

WinID3 Input Protocol...

ANTE-MORTEM CHARTING

Ante-mortem charting and entering in WinID should be done in pairs to ensure accuracy of all entries. All ante-mortem charting is in plain dental English. Write out the entire description. Virgin should be written out not “V”. Surfaces can be abbreviated M=Mesial, D=Distal, O=Occlusal, etc. If no information, write out “no information”. If you are not sure of the restoration surface, it is better to chart as virgin on the ante-mortem chart then to make a mistake.

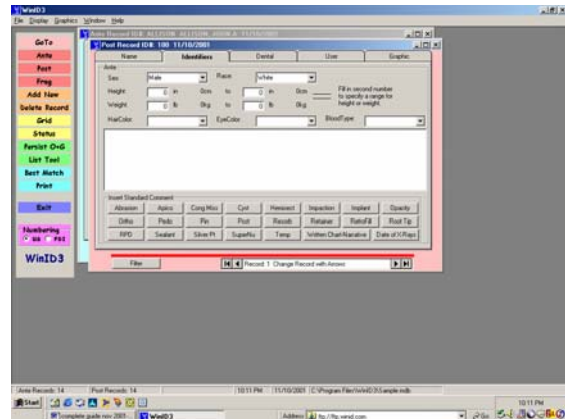
Less is more.

Before entering anything into WinID, the x-rays and charting should be reviewed and data should be transferred from the presented documents onto an Ante-mortem Transfer Form. It is imperative that computer entries be done from transcribed documents that have been confirmed for accuracy and not directly from radiographs. All charting and data input into WinID must be performed by 2 dentists minimally and every aspect should be reviewed to assure accuracy. Remember, check and double check especially before leaving an entry screen on the computer. Do not have more than one patient's record open while this is being performed. Remove all distractions while engaged in this process.

DO NOT CHANGE OR DELETE ANY DATA WITHOUT THE THE SECTION CHIEF'S APPROVAL AND THEN ONLY WITH A MINIMUM OF TWO DENTISTS PRESENT.

Keep the following in mind when working with the WinID System...

- Radiographs are “hard” evidence and more reliable than written notes. Chart from radiographs, use written records to clarify
- Logic is less Ante-mortem features to more Post-mortem features
- Chart anterior resins codes as M or D unless L or F is visibly extensive
- Ignore Facial or Lingual pits on molars unless so noted on the accompanying written record with the x-rays
- J code is used very sparingly in ante-mortem: missing crown, extensive fracture and of course can be used post-mortem as needed
- 3rd Molars: indicate only if you can clearly see them on the radiographs so provided and indicate as U for unerupted, V for virgin, and X for missing
- Sealants are coded as VAE where A should be so annotated under identifiers
- The restorative material on a crown is ignored unless it is written on the chart. If you can see a porcelain shell – then it is a PFM and it would be coded CH
- Any use of the “A” requires an annotation under the identifier section in WinID. (These identifiers will be revealed as you have entered them when doing the comparisons.)
- Use of standard codes will allow field searches
- Include tooth numbers in the comments to facilitate searching
- Crown+RCT+Post = CRA

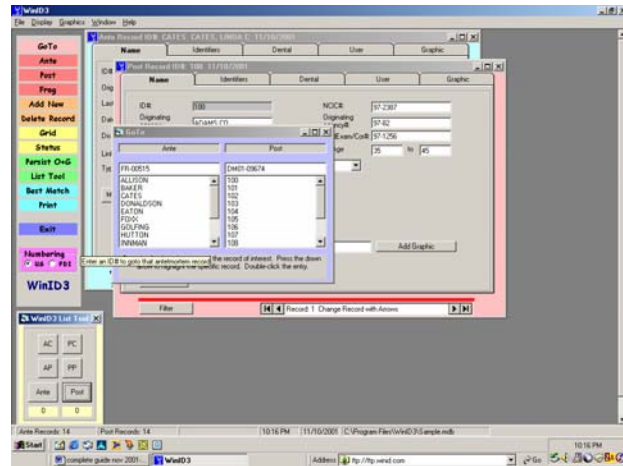


- Pin is an “A” and so annotate it in the identifiers section and include the tooth number
- C (Crown) is a shorthand for MODFL-C
- Watch your Amalgam (S) on posterior and Resin (E) on anterior
- Don’t assume. Use / when in doubt but check all x-rays and if necessary remove the x-ray from the mount for greater visibility
- Remember, the comment field (Identifiers) is our institutional memory
- Pontics are to be coded “XP”
- Implants are to be coded “XPA”
- Posts are to be coded “A” and so annotated in the additional identification section in WinID3
- Porcelain laminates are to be coded “FH”
- Use the comments screen to write out unique findings (examples: implants, odontomas, ortho appliances, etc.
- In the ante-mortem entry – if you see the tooth on the x-ray but are unable to tell if a restoration is present or not use the “J” code or “/” code.

Actual Entering...

