

# How to Document a Dental Provider Visit



## Course Overview

Use documenting a dental provider visit to learn how patient flow and documentation is captured.

This guide explains how to document a dental visit using the CorrecTek Spark EHR System.

## Use This Guide When

- Interested in acquiring a correctional EHR.
- New to using CorrecTek

## What You'll Be Able to Do

- Understand the Spark Dashboard
- See how patients are added to a provider list
- View how a provider begins documentation on a patient

# How to Document a Dental Provider Visit



## Topics Covered

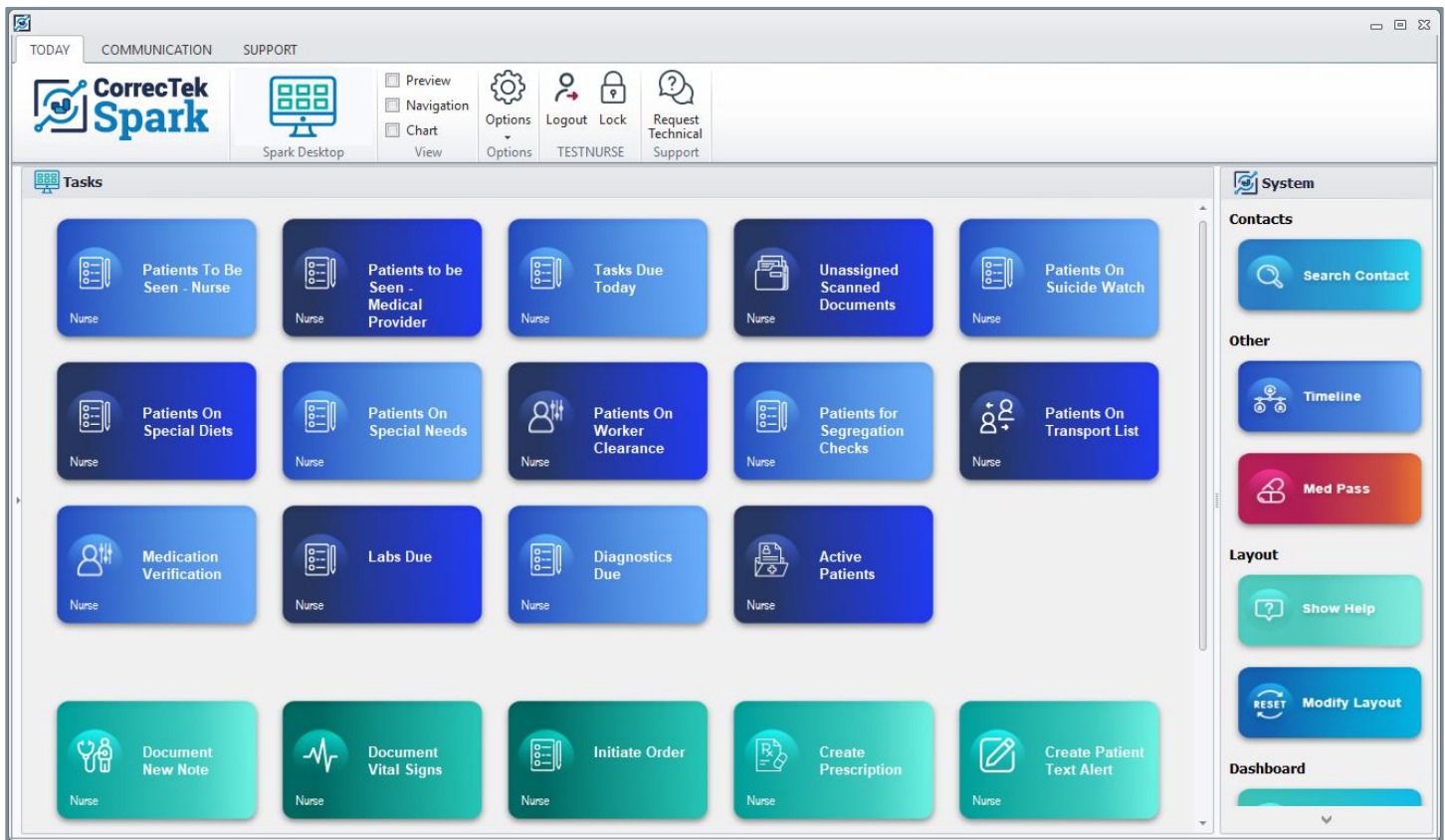
|                                 |   |
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| What You'll Be Able to Do ..... | 1 |
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# How to Document a Dental Provider Visit



