

Dental Visits Due



Course Overview

Use the **Dental Visits Due** button to access patients waiting to be seen by a dental provider. Complete the workflow to document the visit, record dental findings, plan follow-up care, and close the patient task. This guide also explains how to document when a visit cannot be complete

This guide explains how to follow the workflow, complete required tasks, and document visits.

Use This Guide When

- Managing patients waiting for dental care
- Documenting a dental visit
- Recording findings and planned treatment
- Completing or closing a patient task
- Documenting when a visit cannot be completed

What You'll Be Able to Do

- Access the Dental Visits Due workflow
- Document a dental visit using templates and the graphic chart
- Record findings and planned treatment
- Sign and complete the visit
- Document when a visit cannot be completed

Dental Visits Due



Topics Covered

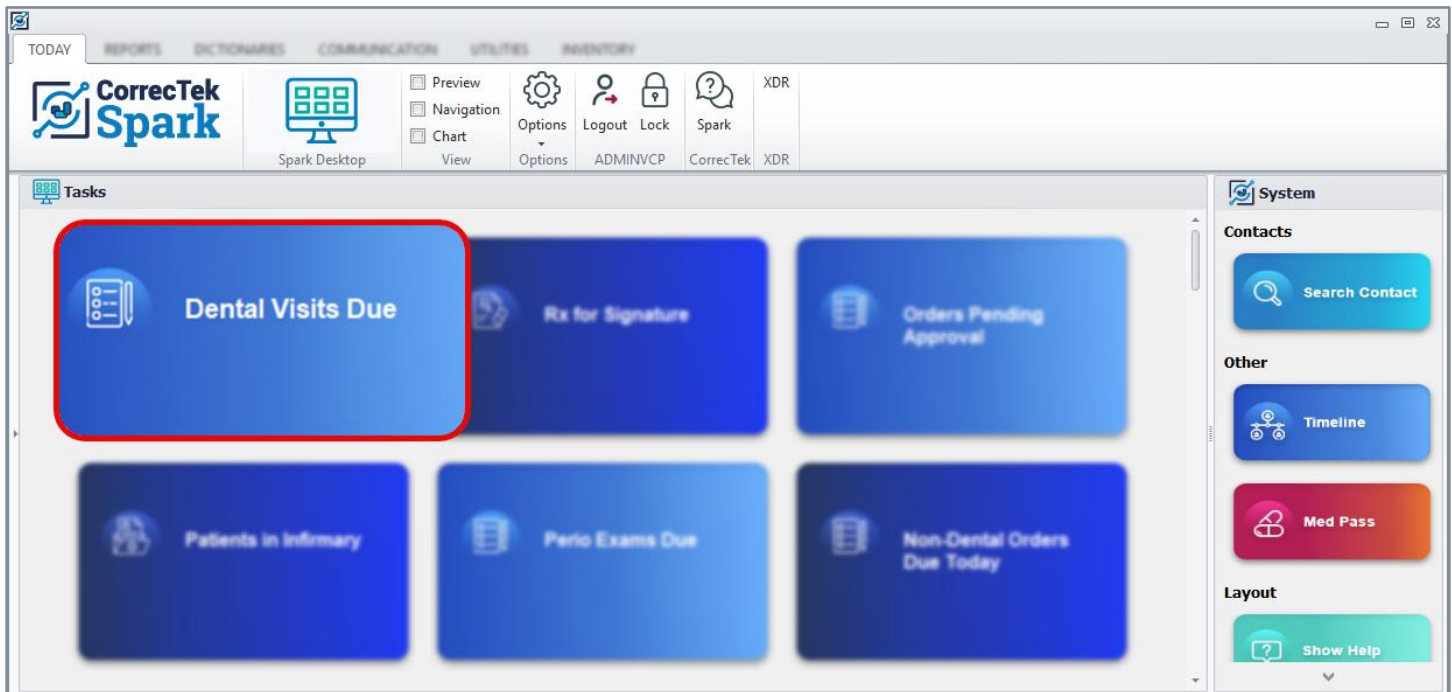
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Dental Visits Due

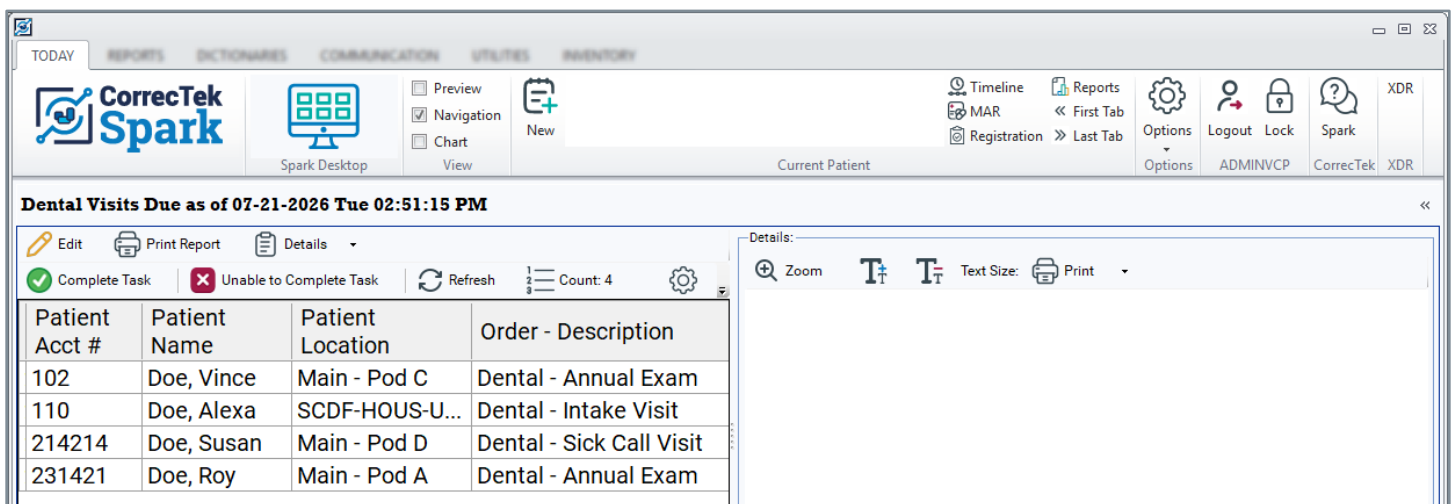


Spark Desktop

From the Spark Desktop, click **Dental Visits Due**.



A list of all patients waiting to be seen by a dental provider opens.

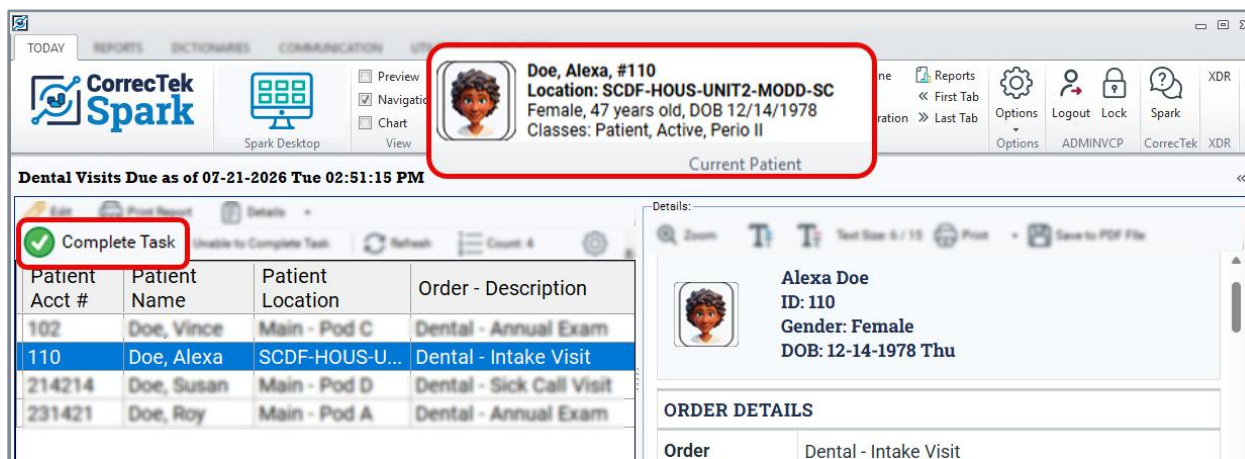


Dental Visits Due

To document the visit, highlight a patient.

Click **Complete Task**.

| Tip: Review the details for visit information.



CorrecTek Spark

Dental Visits Due as of 07-21-2026 Tue 02:51:15 PM

Complete Task

Patient Acct #	Patient Name	Patient Location	Order - Description
102	Doe, Vince	Main - Pod C	Dental - Annual Exam
110	Doe, Alexa	SCDF-HOUS-U...	Dental - Intake Visit
214214	Doe, Susan	Main - Pod D	Dental - Sick Call Visit
231421	Doe, Roy	Main - Pod A	Dental - Annual Exam

Current Patient

Doe, Alexa, #110
 Location: SCDF-HOUS-UNIT2-MODD-SC
 Female, 47 years old, DOB 12/14/1978
 Classes: Patient, Active, Perio II

Alexa Doe
 ID: 110
 Gender: Female
 DOB: 12-14-1978 Thu

ORDER DETAILS

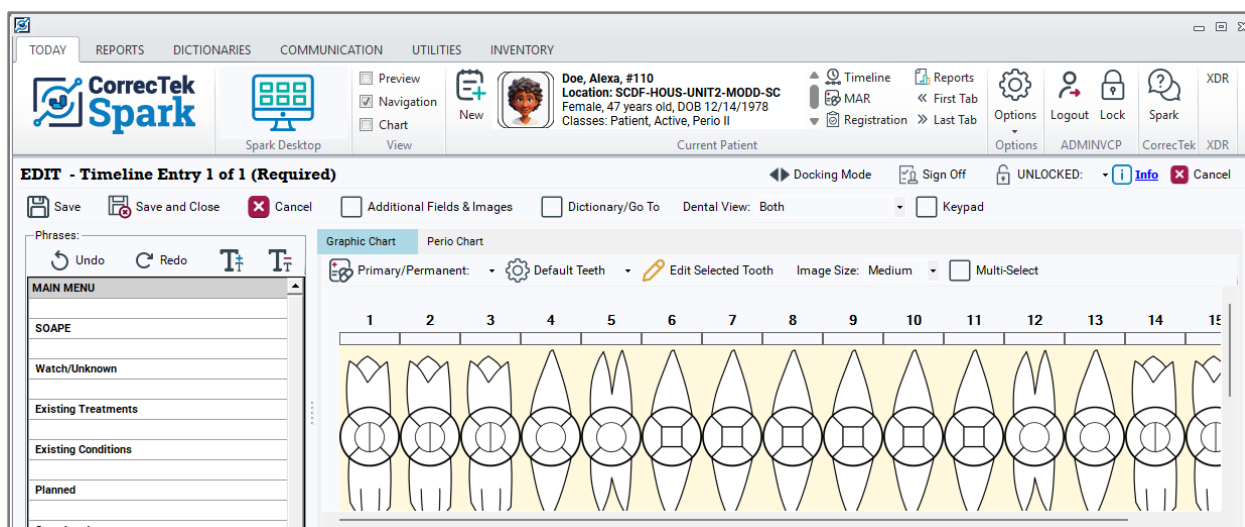
Order: Dental - Intake Visit

| Tip: When a patient appears in the **Current Patient** window, you can access their **MAR**, **Timeline**, **Registration** and **Reports**.

For more information on workflow buttons, see the Workflow Buttons reference.

Document a Visit

The Dental Encounter/Graphic Chart displays.



CorrecTek Spark

EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad

Phrases: Undo Redo T T

Graphic Chart Perio Chart

Primary/Permanent: Default Teeth Edit Selected Tooth Image Size: Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

SOAPE

Watch/Unknown

Existing Treatments

Existing Conditions

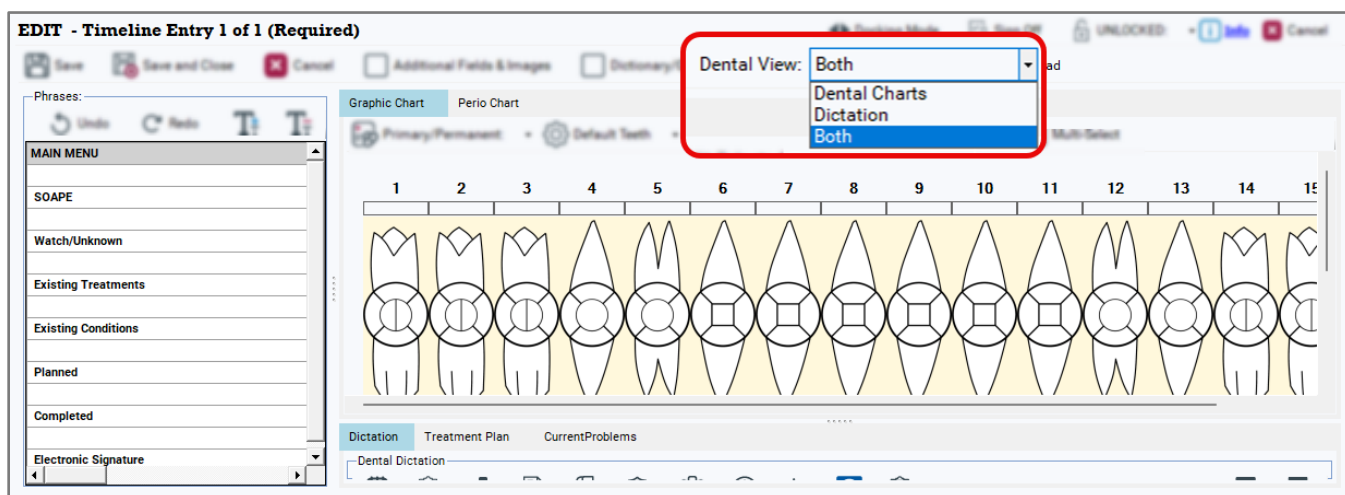
Planned

Completed

Dental Visits Due

Use the Dental View drop-down to change the view:

- **Dental Charts** – Displays the graphic chart for documenting.
- **Dictation** – Contains the **Dictation**, **Treatment Plan**, and **Current Problems** tabs for viewing and documenting information.
- **Both** – Displays both the dictation and Dental Charts.



EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary Dental View: Both

Phrases: Undo Redo T T

MAIN MENU

SOAPE

Watch/Unknown

Existing Treatments

Existing Conditions

Planned

Completed

Electronic Signature

Graphic Chart Perio Chart

Primary/Permanent Default Teeth Multi-Select

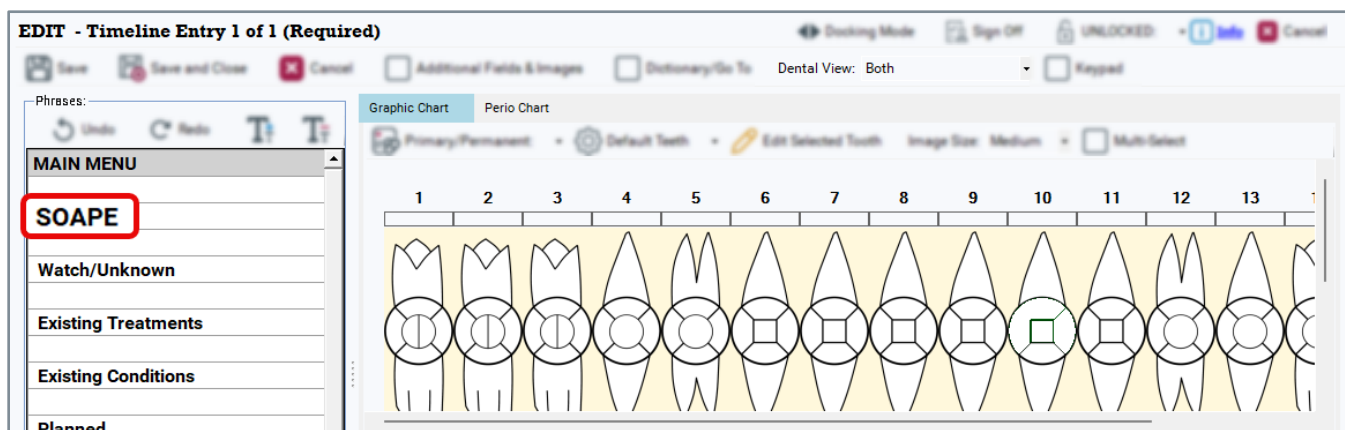
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Dictation Treatment Plan Current Problems

Dental Dictation

SOAPE Note

To document a SOAPE note, select the option from the **Phrases** column.



EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary Dental View: Both Keypad

Phrases: Undo Redo T T

MAIN MENU

SOAPE

Watch/Unknown

Existing Treatments

Existing Conditions

Planned

Graphic Chart Perio Chart

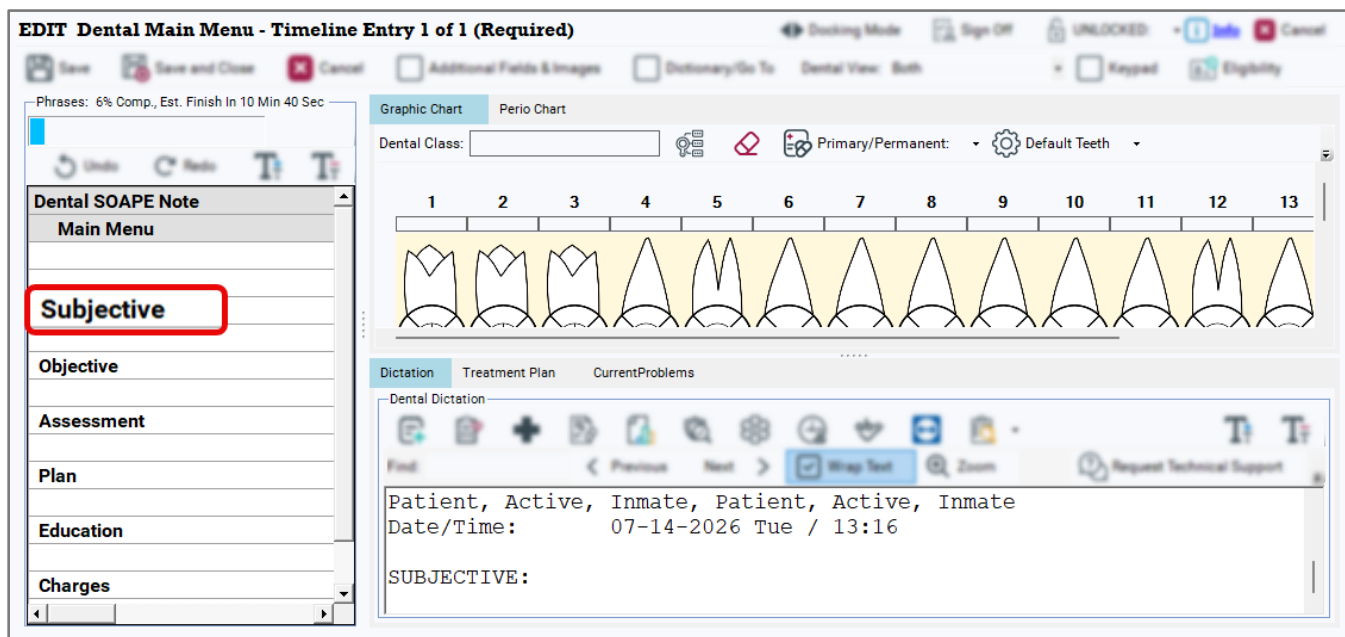
Primary/Permanent Default Teeth Edit Selected Teeth Image Size Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 13

Dental Visits Due

Proceed by selecting an option to begin documentation.

In this example, **Subjective** is selected.



EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 6% Comp., Est. Finish In 10 Min 40 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad Eligibility

Graphic Chart Perio Chart

Dental Class: Primary/Permanent: Default Teeth

1 2 3 4 5 6 7 8 9 10 11 12 13

Dictation Treatment Plan CurrentProblems

Dental Dictation

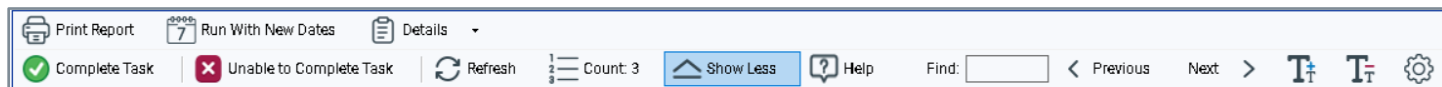
Find < Previous Next > Wrap Text Zoom Request Technical Support

Patient, Active, Inmate, Patient, Active, Inmate
Date/Time: 07-14-2026 Tue / 13:16

SUBJECTIVE:

Each selection adds to the **Dictation**.

For more information, see the



Print Report Run With New Dates Details

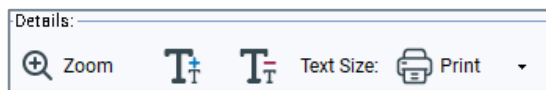
Complete Task Unable to Complete Task Refresh Count: 3 Show Less Help Find: < Previous Next > Text Size

Print Report: Prints the list.

Run With New Dates: Run the report using a different date range.

Details: Opens the details.

Details Buttons



Details:

Zoom Text Size: Print

Zoom: Opens the details in a new window.

Dental Visits Due

T+: Increases the font size.

T-: Decreases the font size.

Print: Opens print options.

Complete Task: Opens the selected visit to be completed.

Unable to Complete Task: Marks the selected visit as not being completed.

Refresh: Refreshes the list and removes completed items.

Show Less/More: Displays or hides additional buttons.

Help: Opens a help document.

Find: Searches the list for a keyword.

Previous: Finds the previous matching keyword.

Next: Finds the next matching keyword.

T+: Increases the font size.

T-: Decreases the font size.

Grid Options: Adjusts column size and word wrap.

Return to Document a Visit.

Templates and [Return to](#) Document a Visit.

Phrases Column references.

Dental Visits Due

EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 4% Comp., Est. Finish In 20 Min 0 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad Eligibility

Graphic Chart Perio Chart

Dental Class: Primary/Permanent: Default Teeth

1 2 3 4 5 6 7 8 9 10 11 12 13

Dictation Treatment Plan CurrentProblems

Dental Dictation

Patient, Active, Inmate, Patient, Active, Inmate
Date/Time: 07-14-2026 Tue / 13:16

SUBJECTIVE:

Undo Redo T T

Dental Exam - Subjective Menu
Select the phrase to document the subjective portion of note.

Chief Complaint...
Work Done Since Last Exam...
Previous Treatment...
Wisdom Teeth...
Temperature Sensitivity...
Mastication Sensitivity...
Pain...
Swelling...

Onto Objective
Return to Main Menu

For more information on this section, see Return to Document a Visit.

Dictation Column.

Select all options to document the subjective.

Use the **Onto** and **Return to** options as the bottom to navigate, as necessary.

EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 21% Comp., Est. Finish In 12 Min 15 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad Eligibility

Graphic Chart Perio Chart

Dental Class: Primary/Permanent: Default Teeth

1 2 3 4 5 6 7 8 9 10 11 12 13

Dictation Treatment Plan CurrentProblems

Dental Dictation

Pain:
YES - located at Lower Left Posterior.
Intensity of Pain: 6/10
ling:
YES - located

Find < Previous Next > Wrap Text Zoom Request Technical Support

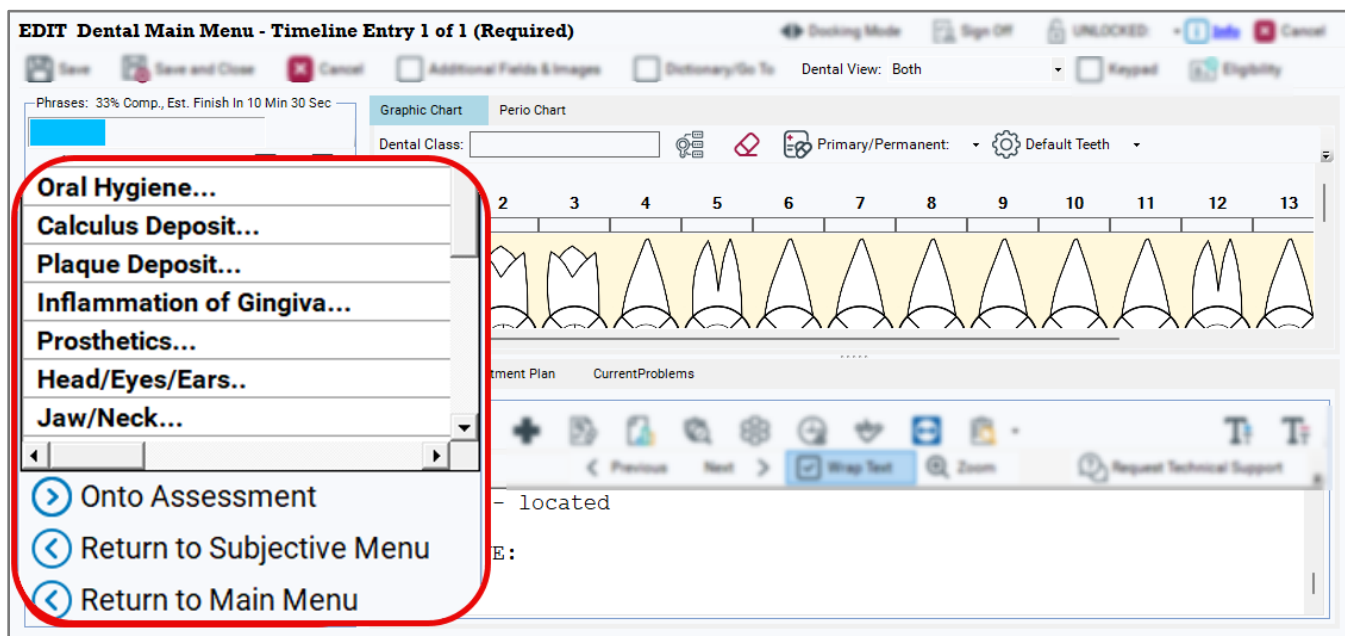
Onto Difficulty Breathing
Return to Subjective Menu

Dental Exam - Location of Swelling
Where is swelling located?
Select to document.

Maxillary Anterior
Mandibular Anterior
Upper Left Posterior
Upper Right Posterior
Lower Left Posterior
Lower Right Posterior

Dental Visits Due

Continue documenting the visit by selecting items on the left.



EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 33% Comp., Est. Finish In 10 Min 30 Sec

Graphic Chart Perio Chart

Dental Class: Primary/Permanent: Default Teeth

Oral Hygiene...
Calculus Deposit...
Plaque Deposit...
Inflammation of Gingiva...
Prosthetics...
Head/Eyes/Ears...
Jaw/Neck...
> Onto Assessment
< Return to Subjective Menu
< Return to Main Menu

2 3 4 5 6 7 8 9 10 11 12 13

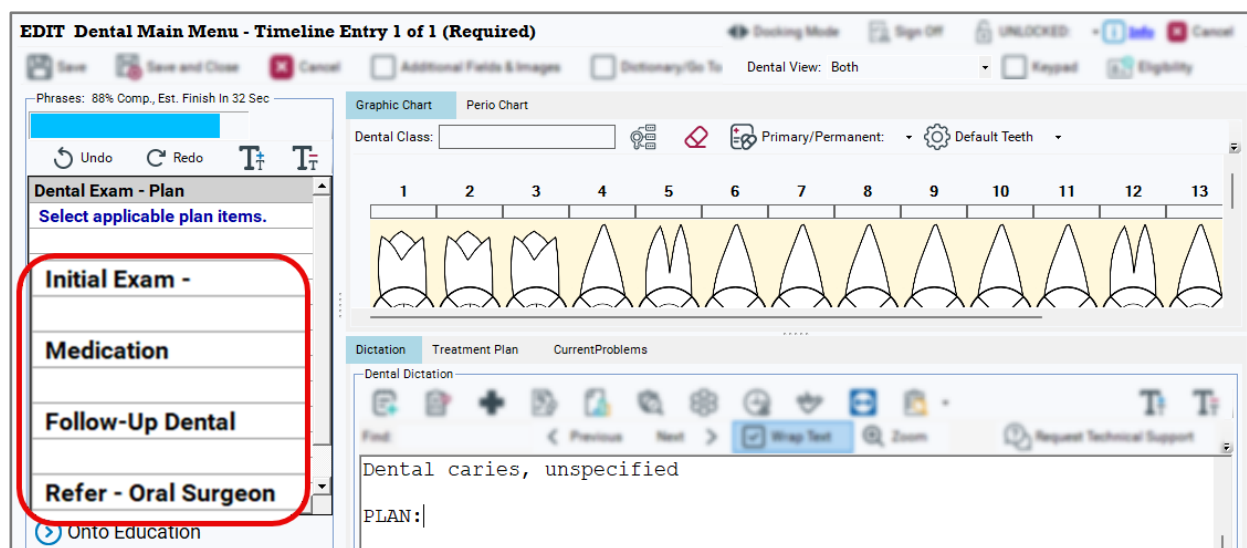
located

E:

Initiate Follow-Up Care

Based on the visit, some template selections can initiate orders or prescriptions for follow-up care.

Select the appropriate prompt to begin the process.



EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 88% Comp., Est. Finish In 32 Sec

Undo Redo T T

Dental Exam - Plan
Select applicable plan items.

Initial Exam -
Medication
Follow-Up Dental
Refer - Oral Surgeon
> Onto Education

1 2 3 4 5 6 7 8 9 10 11 12 13

Dental Dictation

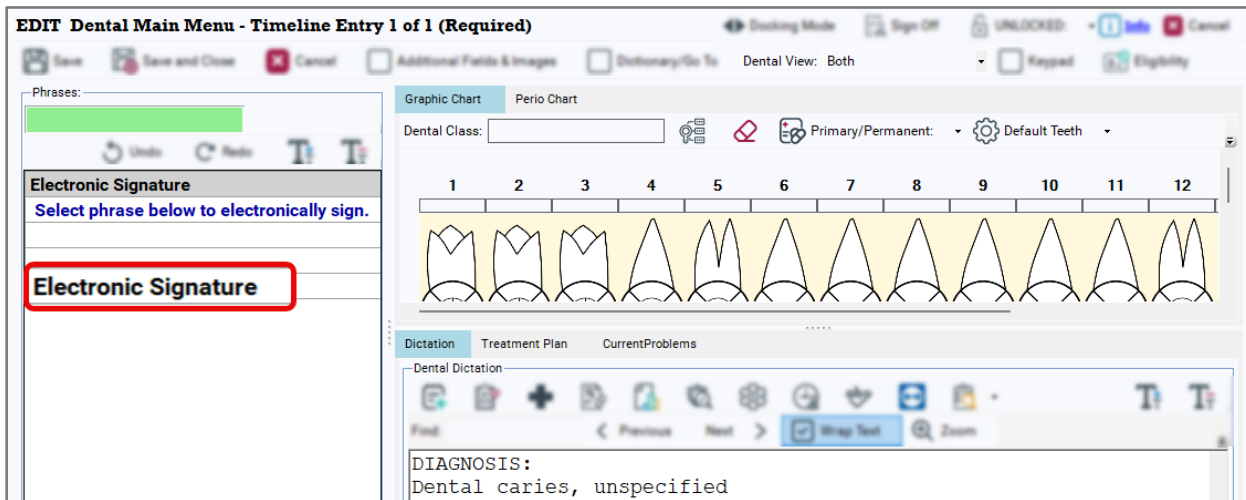
Dental caries, unspecified

PLAN:

Dental Visits Due

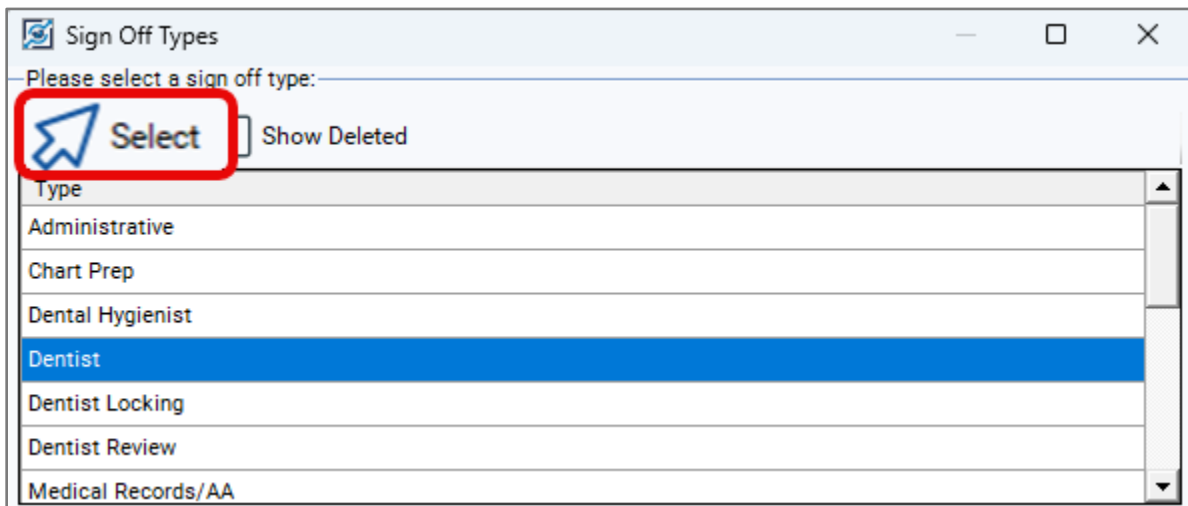
Sign the Dictation

Click **Electronic Signature**.



The screenshot shows the 'EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)' window. On the left, under 'Phrases:', there is a list of phrases. The 'Electronic Signature' phrase is highlighted with a red box. Below it, there is a text area for the signature. On the right, there is a 'Graphic Chart' and a 'Perio Chart'. The 'Graphic Chart' shows a dental arch with teeth numbered 1 to 12. The 'Perio Chart' shows a dental arch with teeth numbered 1 to 12. Below the charts, there is a 'Dental Dictation' section with a text area containing the text 'DIAGNOSIS: Dental caries, unspecified'.

Select the signature type, then click **Select**.

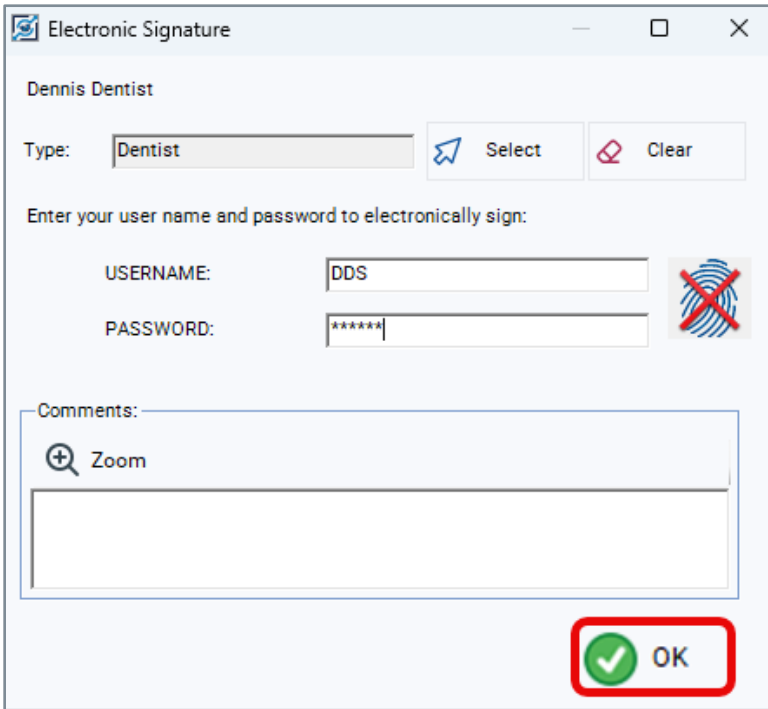


The screenshot shows the 'Sign Off Types' window. At the top, there is a prompt 'Please select a sign off type:'. Below this, there is a list of sign off types. The 'Select' button is highlighted with a red box. The 'Dentist' option is selected in the list. Other options include Administrative, Chart Prep, Dental Hygienist, Dentist Locking, Dentist Review, and Medical Records/AA.

| Tip: Sign off types that include 'locking' prevent further changes to the dictation.

Enter your **Spark password**, then click **OK**.

Dental Visits Due



Electronic Signature

Dennis Dentist

Type:  Select  Clear

Enter your user name and password to electronically sign:

USERNAME: 

PASSWORD:

Comments:  Zoom

 OK

Graphic Chart

To document using the graphic chart, click a **tooth**.

With the tooth selected, select the applicable option from the Main Menu.

In this example, **Existing Treatments** is selected.

Dental Visits Due

EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad

Phrases: Undo Redo T₊ T₋

MAIN MENU

- SOAPE
- Watch/Unknown
- Existing Treatments**
- Existing Conditions
- Planned
- Completed
- Electronic Signature

Graphic Chart Perio Chart

Primary/Permanent Default Teeth Edit Selected Teeth Image Size: Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 13

Diagram showing tooth charts (1-13) with a highlighted tooth (10) and a selection box.

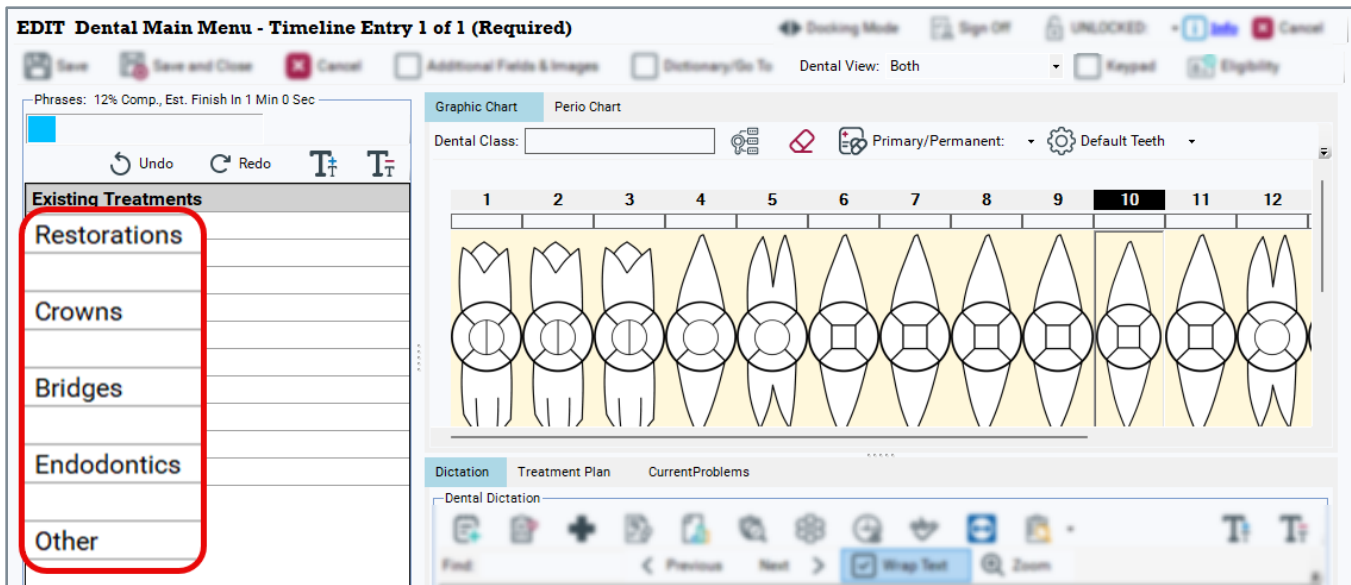
Dictation Treatment Plan CurrentProblems

Find < Previous Next > Wrap Text Zoom AUTO SAVE OFF

Tip: To make the tooth images larger or smaller, use the **Image Size** drop-down.

Select the type of existing treatment.