A NOTE: Try to avoid unproductive time due to haste. We ask that you check to see if an existing record has been created – look for spelling errors in names and also look for reversals (John Michael or Michael John)

Before actual entering of a new record in either Ante-mortem or Post-mortem please check to see if there is an existing record. This can be done by selecting the GO TO in the first button in the WinID screen and entering either a record number. If the record exists bring up the record and check the number again / or name listed to verify that you have the record requested. Remember – any modification must be done with at least two dentists present and the entries should be verified before leaving the screen. Please remove distractions!



If you are absolutely sure that the record number does not exist, then select “add a record” and choose either Ante or Post record from the drop down box that appears. You will be prompted to enter a record number if it is Ante and a record number if it is Post. You will also be prompted to enter the names of the individuals entering the data – please enter both names with a “/” between them.

The new record will appear and using either the mouse or the tab key, move between fields first entering the last name, then the first and if known, the middle initial. Enter the date of birth (DOB) if known. In addition...

- Enter the ID#
- Type in the Last Name and the First name
- Make sure that all numbers are put in with “-“
- Make sure that a ZERO (“0”) is entered and not an “O”.

When this data has been entered, click on the dental tab at the top of the screen and then starting on tooth

number 1 – click and you will begin entering the charting. NOTE: Use the “enter” key on your keyboard and not the mouse as you will find that the input window will “wander” over the screen and that using the “enter” key on your keyboard will move you automatically to the next tooth number. If you make an error and wish to go to a previous tooth, click on OK and you will be brought back to the full screen mode. Clicking on a tooth will again place you in input mode and will continue in order and you will proceed to the next tooth in the order. When finished entering all 32 teeth, a prompt will ask you *if you are done entering*, answer “yes”. NOTE: Any description can be changed at any time by just clicking on the tooth number.

If you want to search for a match [*Best Match*] on a record you just entered you need to *refresh* first, otherwise it will not show up in your search.

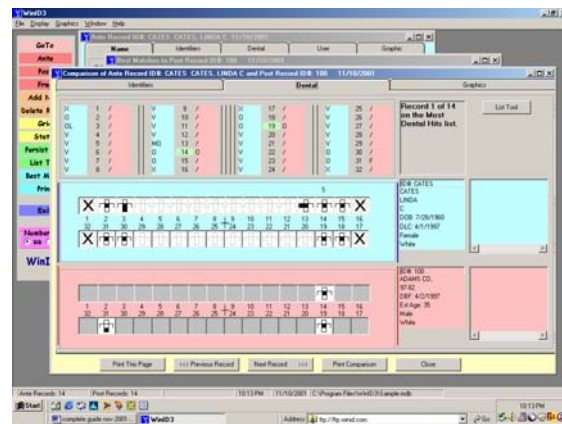
After entering Ante-mortem data into WinID, Place a **blue** mark on the side of the envelope. All new Ante-mortem records that have been entered into WinID need to also be entered into our Ante-Mort Log as WinID completed with the date entered. This is important as it allows anyone an overview to see the present status of a particular record in our office very quickly.

The file is then placed alphabetically into the ante-mortem file cabinet that contains all the other files which already contain WINID dental information.

What if we need additional information or are missing information to adequately chart the record into WinID3? Use the enclosed guidelines for contacting dentists (as described in these guidelines). Please remember that once the dentist is contacted, place the record into the waiting for information box from dentists. In addition, please place a chart removal slip alphabetically into the Ante-mortem files and clearly indicate the record has been entered into WinID and but has been placed into the waiting for dentist info.

POSTMORTEM RECORDS

The post-mortem charting from the morgue or other designated entry area, should be brought into the ante-mortem record-keeping area ASAP so that the charting can be entered into WINID system at our office. After entering a post-mortem charting into WINID, give the charting form to your section leader or Tour Commander for filling into the Post Mortem Duplicate Charting File. It is important that we do not throw away our copy of these postmortem charting.



RUNNING WinID3 MATCHES

The comparisons between the ante and post-mortem can be done in one of three ways.

1. “BEST MATCH” button.
2. “LOOK” button
3. Using the filter in the ante-mortem Grid

It is best to compare post-mortem against ante-mortem and not to look just under the Active Ante Mortem File alone.

Once you have a possible match, try to follow these steps:

1. Print the comparison page
2. Pull out of the filling cabinet the ante-mortem chart.

3. Review the ante-mortem chart carefully. Does it still make sense against the post-mortem chart. Check the date of the last x-rays and charting. Paper clip the envelope containing the FR# ante-mortem record with the printout. **Bring this to the section leader to discuss.**
4. You will need to have the post-mortem dental information sheet signed out of the post-mortem record room **the Tour Commander or his/her designee.**
5. When reviewing records, it is imperative that the records be reviewed one at a time to avoid co-mingling of information between open records. Keep ante records on one clear side of the table and post records clearly on the other side. **Do not have multiple files or records on the same table. Do not have multiple records open at the same time.** Be very careful to return all records back into their appropriate file folders as to avoid either an error or future omission.
6. Review the radiographs and if this is a possible ID pass the records on to the Tour Commander who will complete the necessary paperwork if it qualifies as a positive ID.