## Spark Desktop

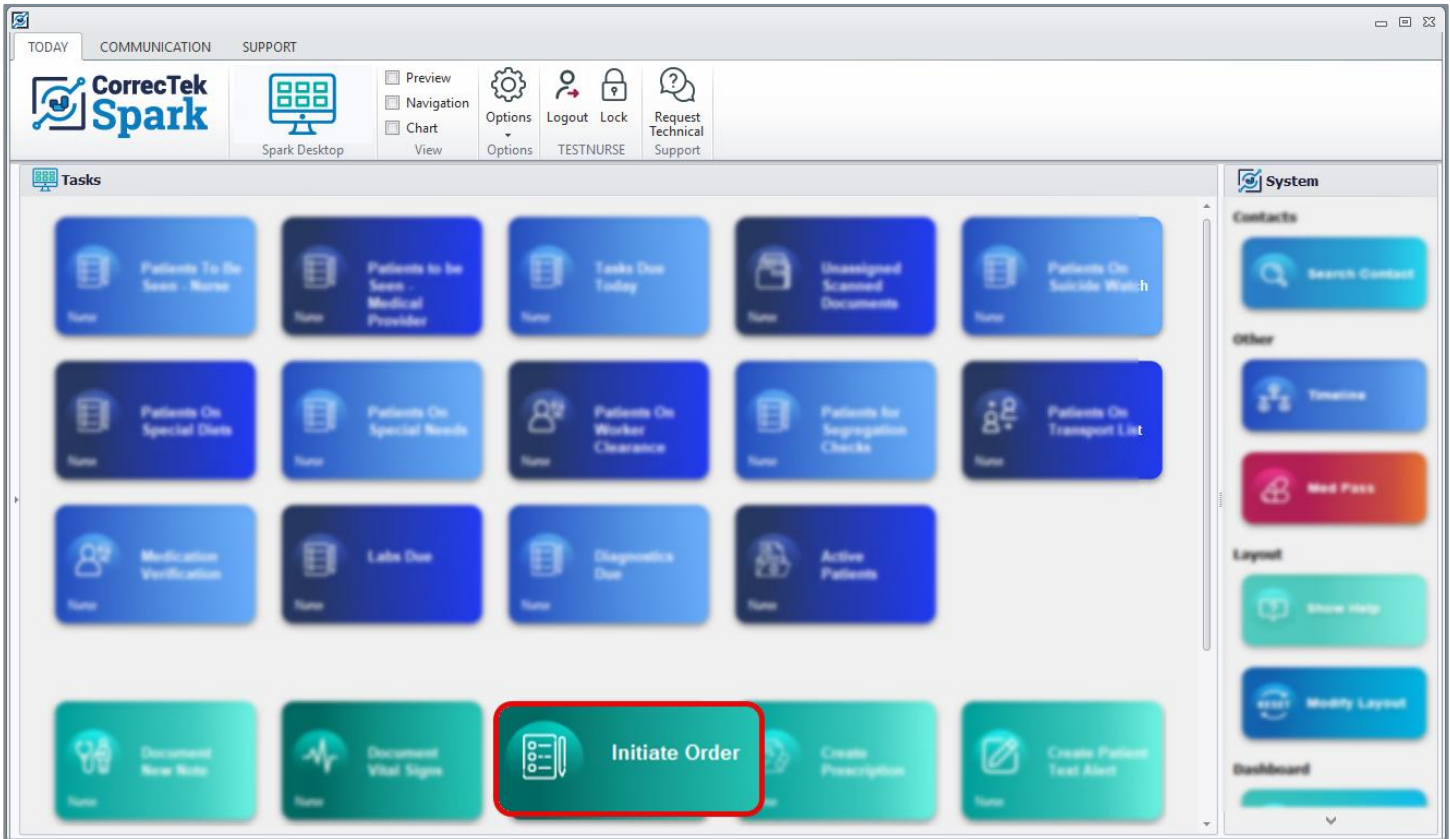
The Spark Desktop is a tool that is designed to give users access to their daily workflow and communicate to other users at the touch of a button.