Dental Visits Due



EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 12% Comp., Est. Finish In 1 Min 0 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad Eligibility

Undo Redo T T

Existing Treatments

- Restorations
- Crowns
- Bridges
- Endodontics
- Other

Graphic Chart Perio Chart

Dental Class: Primary/Permanent: Default Teeth

1 2 3 4 5 6 7 8 9 10 11 12

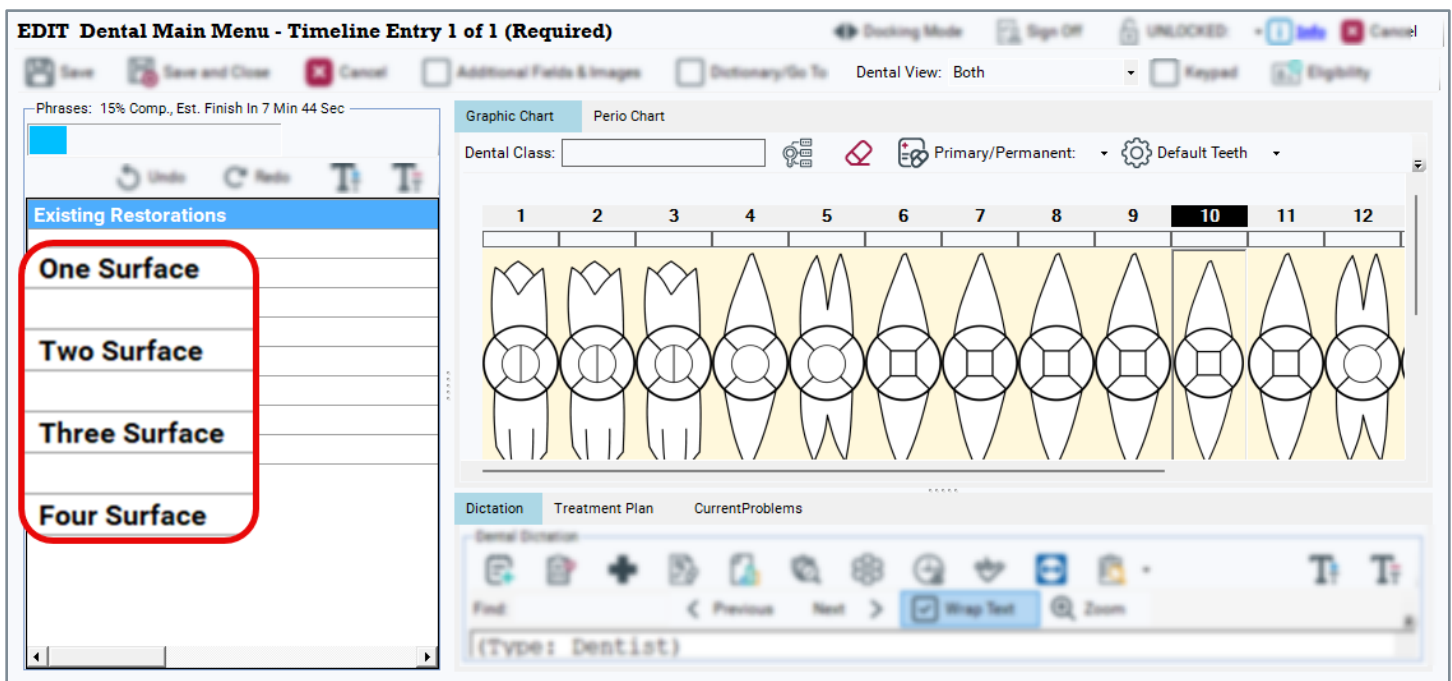
Dictation Treatment Plan CurrentProblems

Dental Dictation

Find < Previous Next > Wrap Text Zoom

As selections are made, more options are presented based on the tooth selected.

Continue making the appropriate selections.



EDIT Dental Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 15% Comp., Est. Finish In 7 Min 44 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad Eligibility

Undo Redo T T

Existing Restorations

- One Surface
- Two Surface
- Three Surface
- Four Surface

Graphic Chart Perio Chart

Dental Class: Primary/Permanent: Default Teeth

1 2 3 4 5 6 7 8 9 10 11 12

Dictation Treatment Plan CurrentProblems

Dental Dictation

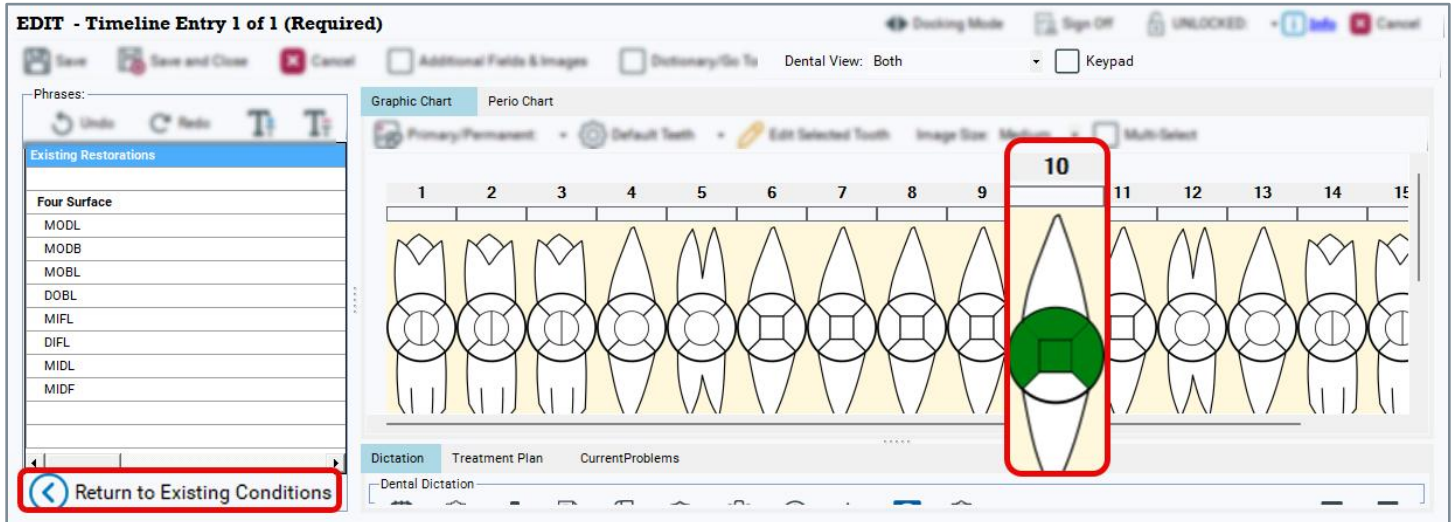
Find < Previous Next > Wrap Text Zoom

(Type: Dentist)

Once all selections are made, the tooth image updates to reflect the documentation.

Dental Visits Due

Use the **Return to** option to navigate and document more items.



EDIT - Timeline Entry 1 of 1 (Required)

Phrases: [Undo] [Redo] [T] [T]

Existing Restorations

- Four Surface
- MODL
- MODB
- MOBL
- DOBL
- MIFL
- DIFL
- MIDL
- MIDF

Return to Existing Conditions

Graphic Chart Perio Chart

Primary/Permanent: [Default Teeth] Edit Selected Teeth Image Size: Medium Multi-Select

Dental View: Both Keypad

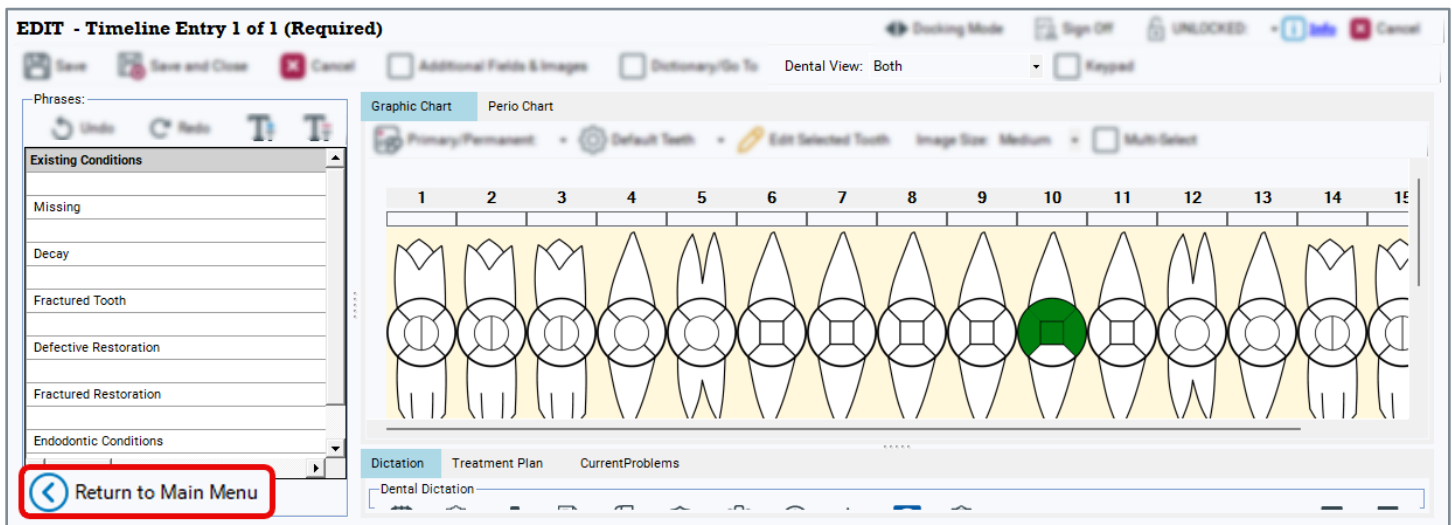
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

10

Dictation Treatment Plan CurrentProblems

Dental Dictation

When all findings have been documented within a category (e.g.; Existing Conditions), click **Return to Main Menu**.



EDIT - Timeline Entry 1 of 1 (Required)

Phrases: [Undo] [Redo] [T] [T]

Existing Conditions

- Missing
- Decay
- Fractured Tooth
- Defective Restoration
- Fractured Restoration
- Endodontic Conditions

Return to Main Menu

Graphic Chart Perio Chart

Primary/Permanent: [Default Teeth] Edit Selected Teeth Image Size: Medium Multi-Select

Dental View: Both Keypad

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

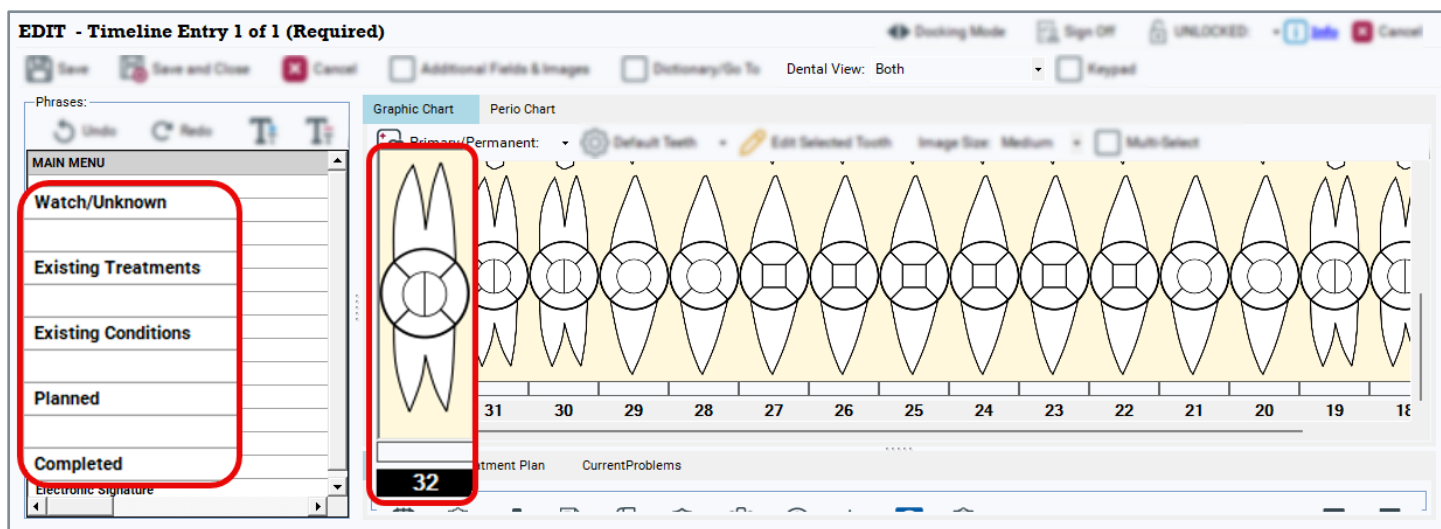
10

Dictation Treatment Plan CurrentProblems

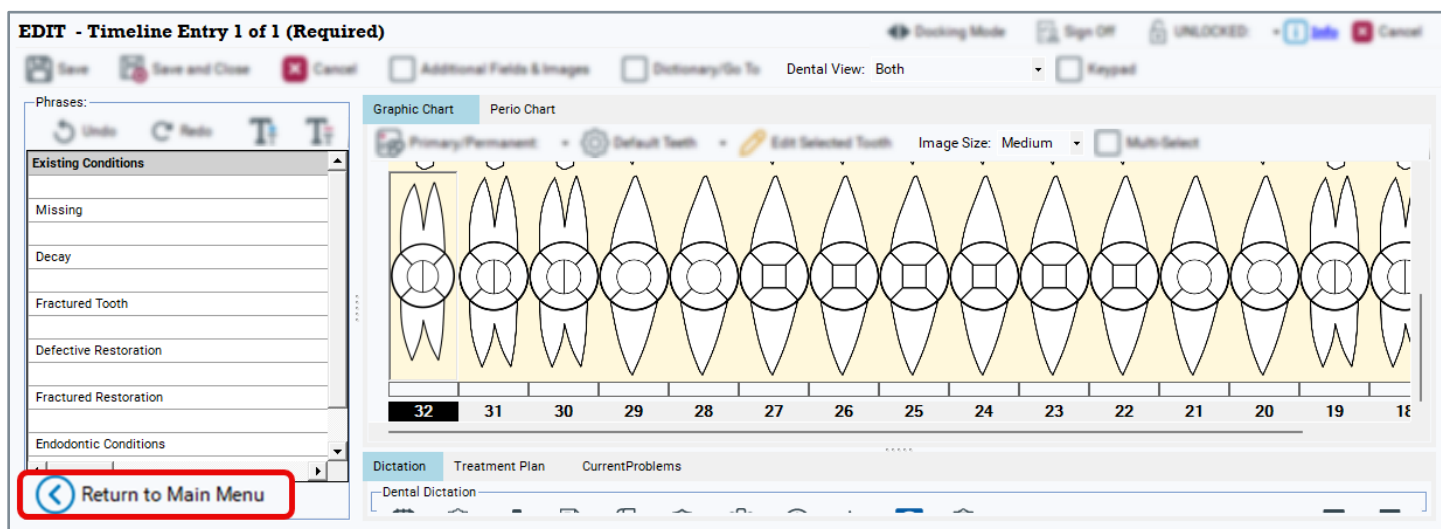
Dental Dictation

To document another finding, click a tooth then select the desired option from the menu.

