

# On-Deck Guide for Residents

University Resource



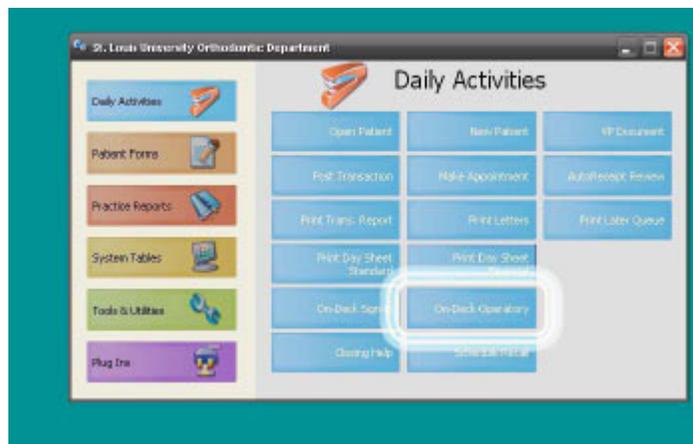
*This sample guide based on one used at St. Louis University may assist you in creating a similar guide for your residents.*

For all of your patients, they will check in at the On-Deck Kiosk by either typing their name or using the fingerprint identification system. When they check in you will be notified.

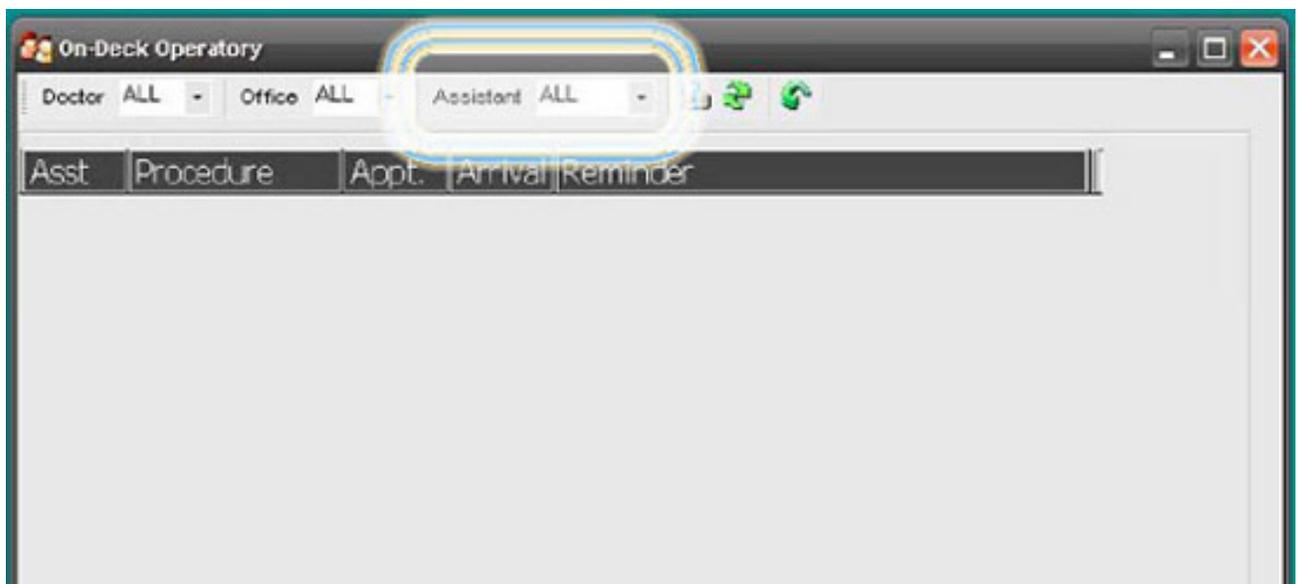
Prior to the patient being involved in either method, you must make sure that a picture of the patient (frontal full face smiling) has been taken and saved in the system.

Each day you will need to access the On-Deck Operator in ViewPoint. Follow the process indicated below:

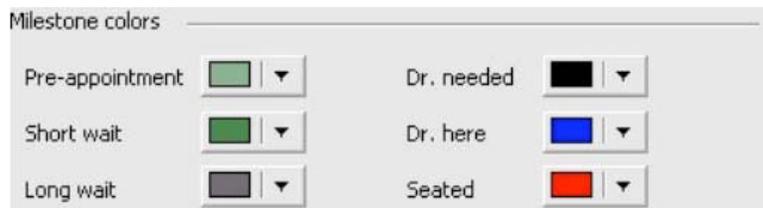
After opening Ortho2 ViewPoint click on "On-Deck Operator."