## Create an Order

To communicate the need for a patient to see a dental provider, users create an order for a dental visit.

# How to Document a Dental Provider Visit



The user enters the necessary information into the order screen and clicks **Save and Close**.

# How to Document a Dental Provider Visit

**DENTAL - SICK CALL VISIT - Doe, Alexa J #115**

**Save and Close**

Status: Implementation: New Approval: Pending Approve/Reject

Patient: Doe, Alexa J, #115 @ ROOM 201, 04/16/1975

**Order: Dental - Sick Call Visit**

Provider: Nancy Nurse

☐ Verbal Order Type:

Pattern:

Priority: Duration (Days): 1

Completion Dates and Shifts:

First Possible Date: 05-26-2026 Tue Shift: AM

Last Possible Date: 05-26-2026 Tue Shift: AM

Target Date: 05-26-2026 Tue Shift: AM

Instructions:

Click here to add instructions

**New Complaint - Toothache**

Comments:

Templates Zoom

Additional Details:

Edit Update Authorization Status Add Authorizing Dept. Delete Authorizing Dept.

| Title                        | Party                  |
|------------------------------|------------------------|
| Supervising Department       | Dental                 |
| Implementation Department    | Dental                 |
| Assigned to User (Optional)  |                        |
| Assigned to Dept. (Optional) |                        |
| Entered by                   | Nancy Nurse, RN        |
| Approved/Rejected by         |                        |
| Facility                     | Clearview Health Group |
| Discontinued by              |                        |

Associated Timeline Entries:

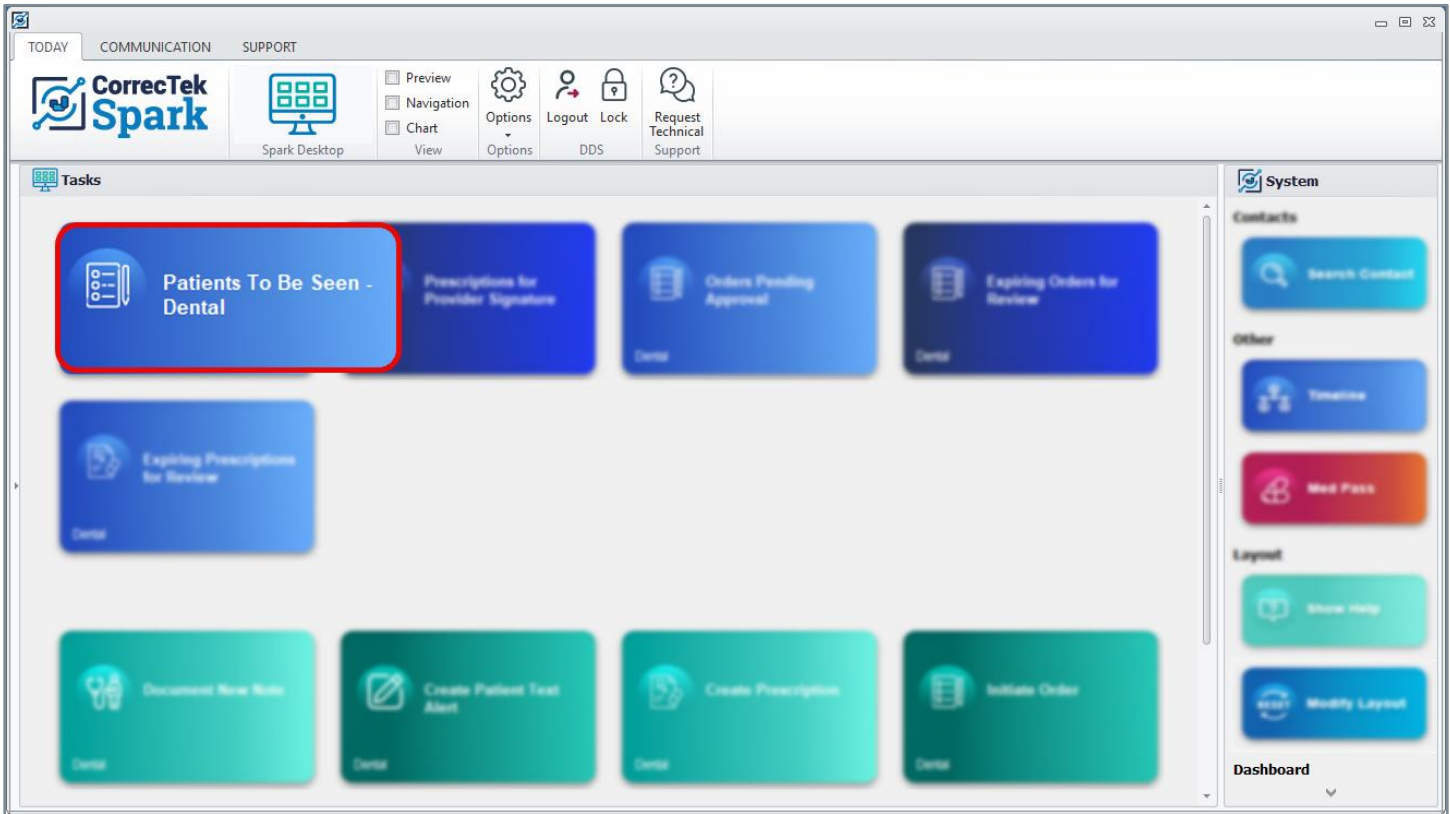
Create / Edit Selected Timeline Entry Link New Link Existing Remove