Dental Visits Due



After selecting an option, the menu updates to reflect available choices.

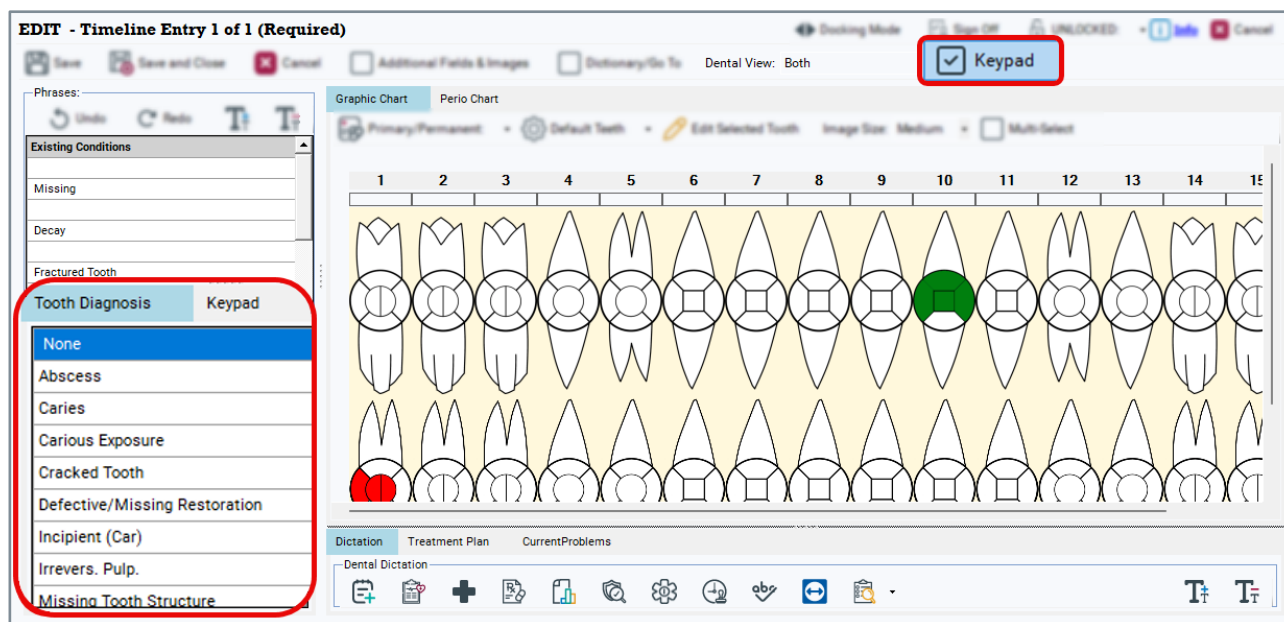


Continue navigating the template to document findings.

Adding a Diagnosis

To add a diagnosis to a tooth while documenting,

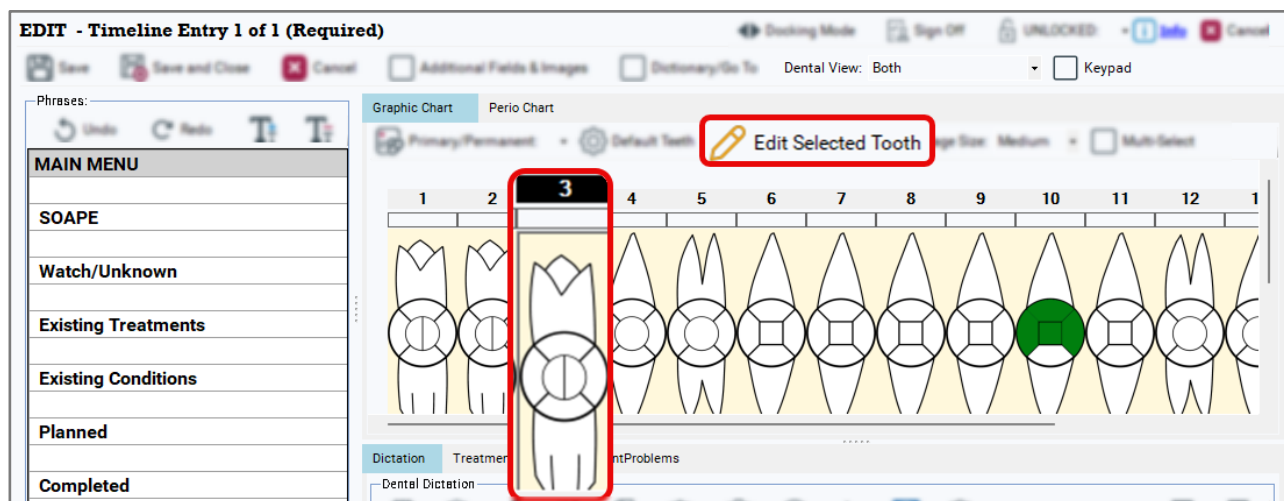
Dental Visits Due



Free Form Image

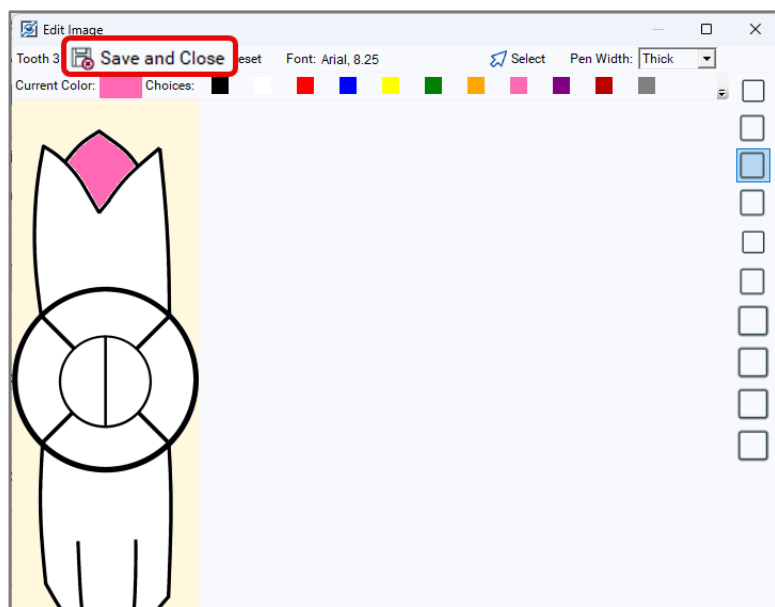
If an image is not available, users may free form an image.

Select a tooth then click **Edit Selected Tooth**.

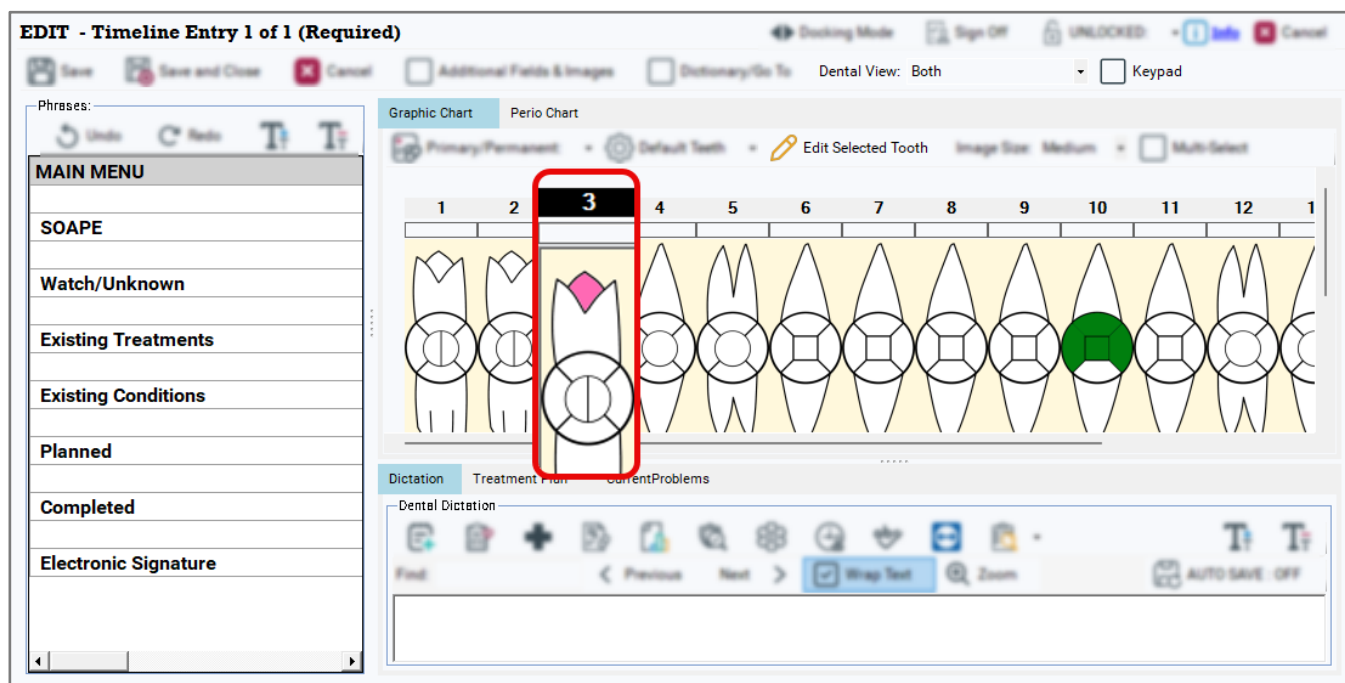


The tooth image opens. Alter the image as needed then click **Save and Close**.

Dental Visits Due



Changes are reflected in the chart.



Planning for Multiple Teeth

To plan for multiple teeth, click **Planned**.

Dental Visits Due

EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad

Phrases: Undo Redo T T

MAIN MENU

- SOAP
- Watch/Unknown
- Existing Treatments
- Existing Conditions
- Planned**
- Completed

Graphic Chart Perio Chart

Primary/Permanent Default Teeth Edit Selected Tooth Image Size: Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 1

1 2 3 4 5 6 7 8 9 10 11 12 1

Dictation Treatment Plan CurrentProblems

Dental Dictation

Select the planned item from the list (e.g.; Exams and X-rays).

EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad

Phrases: Undo Redo T T

Planned

- Restorations
- Crowns
- Endodontics
- Presthodontics, Removable
- Exams and X-rays**
- Extraction/Oral Surgery
- Other

Return to Main Menu

Graphic Chart Perio Chart

Primary/Permanent Default Teeth Edit Selected Tooth Image Size: Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 1

1 2 3 4 5 6 7 8 9 10 11 12 1

Dictation Treatment Plan CurrentProblems

Dental Dictation

Find < Previous Next > Wrap Text Zoom AUTO SAVE OFF

Select the item. In this example, **1 Bitewing X-ray** is selected.

Dental Visits Due

EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad

Phrases:

Planned Exam and X-rays

- Periodic Oral Examination
- Limited Oral Evaluation Problem Focus
- Comprehensive Oral Evaluation
- Re-Evaluation Limited Problem Focus
- Chart Review
- Intraoral Full Mouth X-ray (including)
- Intraoral 1PA Film
- Additional PA X-Ray
- 1 Bitewing X-ray**
- 2 Bitewing X-ray
- 4 Bitewing X-ray

Graphic Chart Perio Chart

Primary/Permanent: Default Teeth Edit Selected Teeth Image Size: Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 1

Dictation Treatment Plan Current Problems

Dental Dictation

Planned items populate in the Dental Dictation.

