

R4+

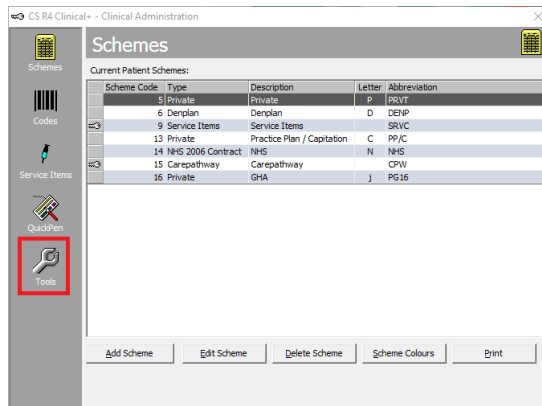
Editing a Default Examination in Clinical Administration

This job aid is aimed at system administrators and shows how to edit a Default Examination in R4+ practice management software.

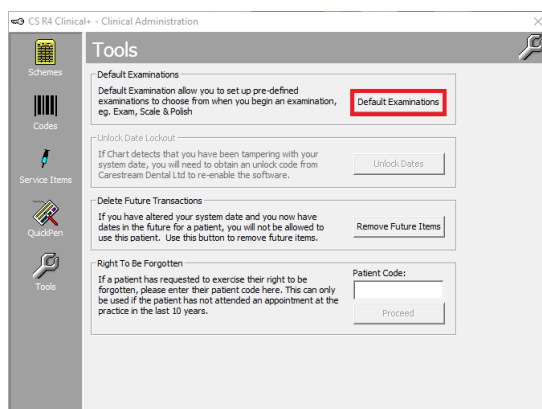
Default Examination

When a new course of treatment is opened, the Create Plan screen is displayed which allows the user to either create an Empty Plan or to select one of the Planned Items from the list. If one of the Planned Items is selected, this will automatically add pre-selected treatment items to the course of treatment, such as Exam, Scale and Polish. The names of these Planned Items as well as the treatment items that are included can be edited to suit the practice requirements.

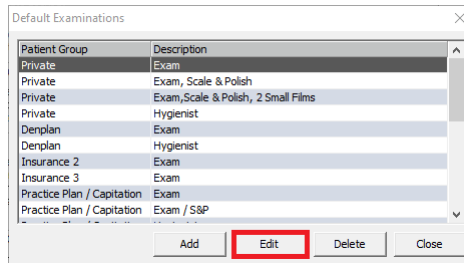
- 1 Open R4+ Clinical Administration and log in using your normal administration account.



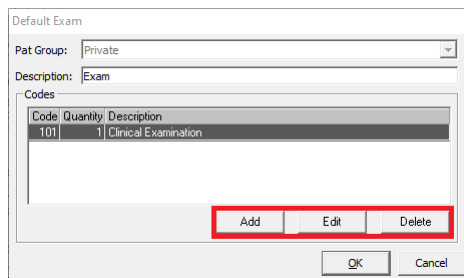
- 2 Click **Tools** to display the **Tools** panel.



- 3 Click **Default Examinations**. The **Default Examinations** window is displayed.

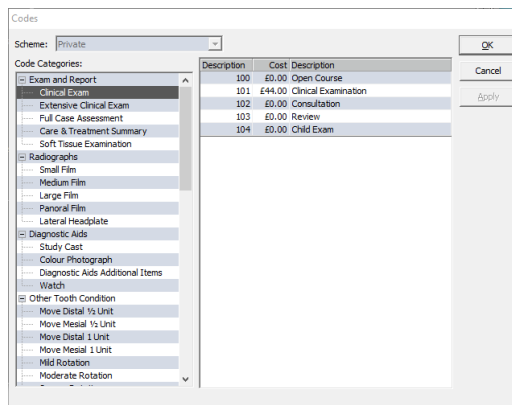


- 4 Select the **Default Examination** that is to be edited and click **Edit**. The **Default Exam** window is displayed.



- 5 From here you can add additional items by clicking **Add**, edit an existing item by selecting it and clicking **Edit**, or remove an existing item by selecting it and clicking **Delete**.

- 6 If you click **Add** or **Edit**, the **Codes** window is displayed.



- 7 Select the appropriate item in the **Code Categories** list and click **OK** to return to the **Default Exam** window.

- 8 Repeat this process as many times as necessary until the required codes have been added or edited.



Note: You can have as many **Default Exams** as required.