| Category | Details | Required? | Created? |
|----------|---------|-----------|----------|
|----------|---------|-----------|----------|

## Patients to be Seen

Dental Providers can see their list of patients by selecting **Patients to be Seen – Dental**.

# How to Document a Dental Provider Visit



A list of patients displays. Selecting a patient on the list displays their visit details.

# How to Document a Dental Provider Visit

**Patients To Be Seen - Dental as of 05-26-2026 Tue 09:02:06 AM**

Complete Task Unavailable to Complete Task Refresh Count: 2

| Patient Location | Patient Name   | Patient Acct # | Order - Code             |
|------------------|----------------|----------------|--------------------------|
| ROOM 201         | Doe, Jameson E | 098            | VISIT Dental - Sick Call |
|                  | Doe, Alexa J   | 115            | VISIT Dental - Sick Call |

Details:

Order 02-25-2026 Wed 11:14:47 AM

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

**ORDER DETAILS**

|              |                          |
|--------------|--------------------------|
| Order        | Dental - Sick Call Visit |
| Instructions | Follow-Up -<br>Toothache |
| Pattern      |                          |

**ORDER STATUS**

Select **Complete Task** to begin documenting the visit.

**Patients To Be Seen - Dental as of 05-26-2026 Tue 09:02:06 AM**

☒ Complete Task Unavailable to Complete Task Refresh Count: 2

| Patient Location | Patient Name   | Patient Acct # | Order - Code             |
|------------------|----------------|----------------|--------------------------|
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**ORDER DETAILS**

|              |                          |
|--------------|--------------------------|
| Order        | Dental - Sick Call Visit |
| Instructions | Follow-Up -<br>Toothache |
| Pattern      |                          |

**ORDER STATUS**

The provider reads the instructions in blue text then clicks the applicable response.

# How to Document a Dental Provider Visit

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 7% Comp., Est. Finish In 34 Min 48 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T<sub>T</sub> T<sub>T</sub>

**Dental Sick Call - Complaint**

Select the phrase below to document chief complaint.

- Bleeding gums
- Broken tooth
- Chipped tooth
- Chronic draining sinus
- Facial swelling
- Loose tooth
- Pain
- Sore gums
- Swelling
- Swollen gums
- Tooth abscess
- Tooth broken to gum line
- Toothache
- Wisdom tooth problems

Onto Area  
Return to Subjective

Dictation:

DENTAL SICK CALL:

Name: Jameson E Doe  
ID#: 098  
Additional ID#:  
DOB: 01-01-1989  
Gender: Male  
Race:  
Classification: Active, Inmate, Patient  
Date/Time: 05-26-2026 Tue / 09:07

SUBJECTIVE:

As selections are made, the **Dictation** automatically generates.