EDIT - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Dental View: Both Keypad

Phrases:

Planned Exam and X-rays

- Periodic Oral Examination
- Limited Oral Evaluation Problem Focus
- Comprehensive Oral Evaluation
- Re-Evaluation Limited Problem Focus
- Chart Review
- Intraoral Full Mouth X-ray (including)
- Intraoral 1PA Film
- Additional PA X-Ray
- 1 Bitewing X-ray
- 2 Bitewing X-ray
- 4 Bitewing X-ray
- Panoramic X-ray

Graphic Chart Perio Chart

Primary/Permanent: Default Teeth Edit Selected Teeth Image Size: Medium Multi-Select

1 2 3 4 5 6 7 8 9 10 11 12 1

Dictation Treatment Plan Current Problems

Dental Dictation

PLAN:

Planned 1 Bitewing X-ray

Wrap Text Zoom AUTO SAVE: OFF

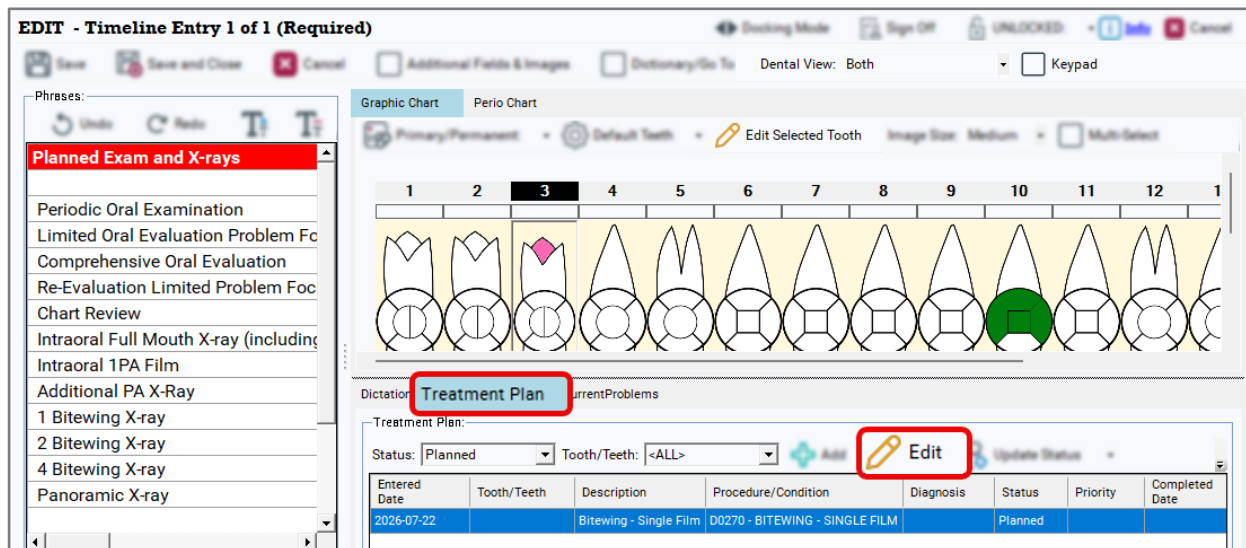
For more information, please see [Graphic Chart](#) reference.

Dental Visits Due

Add Comments to Planned Treatments

To add comments to planned treatments, select the **Treatment Plan** tab.

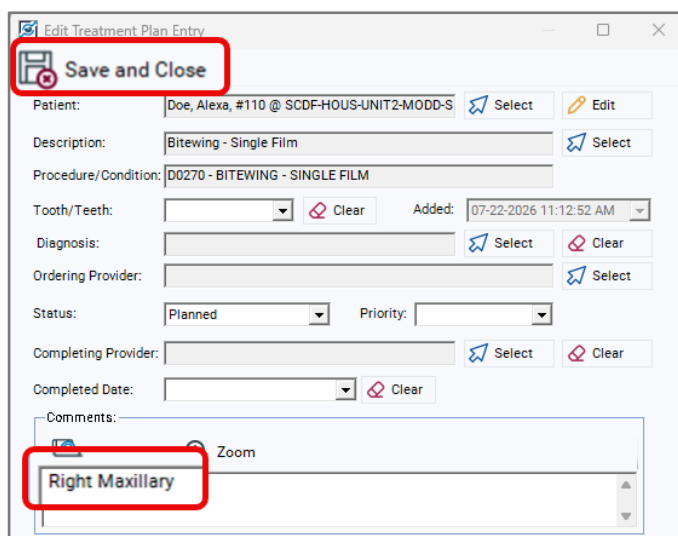
Highlight a treatment then click **Edit**.



Entered Date	Tooth/Teeth	Description	Procedure/Condition	Diagnosis	Status	Priority	Completed Date
2026-07-22	<ALL>	Bitewing - Single Film	D0270 - BITEWING - SINGLE FILM		Planned		

For more information, see the [Treatment Plan](#) reference.

Enter comments then click **Save and Close**.



Patient: Doe, Alexa, #110 @ SCDF-HOUS-UNIT2-MODD-S

Description: Bitewing - Single Film

Procedure/Condition: D0270 - BITEWING - SINGLE FILM

Tooth/Teeth: [Dropdown] Added: 07-22-2026 11:12:52 AM

Diagnosis: [Dropdown]

Ordering Provider: [Dropdown]

Status: Planned Priority: [Dropdown]

Completing Provider: [Dropdown]

Completed Date: [Dropdown]

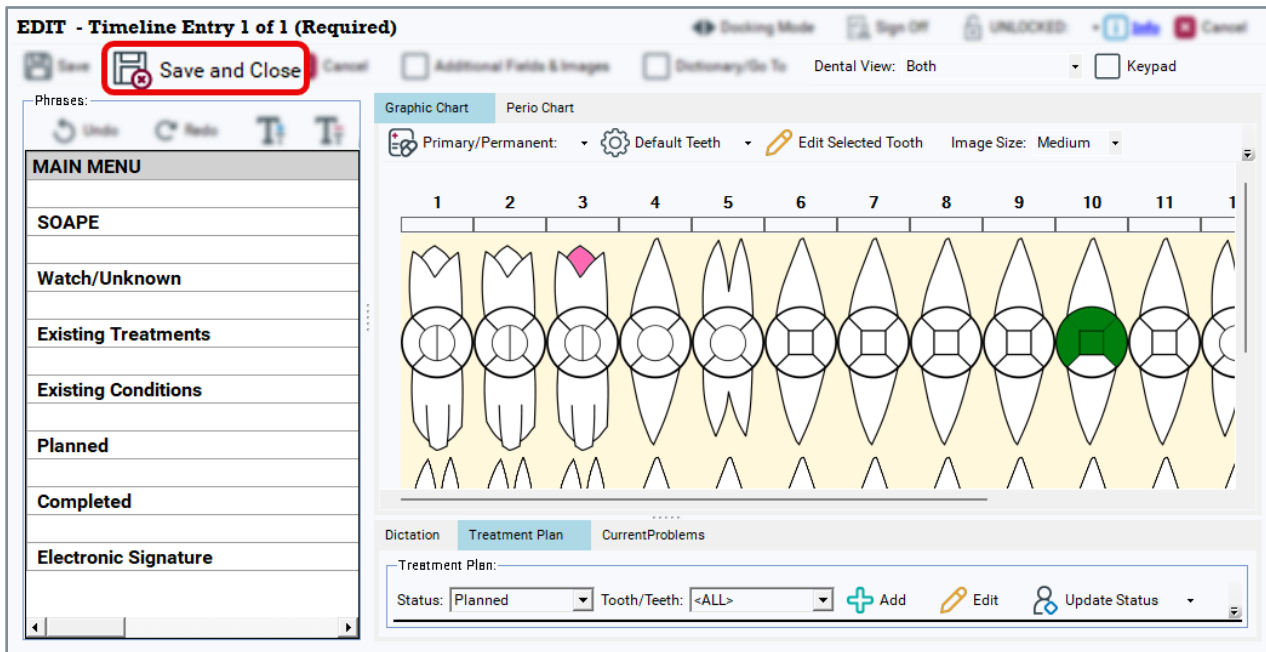
Comments: Right Maxillary

| Tip: A diagnosis and priority may be assigned from this screen.

Dental Visits Due

Complete the Visit

Click **Save and Close** to finish the visit.



EDIT - Timeline Entry 1 of 1 (Required)

Buttons: Save, **Save and Close**, Cancel, Additional Fields & Images, Dictionary/Go To, Dental View: Both, Keypad

Phrases: Undo, Redo, T, T

MAIN MENU

- SOAP
- Watch/Unknown
- Existing Treatments
- Existing Conditions
- Planned
- Completed
- Electronic Signature

Graphic Chart | Perio Chart

Primary/Permanent: Default Teeth Edit Selected Tooth Image Size: Medium

Teeth: 1 2 3 4 5 6 7 8 9 10 11 12

Dictation | **Treatment Plan** | CurrentProblems

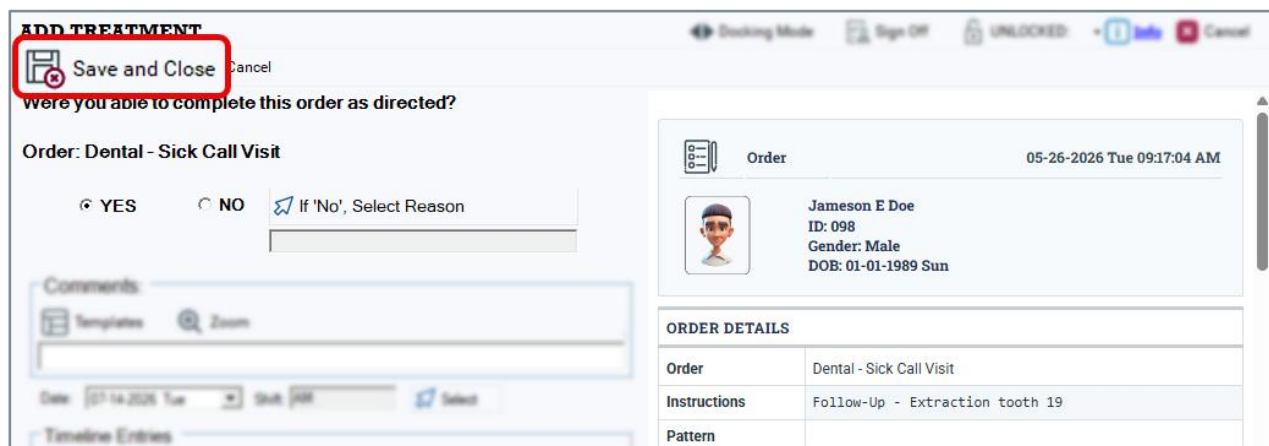
Treatment Plan:

Status: Planned Tooth/Teeth: <ALL> Add Edit Update Status

Add Treatment

The Add Treatment dialog box confirms the user was able to complete the item as expected.

Click **Save and Close** to return to the **Dental Visits Due** list.



ADD TREATMENT

Buttons: **Save and Close**, Cancel

were you able to complete this order as directed?

Order: Dental - Sick Call Visit

☒ YES ☐ NO If 'No', Select Reason

Comments: Templates Zoom

Date: 07-14-2025 Tue Shift: PM Select

Timeline Entries

Order: 05-26-2026 Tue 09:17:04 AM

Jameson E Doe
ID: 098
Gender: Male
DOB: 01-01-1989 Sun

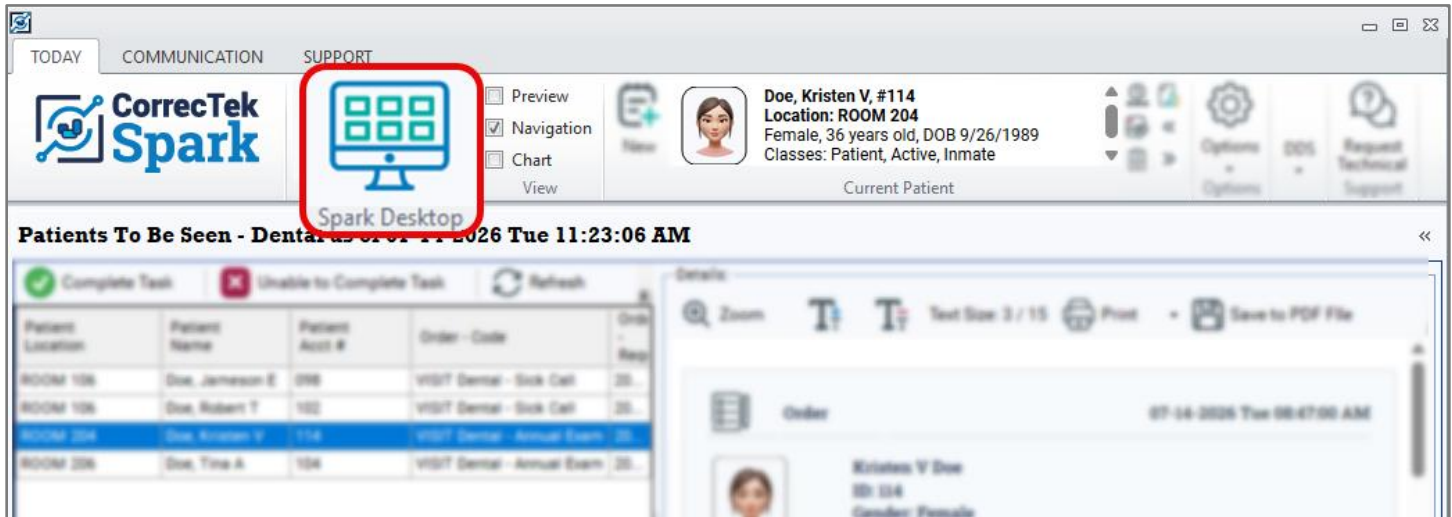
ORDER DETAILS

Order	Dental - Sick Call Visit
Instructions	Follow-Up - Extraction tooth 19
Pattern	

Dental Visits Due

Returning to Desktop

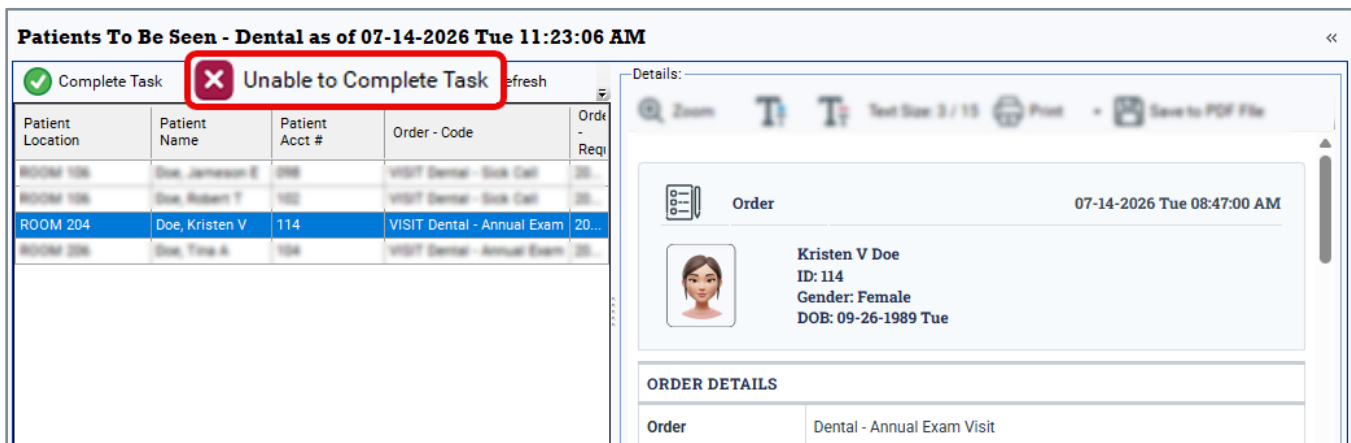
Click **Spark Desktop**.



