R4™ SYSTEM MANUAL

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Introduction

The R4 system is a complete e-filing dental records system. Introduced in KAUFD in the academic year 2010-2011 this system has completely obliterated the use of paper-based record keeping. The R4 system serves several essential goals: 1- Keeping with the ever changing world-wide technologies in record keeping, 2- Optimizing the quality of patient care, and 3- Improving the monitoring of clinical outcomes for the faculty.

The R4 system is based on the unique use of a username and password, which customizes the access for every user. There are several levels of access depending on the categorization of the user, with varying levels of privileges. Users categorized as "supervisors" have complete access to editing the record with the exception of the Patient's Basic Information. Users categorized as "students" may only edit the patient's chart, treatment plan and progress notes with the approval of the supervisor. Users categorized as "Dental Records auxiliaries (such as receptionists and DPAs) may only edit and organize patients' visits and appointments.

The R4 system is a system that greatly aides the mission of the faculty in adhering to the strict Patient Confidentiality Rules as required by the Ministry of Health of the Kingdom of Saudi Arabia. The system does not allow for the removal or inappropriate access of a patient's medical record. Should any mishandling of a patient's record occur, the system highlights it (thru the generation of reports), and enables the Faculty to reinforce rigorously the professional and ethical conduct in patient care.

Step-by-Step Instruction:

### 1. Starting your PC and logging onto the R4 system

1. Once in the clinic, the first thing that must be done when starting the PC is to log onto the University website in order to log onto the internet.

1. Enter your Computer Number Ex 0555588
2. Enter your ODUS password
3. Select KAAU from drop down list

4. Once connected to the web, double click on the R4 icon found on the desktop


5. This will open the R4 interface that will enable you to logon with your unique ID (username). Please note that you must never disclose your password to anyone at any time.
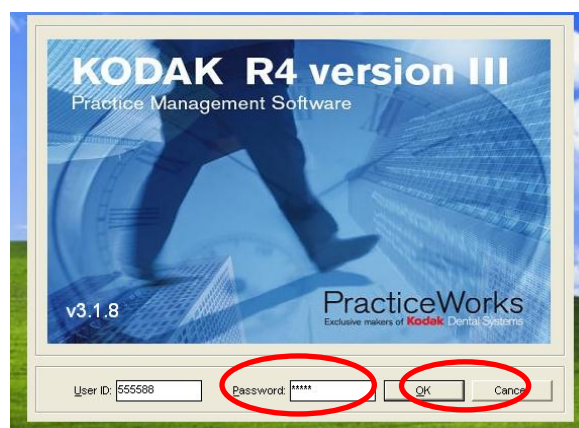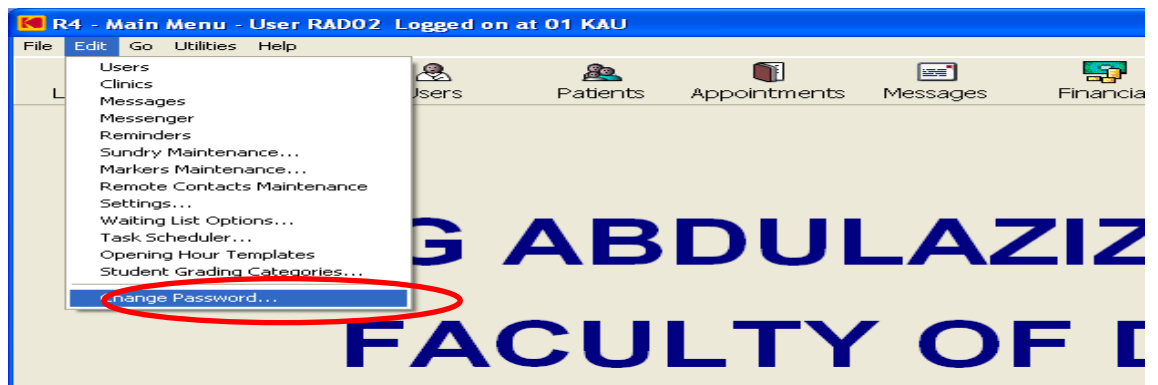
First time users: if you have just been issued a new username, then you will have been given a generic password (7788). You must log onto the R4 and change your password to a unique one that must only be known by yourself.