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 7% Comp., Est. Finish In 34 Min 48 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T<sub>T</sub> T<sub>T</sub>

**Dental Sick Call - Complaint**

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- Tooth abscess
- Tooth broken to gum line
- Toothache
- Wisdom tooth problems

Onto Area  
Return to Subjective

Dictation:

DENTAL SICK CALL:

Name: Jameson E Doe  
ID#: 098  
Additional ID#:  
DOB: 01-01-1989  
Gender: Male  
Race:  
Classification: Active, Inmate, Patient  
Date/Time: 05-26-2026 Tue / 09:07

**Complaint:**

- Facial swelling
- Loose tooth
- Pain
- Sore gums
- Tooth abscess

The interface uses point-and-click templates to automate chart note generation. With one click, the provider can document the pain location.

# How to Document a Dental Provider Visit

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 10% Comp., Est. Finish In 33 Min 36 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Repeat

Undo Redo T T

**Dental Sick Call - Area**  
Select the phrase below to document area.

- Maxillary anterior
- Mandibular anterior
- Upper left posterior
- Upper right posterior
- Lower left posterior**
- Lower right posterior

Onto Pain Intensity  
Return to Complaint

Dictation:

Name: Jameson E Doe  
ID#: 098  
Additional ID#:  
DOB: 01-01-1989  
Gender: Male  
Race:  
Classification: Active, Inmate, Patient  
Date/Time: 05-26-2026 Tue / 09:07

SUBJECTIVE:  
Complaint:  
Facial swelling  
Loose tooth  
Pain  
Sore gums

**Area:**  
Lower left posterior

The provider uses **Onto** options to step forward dynamically through the template fields.

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 10% Comp., Est. Finish In 33 Min 36 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Repeat

Undo Redo T T

**Dental Sick Call - Area**  
Select the phrase below to document area.

- Maxillary anterior
- Mandibular anterior
- Upper left posterior
- Upper right posterior
- Lower left posterior
- Lower right posterior

**Onto Pain Intensity**  
Return to Complaint

Dictation:

Name: Jameson E Doe  
ID#: 098  
Additional ID#:  
DOB: 01-01-1989  
Gender: Male  
Race:  
Classification: Active, Inmate, Patient  
Date/Time: 05-26-2026 Tue / 09:07

SUBJECTIVE:  
Complaint:  
Facial swelling  
Loose tooth  
Pain  
Sore gums  
Tooth abscess

Area:  
Lower left posterior

The provider continues documenting the visit, selecting items on the left to create dictation and clicking **Onto** to advance.

# How to Document a Dental Provider Visit

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 23% Comp., Est. Finish In 1 Min 12 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T T

Dental Sick Call - When Aggravated  
Select the phrase below to document  
pain is aggravated when:  
N/A  
All the time  
Awakened from sleep  
Chewing  
Drinking cold liquids  
Drinking hot liquids  
Eating  
When air hits it

Onto Exam - Location  
Return to Frequency

Dictation:

Classification: Active, Inmate, Patient  
Date/Time: 05-26-2026 Tue / 09:07

SUBJECTIVE:  
Complaint:  
Facial swelling  
Loose tooth  
Pain  
Sore gums  
Tooth abscess  
Area:  
Lower left posterior  
Pain Intensity:  
Moderate  
Duration:  
Since yesterday  
Frequency:  
Intermittent

Find: < Previous Next > Wrap Text Zoom AUTO SAVE : OFF Request Technical Support

If additional visits or orders are necessary, the provider can click an option to create it.

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 59% Comp., Est. Finish In 1 Min 44 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T T

Dental Sick Call - Plan  
Select the phrase below to document  
treatment plan.  
Appointments:  
Schedule for restoration  
Schedule for extraction  
Completed restoration  
Completed extraction  
Follow Up with Private Dentist  
Education...  
Onto Electronic Signature  
Return to Plan

Dictation:

