Day of Treatment Flow

1. Anticipate set-up time so that you begin your day within ½ hour of school start time.
2. Wear a name tag
3. Get 1st child from classroom
4. Verify child’s name- First AND Last!
5. Review Health History
6. Review Screening Results. If decay was present during screening day, ask the hygienist to check whether it has been treated.
7. Explain process to child
8. Complete treatment on child
9. Enter data on Ipad
10. Fill out take home form for each child
11. At end of day give take home forms to teacher to distribute to students.

Provider Responsibilities

1. Enter child’s treatment after each child. Do not submit until all information entered has been verified. If you need to come back to a child’s information, click the **SAVE** button on the upper right of the form.
2. Data entry is complete by end of day. Double check all entry information and then click the **SUBMIT** button on the bottom of the form. **\*Note:** Once you click the SUBMIT button the record will upload to the cloud and disappear from the IPad.
3. Highlight a child’s name on the printed roster when treatment has been completed.
4. Take home forms are given to teacher at least 15 min. before end of school day.
5. Billing and reimbursement excel reports are maintained online *during* program.
6. Interaction with principal, school staff is professional and courteous. Do not make undue demands on school staff.
7. Two adults shall be present at all times when treating a child.
8. At the end of the day. Please place the Ipad and the printed child roster in the lockable file box. Leave the file box with the front desk or in the designated safe-keeping location.
9. If any problems arise that you need assistance with please contact program manager Kathy Kane.

Egynte Cloud Sharing and Patient Communication

* Each Provider will be given access to the Egnyte cloud. You will have the ability to Read, Write and Upload.
* You can add data to reports and save.
* If you download a report and enter new data, you can upload it back into the folder. Save updated document with your initials added at the end of the items name.
* If you need to communicate electronically by text or email regarding a child’s treatment, please DO NOT use the child’s name. When asking/referring to a child, please use the school name, classroom and the child ID# that is found in the first column of the onsite roster. A roster of the children and ID #’s will be in the file box at each school.