To change your password:

1.   main menu click "Edit"
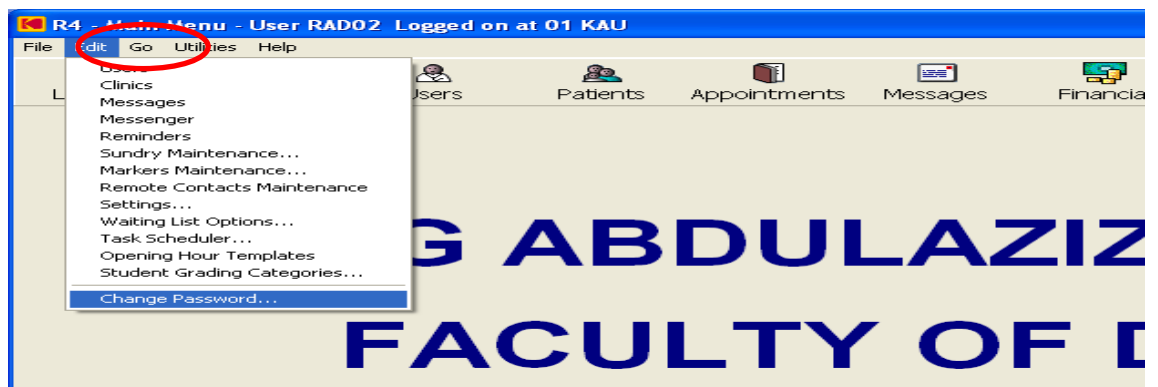
2.   Select change password

3.   Enter 7788 as the old password
4.   Enter your new password and confirm.

Clinics Users Patients Appointments Messages Financial Documents Reports Waiting List Chat Reminder

KING ABDULAZIZ UNIVERSITY

FACULTY OF DENTISTRY

Change Password

Enter your old password, and new password to change it.

User: RAD02

Old Password:

New Password:

Confirm:

OK   Cancel
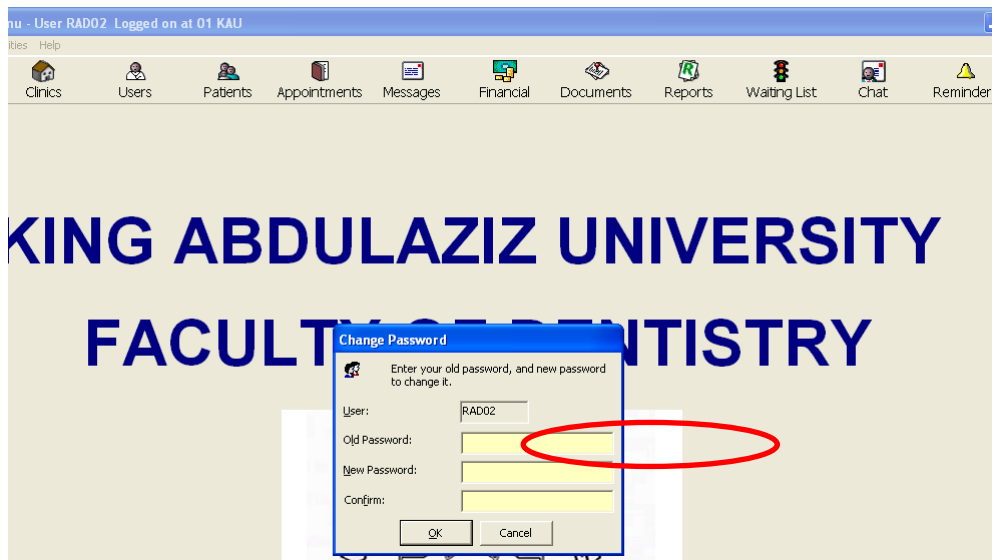
5.   Patient Entering and Leaving the Clinic