The screenshot shows the CorrecTek Spark application interface. The top navigation bar includes 'TODAY', 'COMMUNICATION', and 'SUPPORT'. The 'SUPPORT' tab is active, and the 'Spark Desktop' button, represented by a monitor icon with a grid, is highlighted with a red box. To the right of the button are checkboxes for 'Preview', 'Navigation', 'Chart', and 'View'. Further right is a patient profile for 'Doe, Kristen V, #114' with details: 'Location: ROOM 204', 'Female, 36 years old, DOB 9/26/1989', and 'Classes: Patient, Active, Inmate'. Below the navigation bar, the main section is titled 'Patients To Be Seen - Dental as of 07-14-2026 Tue 11:23:06 AM'. It features a table with columns for Patient Location, Patient Name, Patient Acct #, Order - Code, and Order - Req. The table lists several patients, with 'Doe, Kristen V' (Acct # 114) highlighted in blue. To the right of the table is a 'Details' panel for the selected patient, showing 'Order' information and a date/time stamp '07-14-2026 Tue 08:47:00 AM'.

Unable to Complete Task

Select the patient, then click **Unable to Complete Task**.



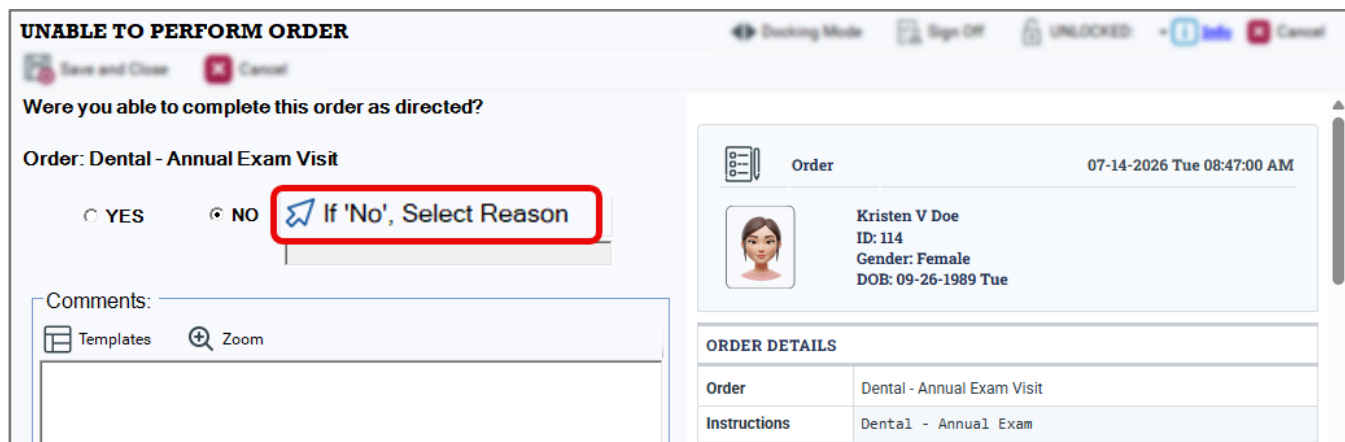
The screenshot shows the same CorrecTek Spark interface as the previous one, but with the 'Unable to Complete Task' button, represented by a red 'X' icon, highlighted with a red box. The patient profile for 'Doe, Kristen V' is still visible on the right. The table on the left shows the same list of patients, with 'Doe, Kristen V' highlighted. The 'Details' panel on the right shows the 'Order' information and the date/time stamp '07-14-2026 Tue 08:47:00 AM'.

Dental Visits Due

Unable to Perform Order

The Unable to Perform Order screen opens.

Click **If 'No,' Select Reason**.



UNABLE TO PERFORM ORDER

Were you able to complete this order as directed?

Order: Dental - Annual Exam Visit

☐ YES ☒ NO [If 'No', Select Reason](#)

Comments:

Templates Zoom

Order 07-14-2026 Tue 08:47:00 AM

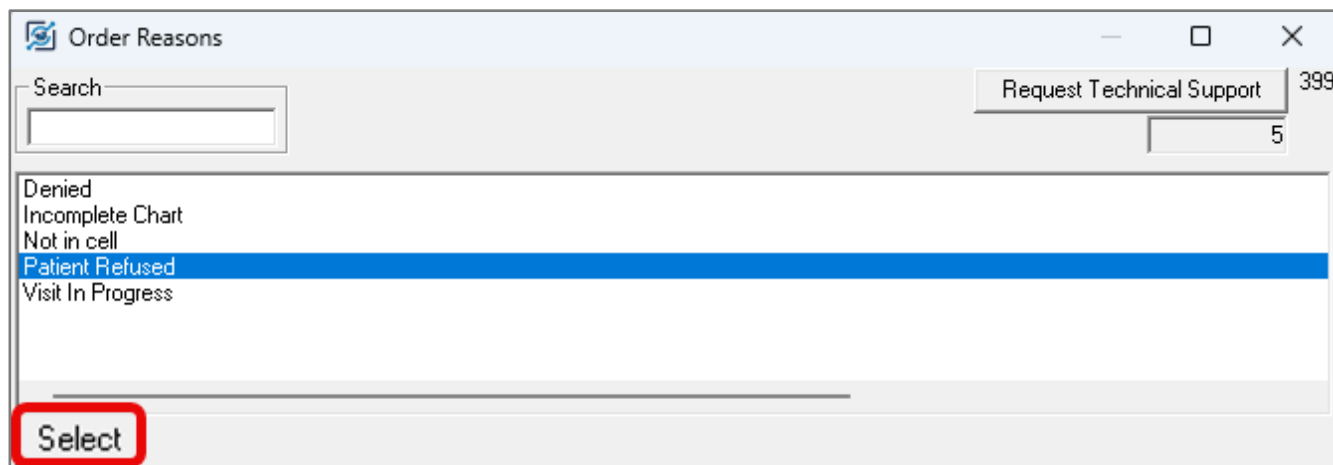
Kristen V Doe
ID: 114
Gender: Female
DOB: 09-26-1989 Tue

ORDER DETAILS

Order	Dental - Annual Exam Visit
Instructions	Dental - Annual Exam Visit

Highlight the **Reason**.

Click **Select** to return to the Unable to Perform screen.



Order Reasons

Search

Request Technical Support 399

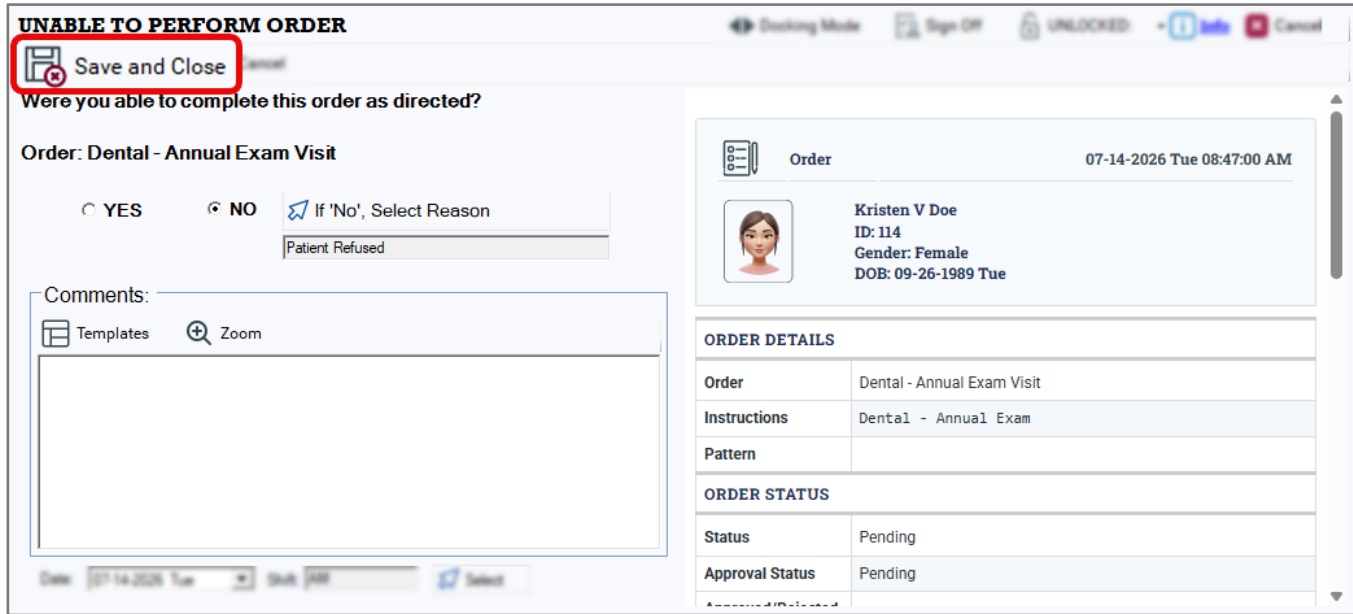
5

Denied
Incomplete Chart
Not in cell
Patient Refused
Visit In Progress

Select

Dental Visits Due

Click **Save and Close** to return to the **Dental Visits Due** list.



UNABLE TO PERFORM ORDER

Save and Close

Were you able to complete this order as directed?

Order: Dental - Annual Exam Visit

☐ YES ☒ NO ☒ If 'No', Select Reason

Patient Refused

Comments:

Templates Zoom

Date: 07-14-2026 Tue Shift: AM Select

Order 07-14-2026 Tue 08:47:00 AM

 **Kristen V Doe**
ID: 114
Gender: Female
DOB: 09-26-1989 Tue

ORDER DETAILS

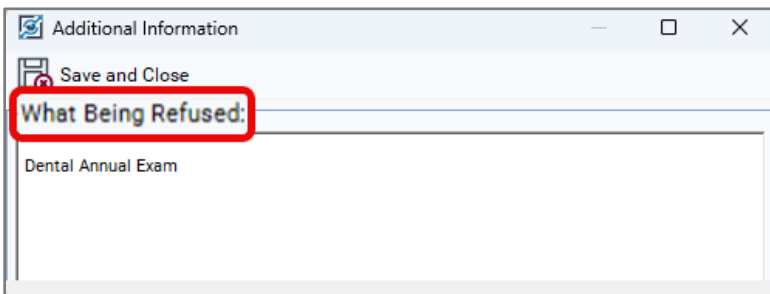
Order	Dental - Annual Exam Visit
Instructions	Dental - Annual Exam
Pattern	

ORDER STATUS

Status	Pending
Approval Status	Pending
Approved/Refused	

Refusal Form

If the patient refuses, the Refusal Form prompts open. Enter the type of service being refused. The field name will appear at the top of the window as you move through each step.



