax at the bottom right of page.



*When sending a referral to Jordan Valley, there is a separate form you will need to get from the dentist to attach to the referral before sending.

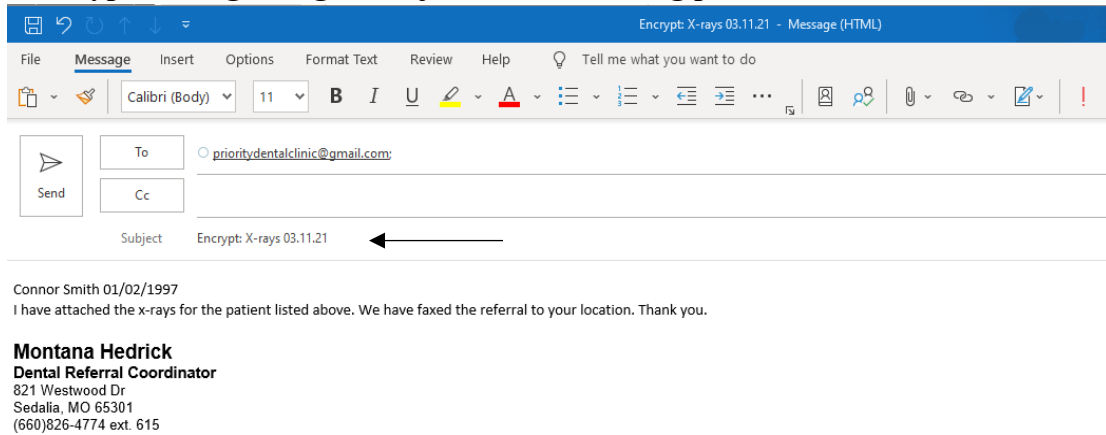
How to send a Dental Referral

- When done faxing go to the note section of the referral and put in who it was faxed to and the fax number and also put in telephone number in case we need to follow up and click on consult pending.
- Next, go into the patients “Dental exam” section of their chart and pull up Dexis to access any x-rays that we have on the patient. (When the Dexis screen pops up it will be small, double click in box to expand).



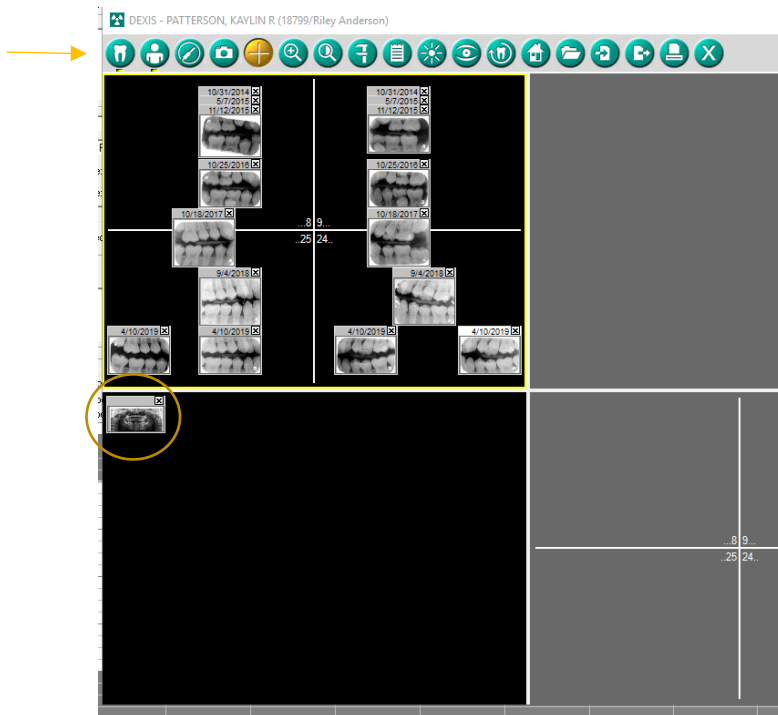
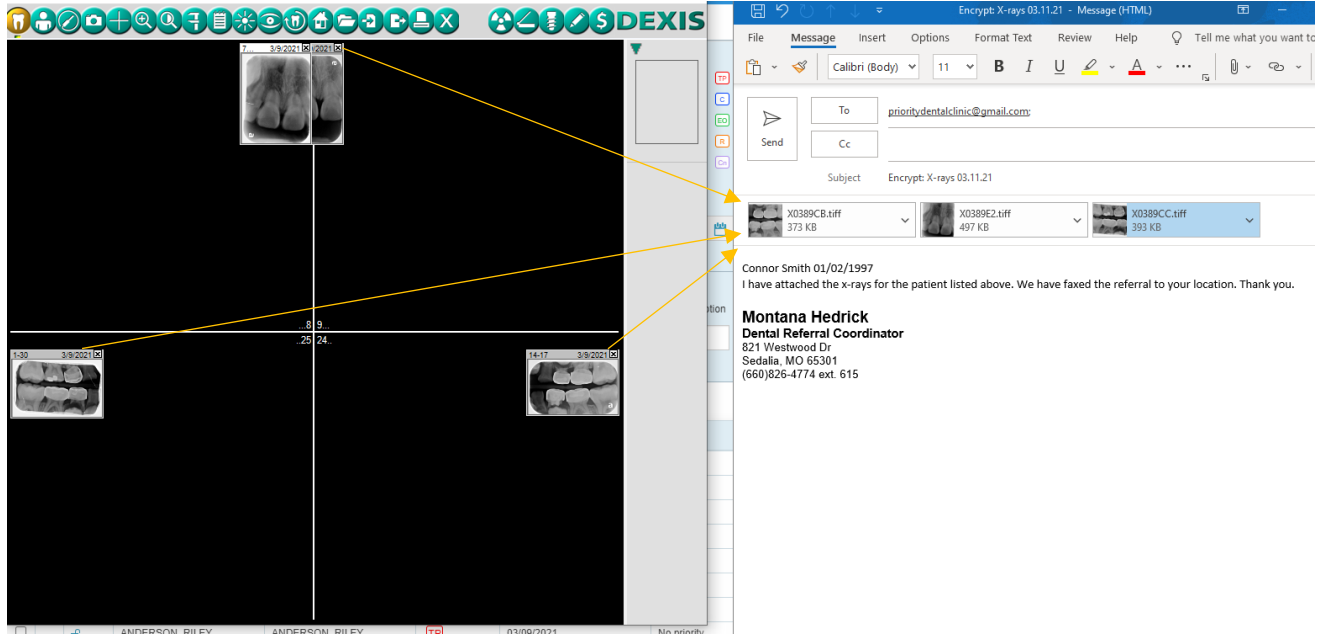
How to send a Dental Referral