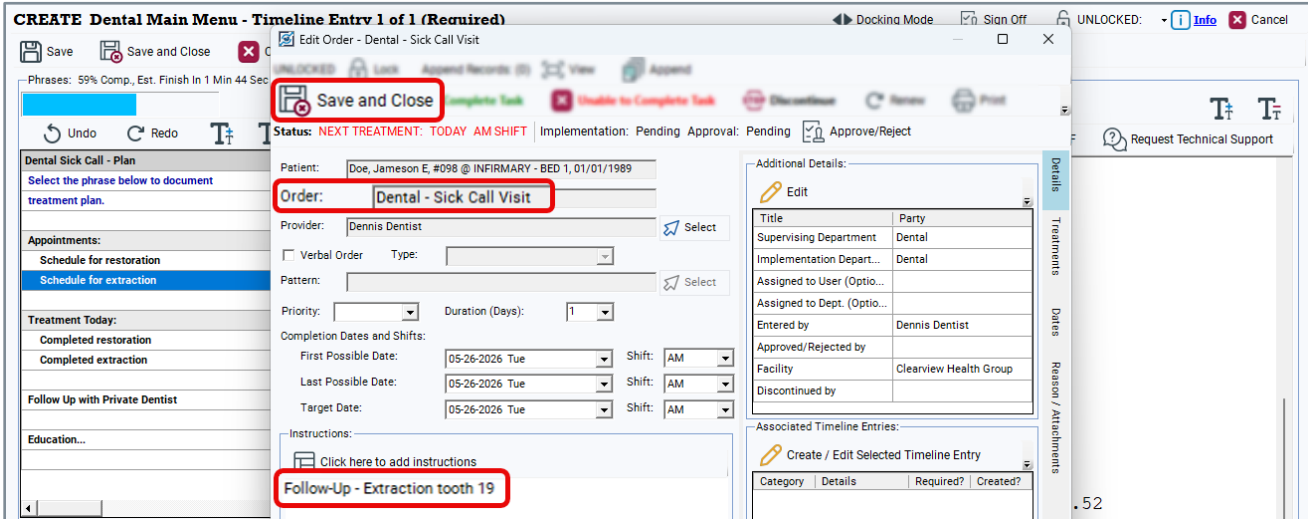
OBJECTIVE:  
Tooth Location:  
19  
Swelling:  
Facial swelling  
Tooth Condition:  
Loose  
Severely decayed  
Sensitive to Percussion:  
Yes  
Sensitive to Palpation:  
Yes  
X-Ray Taken:  
Yes -  
Bitewing  
ASSESSMENT:  
Dental caries on pit and fissure surfc penetrat into dentin, K02.52  
PLAN:  
Advised patient of condition: Tooth Non-restorable

Find: < Previous Next > Wrap Text Zoom AUTO SAVE : OFF Request Technical Support

Selecting schedule can build an order for a visit, seamlessly placing the patient on the facility's sick call list.

The following example places the patient on the dental sick call list for an extraction:

# How to Document a Dental Provider Visit



**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Phrases: 99% Comp., Est. Finish in 1 Min 44 Sec

Save Save and Close Cancel

UNLOCKED Lock Append Records (0) View Append

Status: NEXT TREATMENT: TODAY AM SHIFT Implementation: Pending Approval: Pending Approve/Reject

Dental Sick Call - Plan  
Select the phrase below to document treatment plan.

Appointments:  
Schedule for restoration  
Schedule for extraction

Treatment Today:  
Completed restoration  
Completed extraction

Follow Up with Private Dentist

Education...