Additional Information

Save and Close

What Being Refused:

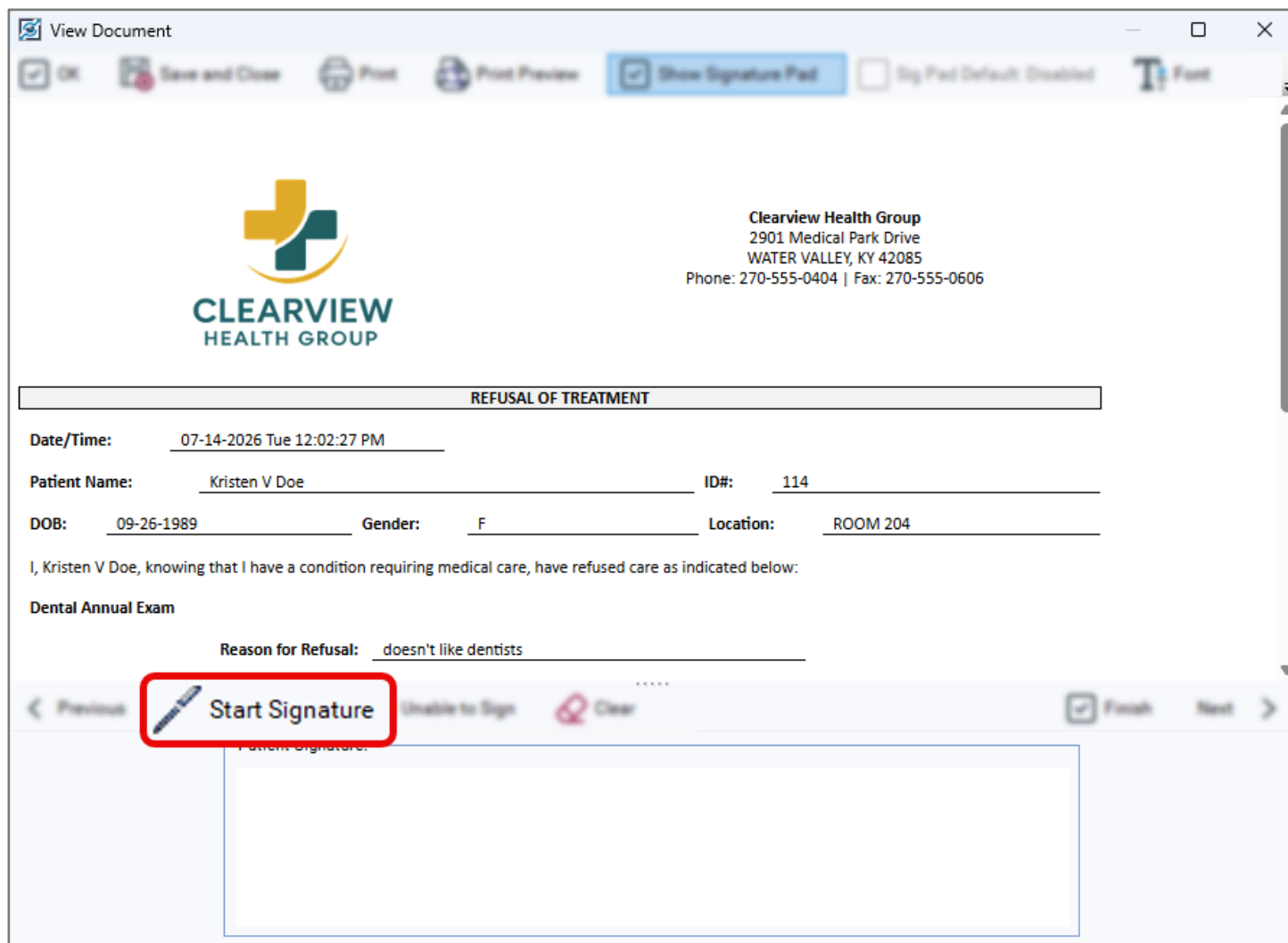
Dental Annual Exam

Complete each field using **Save and Close** to move forward.

Dental Visits Due

Signature Capture

The Refusal Form opens. Click **Start Signature**.



View Document

OK Save and Close Print Print Preview Show Signature Pad Sig Pad Default Disabled Font

 **CLEARVIEW**
HEALTH GROUP

Clearview Health Group
2901 Medical Park Drive
WATER VALLEY, KY 42085
Phone: 270-555-0404 | Fax: 270-555-0606

REFUSAL OF TREATMENT

Date/Time: 07-14-2026 Tue 12:02:27 PM

Patient Name: Kristen V Doe ID#: 114

DOB: 09-26-1989 Gender: F Location: ROOM 204

I, Kristen V Doe, knowing that I have a condition requiring medical care, have refused care as indicated below:

Dental Annual Exam

Reason for Refusal: doesn't like dentists

< Previous **Start Signature** Unable to Sign Clear Finish Next >

Patient Signature:

Dental Visits Due

Using a signature pad, obtain the patient's signature. If an additional signature is required, e.g., witness, click **Next**.

View Document

☒ OK ☐ Save and Close ☐ Print ☐ Print Preview ☒ Show Signature Pad ☐ Sig Pad Default Disabled ☐ Font

**CLEARVIEW**
HEALTH GROUP

Clearview Health Group
2901 Medical Park Drive
WATER VALLEY, KY 42085
Phone: 270-555-0404 | Fax: 270-555-0606

REFUSAL OF TREATMENT

Date/Time: 07-14-2026 Tue 12:02:27 PM

Patient Name: Kristen V Doe ID#: 114

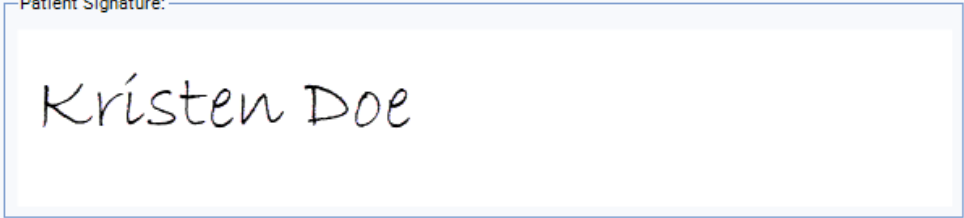
DOB: 09-26-1989 Gender: F Location: ROOM 204

I, Kristen V Doe, knowing that I have a condition requiring medical care, have refused care as indicated below:

Dental Annual Exam

Reason for Refusal: doesn't like dentists

< Previous Start Signature Unable to Sign Clear

Patient Signature: 

☒ Finish **Next** >

Dental Visits Due

After all signatures are obtained, click **Finish**.

Tip: You must click **Finish** to apply the signature(s) to the form.



The screenshot shows a digital signature application window titled "View Document". The window has a toolbar at the top with icons for OK, Save and Close, Print, Print Preview, Show Signature Pad (checked), Sig Pad Default Disabled, and Font. The main content area displays the Clearview Health Group logo and contact information: "Clearview Health Group, 2901 Medical Park Drive, WATER VALLEY, KY 42085, Phone: 270-555-0404 | Fax: 270-555-0606". Below this is a section titled "REFUSAL OF TREATMENT". The form contains the following fields: "Date/Time: 07-14-2026 Tue 12:02:27 PM", "Patient Name: Kristen V Doe", "ID#: 114", "DOB: 09-26-1989", "Gender: F", and "Location: ROOM 204". A statement reads: "I, Kristen V Doe, knowing that I have a condition requiring medical care, have refused care as indicated below:". Under "Dental Annual Exam", the "Reason for Refusal" is "doesn't like dentists". At the bottom, there is a "Patient Signature" field with a handwritten signature "Kristen Doe". To the right of the signature field is a "Finish" button with a checkmark icon, which is highlighted with a red box. Other buttons in the bottom toolbar include "Previous", "Start Signature", "Unable to Sign", "Clear", and "Next".

View Document

OK Save and Close Print Print Preview Show Signature Pad Sig Pad Default Disabled Font

 **CLEARVIEW**
HEALTH GROUP

Clearview Health Group
2901 Medical Park Drive
WATER VALLEY, KY 42085
Phone: 270-555-0404 | Fax: 270-555-0606

REFUSAL OF TREATMENT

Date/Time: 07-14-2026 Tue 12:02:27 PM

Patient Name: Kristen V Doe ID#: 114

DOB: 09-26-1989 Gender: F Location: ROOM 204

I, Kristen V Doe, knowing that I have a condition requiring medical care, have refused care as indicated below:

Dental Annual Exam

Reason for Refusal: doesn't like dentists

Previous Start Signature Unable to Sign Clear **Finish** Next

Patient Signature: Kristen Doe

Dental Visits Due



Click **Save and Close**.

View Document

☒ Save and Close ☐ Print ☐ Print Preview ☒ Show Signature Pad ☐ Sig Pad Default Disabled Font

CLEARVIEW HEALTH GROUP

Clearview Health Group
2901 Medical Park Drive
WATER VALLEY, KY 42085
Phone: 270-555-0404 | Fax: 270-555-0606

REFUSAL OF TREATMENT

Date/Time: 07-14-2026 Tue 12:02:27 PM

Patient Name: Kristen V Doe ID#: 114

DOB: 09-26-1989 Gender: F Location: ROOM 204

I, Kristen V Doe, knowing that I have a condition requiring medical care, have refused care as indicated below:

Dental Annual Exam

Reason for Refusal: doesn't like dentists

< Previous Start Signature Unable to Sign Clear ☒ Finish Next >

Patient Signature:

Kristen Doe

Dental Visits Due



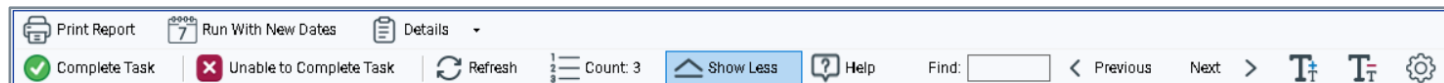
Related Courses

- Document New Note
- Patient Chart
- Initiate Order
- Create Prescription
- Create Patient Document

Dental Visits Due

Reference Page

Workflow Buttons

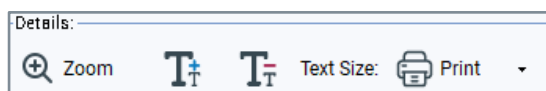


Print Report: Prints the list.

Run With New Dates: Run the report using a different date range.

Details: Opens the details.

Details Buttons



Zoom: Opens the details in a new window.

T+: Increases the font size.

T-: Decreases the font size.

Print: Opens print options.

Complete Task: Opens the selected visit to be completed.

Unable to Complete Task: Marks the selected visit as not being completed.

Refresh: Refreshes the list and removes completed items.

Show Less/More: Displays or hides additional buttons.

Help: Opens a help document.

Find: Searches the list for a keyword.

Previous: Finds the previous matching keyword.

Dental Visits Due



Next: Finds the next matching keyword.

T+: Increases the font size.

T-: Decreases the font size.

Grid Options: Adjusts column size and word wrap.

Return to Document a Visit.

Templates

Templates provide a structured format for documenting patient information during an encounter.

The documentation process is consistent across departments, though the information recorded may vary.

Return to Document a Visit.

Phrases Column

Headers or additional instructions: Highlighted in gray.

Questions/prompts: Displayed in blue text.

Responses: Displayed in black text.

Undo: Removes the most recent answer.

Redo: Restores a removed answer.

T+: Increases text size.

T-: Decreases text size.

Onto: Moves to the next section.

Return to: Returns to a previous section.

Return to Document a Visit.

Dental Visits Due

Dictation Column

Dictation: Updates as responses are selected in the Phrases column.

T+: Increases text size.

T-: Decreases text size.

Dictation Buttons

The following buttons appear near the top of the Dictation Column (left to right):



Add a New Timeline Entry: Adds a timeline item and inserts it into dictation.

Assign a New Diagnosis: Adds a current problem to the patient's chart and dictation.

Assign a New Procedure: Adds a procedure to the current encounter.

Add a New Prescription: Adds a prescription to the patient's MAR and inserts it into dictation.

Display Patient Report: Displays a patient report and optionally inserts it into dictation.

Audit the Dictation: Checks dictation for required audit information.

Insert Medical Information: Displays patient information from previous days and optionally inserts it into dictation.

Date and Time: Inserts the current date and time.

Spell Check: Checks spelling in the dictation.

CorrecTek Remote Support: Opens the CorrecTek Remote Support window.

Review Button: Use the drop-down menu to review Allergies, Problems, or Prescriptions.

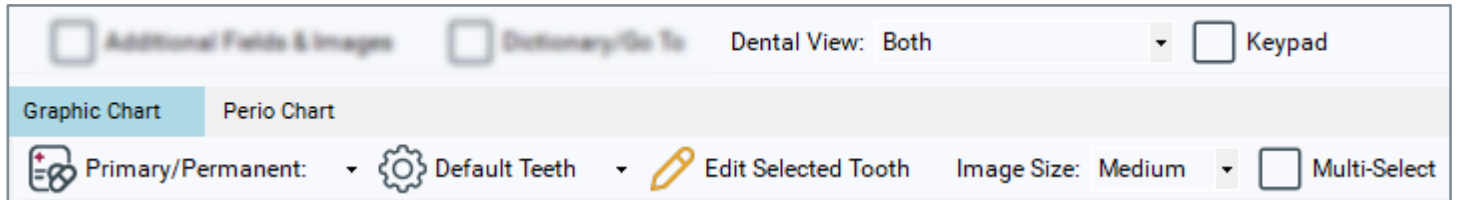
Image: Adds an image to the encounter.

Return to Document a Visit.

Dental Visits Due



Graphic Chart



Dental View: Displays the dictation, dental chart, or both.

Keypad: Opens the Keypad for adding diagnoses.

Graphic Chart: Displays the dental graphic chart.

Perio Chart: Opens the periodontal chart.

Primary/Permanent: Sets a tooth or multiple teeth as primary or permanent.

Default Teeth: Sets a tooth or all teeth to default. Also allows viewing of tooth history.

Edit Selected Tooth: Free forms a drawing on a tooth.

Image Size: Changes the tooth image size.

Multi-Select: Allows the selection of multiple teeth for documentation.

Treatment Plan



Status: Sets the status to All, Planned, Completed, Existing, Canceled, or Condition.

Tooth/Teeth: Sets the Treatment Plan view to a section of teeth or a single tooth.

Add: Adds a treatment directly from the Treatment Plan.

Edit: Edits the selected item.

Update Status: Updates the status of planned items to complete or cancelled.

Set Tooth: Resets to default image.

Dental Visits Due



Set Priority: Sets a priority of High, Medium, or Low.

Schedule: Schedules a visit via the appointment grid.

XDR: Accesses XDR Radiology images when enabled.