9. **13.) Open your email and create a new email. It should look like this. ALWAYS put “Encrypt” at beginning of subject when attaching patient information.**



10. List patients name, date of birth, and description for what you are sending.
11. Pull your Dexis back up and drag the images you want to send by hovering over the grey line on the top of the images and dragging them to your email. (Make sure to hit the tooth to check if the patient has a Pano taken. It will show up in the bottom left corner.)

How to send a Dental Referral



12. Once everything has been sent, if the patient is under 18 you will need to add them to the referral list on the P Drive. You will need to go to Management → Dental → Referrals → List of Patients Referred. (make sure you click on the right referring clinic at the bottom of the screen.)

How to send a Dental Referral

AutoSave Off | List of patients referred | Search

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles

	A	B	C	D	E	F	G
1	Date of referr	Name	Chart #	DOB	Phone #	Treatment co	Notes/ Date
62	9/11/2019	Kase Smith	0000055258	8/15/2016	660-233-3464		Scheduled
63	10/7/2019	Lane Wahn	0000070270	8/8/2017	816-330-5551		Scheduled
64	10/25/2019	Riley Baker	0000069173	12/28/2014	660-223-2605		JVCHC lvm
65	11/6/2019	Jonas Wilcox	0000059023	2/27/2008	660-287-8849		
66	11/12/2019	Jeremy Shady	24322	12/30/2000	573-789-7086		
67	11/12/2019	Tatyana Logvinenko	0000060573	5/22/2002	660-473-5342		
68	11/14/2019	Natalee Gardner	0000053833	5/2/2014	417-719-3515		JVCHC Lvm 2x
69	11/14/2019	Kylee Gardner	0000066270	12/19/2017	417-719-5769		JVCHC Lvm 2x
70	11/3/2019	Hunter Schultz	0000071408	4/21/2015	417-298-6866		Scheduled
71	12/18/2019	Mack Hughes	0000071330	2/9/2018	928-242-5068		Scheduled
72	1/9/2020	Josie Parker	0000062925	4/7/2016	480-758-7445		Scheduled
73	2/17/2020	Ryon Debates	0000059074	6/26/2013	660-525-9113		Scheduled
74	2/17/2020	Christian Debates	0000065659	10/26/2016	660-525-9113		Scheduled
75	2/25/2020	Waylon McCollom	0000062748	5/23/2018	573-569-1057		JVCHC Lvm
76	2/24/2020	Katherine Decker	0000050845	4/25/2014	660-351-5091		
77	2/28/2020	Elizabeth Blount	0000071911	9/12/2016	660-223-8397		Scheduled
78	6/15/2020	Jazzel Gerloff	0000041812	5/29/2014	660-829-2272		JVCHC emailed back stating pt made appt with another
79	10/21/2020	Jalisa Jackson	0000047535	9/16/2014	(660) 238-1121		
80	1/14/2021	Brooklyn Byerly	14725	7/28/2016	(660) 287-7898		
81	3/8/2021	Autumn Farr	20105	4/9/2013	(573) 539-9497		
82	3/10/2021	Taylin Howe	25587	6/21/2013	(660) 473-9797		
83							
84							

Kong | **JVCHC Peds** | Columbia Peds | Valencia | Jordan Valley OR