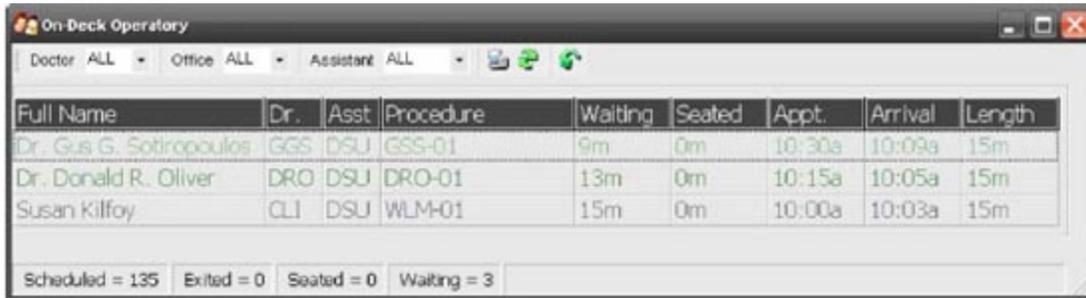
Choose your initials under the "Assistant" field.



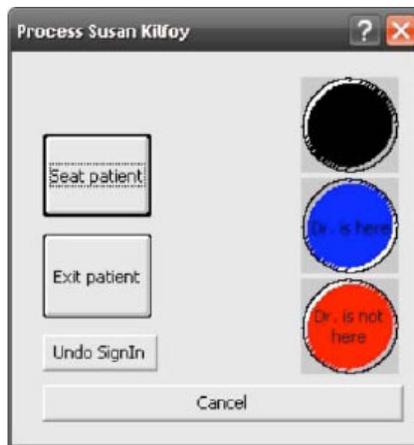
The names of your patients will appear in On-Deck Operatory with different colors according to the following guidelines:



In the example below, patient Sotiropoulos showed up early (light green), patient Oliver has been waiting a short time (dark green), and patient Kilfoy has been waiting a long time (dark grey). This is noted by the color of the entry and the waiting column.



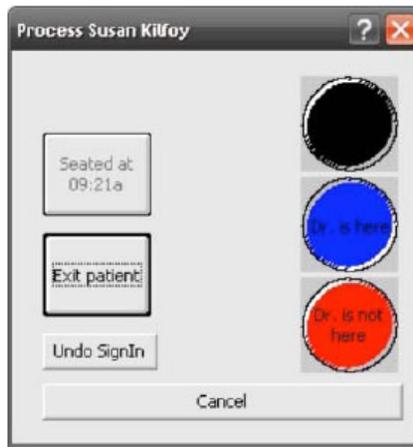
When you are ready for the patient to be sent back, double click on the patient's name and the following screen will appear. Clicking on the button "Seat Patient" will inform the receptionists that you are ready for the patient to be sent back.



Your On-Deck Operatory will then look like this:



The receptionists' On-Deck Operatory screens will look similar except that the names of all the patients in the clinic will be listed. When a receptionist sees a name in red they are to immediately tell the patient to come back to your chair in the clinic and then the receptionist will double click on the name and press the blue button.

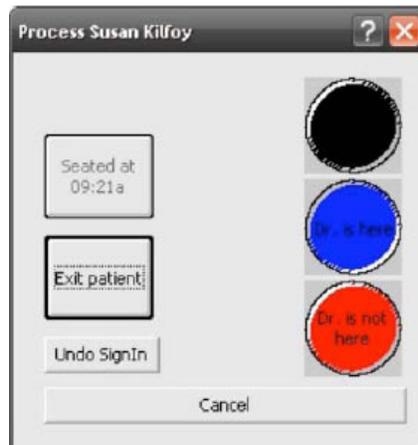


Your screen will then look like the following with blue indicating the patient is in the chair and being treated.

Full Name	Dr.	Asst	Procedure	Waiting	Seated	Appt.	Arrival	Length
Dr. Gus G. Sotriopoulos	GGS	DSU	GSS-01	17m	0m	09:30a	09:07a	15m
Dr. Donald R. Oliver	DRO	DSU	DRO-01	17m	0m	09:15a	09:07a	15m
Susan Kilfoy	CLI	DSU	WLM-01	23m	3m	09:00a	08:58a	15m

Scheduled = 160   Exited = 0   Seated = 1   Waiting = 2

When your treatment is complete double click on the patient's name within On-Deck Operatory and choose "Exit Patient."



The patient's name will then be exited from the list as shown below and you are ready to select your next patient.

Full Name	Dr.	Asst	Procedure	Waiting	Seated	Appt.	Arrival	Length
Dr. Gus G. Sotriopoulos	GGS	DSU	GSS-01	17m	0m	09:30a	09:07a	15m
Dr. Donald R. Oliver	DRO	DSU	DRO-01	17m	0m	09:15a	09:07a	15m

Scheduled = 160   Exited = 1   Seated = 0   Waiting = 2

## A Final Note

Because we are adapting ViewPoint to work in a university setting, please disregard the wording indicated by the yellow arrows. They have no meaning in our clinic system.