Instructions:  
Click here to add instructions  
Follow-Up - Extraction tooth 19

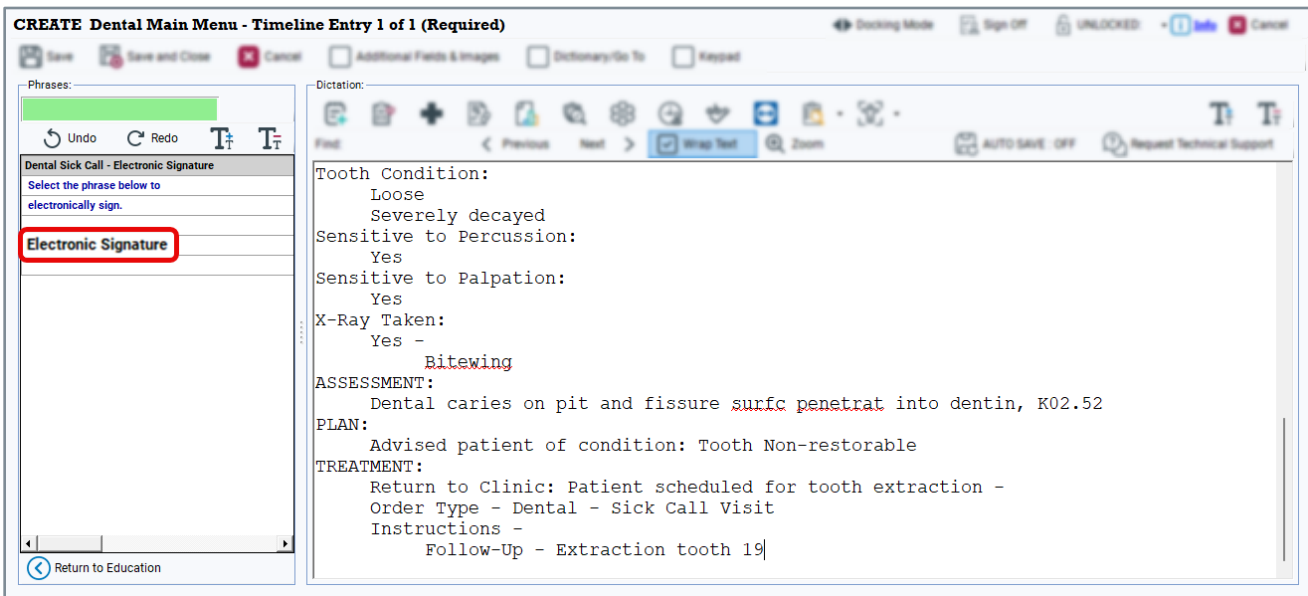
Additional Details:

| Title                       | Party                  |
|-----------------------------|------------------------|
| Supervising Department      | Dental                 |
| Implementation Depart...    | Dental                 |
| Assigned to User (Optio...  |                        |
| Assigned to Dept. (Optio... |                        |
| Entered by                  | Dennis Dentist         |
| Approved/Rejected by        |                        |
| Facility                    | Clearview Health Group |
| Discontinued by             |                        |

Associated Timeline Entries:

| Category | Details | Required? | Created? |
|----------|---------|-----------|----------|
|----------|---------|-----------|----------|

Reaching the end of the template prompts the provider to click **Electronic Signature**. Entering their secure Spark password finalizes the note to ensure record integrity and compliance.



**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Phrases:

Dental Sick Call - Electronic Signature  
Select the phrase below to electronically sign.  
Electronic Signature

Dictation:

Tooth Condition:  
Loose  
Severely decayed  
Sensitive to Percussion:  
Yes  
Sensitive to Palpation:  
Yes  
X-Ray Taken:  
Yes -  
Bitewing  
ASSESSMENT:  
Dental caries on pit and fissure surface penetrat into dentin, K02.52  
PLAN:  
Advised patient of condition: Tooth Non-restorable  
TREATMENT:  
Return to Clinic: Patient scheduled for tooth extraction -  
Order Type - Dental - Sick Call Visit  
Instructions -  
Follow-Up - Extraction tooth 19

After signing off, the system signifies the end of the visit. The provider selects **Save and Close** and the documentation is automatically archived into the patient's electronic medical record.

# How to Document a Dental Provider Visit

**CREATE Dental Main Menu - Timeline Entry 1 of 1 (Required)**

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Phrases: Undo Redo T T

Dental Menu - The End  
The selected assessment has been completed.  
Select 'Save and Close' to exit screen.  
**Save and Close**

Dictation:

Sensitive to Percussion:  
Yes  
Sensitive to Palpation:  
Yes  
X-Ray Taken:  
Yes -  
Bitewing  
ASSESSMENT:  
Dental caries on pit and fissure surfc penetrat into dentin, K02.52  
PLAN:  
Advised patient of condition: Tooth Non-restorable  
TREATMENT:  
Return to Clinic: Patient scheduled for tooth extraction -  
Order Type - Dental - Sick Call Visit  
Instructions -  
Follow-Up - Extraction tooth 19

Electronic Signature:  
Electronically signed by Dennis Dentist on 05-26-2026 09:22:35 AM (Type: Dentist)