Whenever you log onto the R4 system, you will find that your patients will have been booked in your clinic by your DPA and receptionist at the specified clinical times. Note that each patient record will be available for you only during that particular clinical session. Once the clinical session is over, the record will not be available to you. In order to access the record it must be re-booked by the DPA and/or receptionist based upon approval by the Clinical Course Director.

Once you are in your clinic:

1.   Open the waiting list from the main tool bar to see your patients. Patients must register at the reception as soon as they arrive. Once they do, your screen will show the patient "waiting".
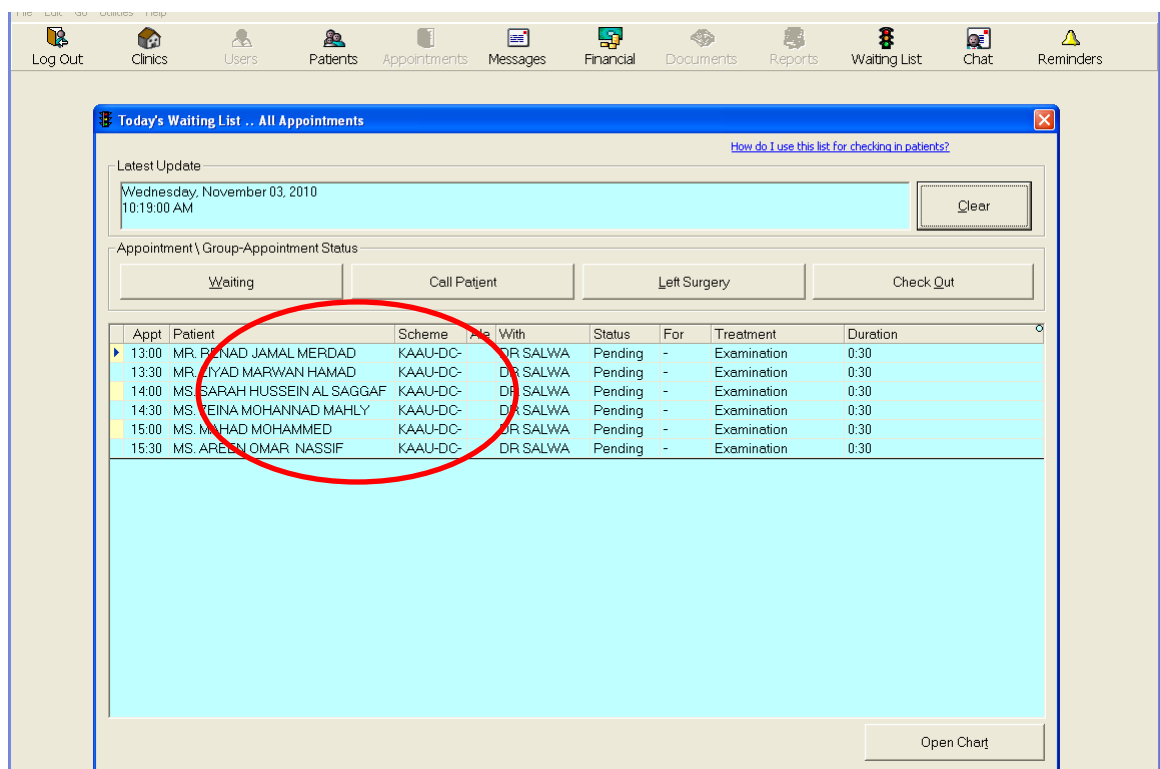
2.   Choose the first patient
3.   Click on "Call Patient"
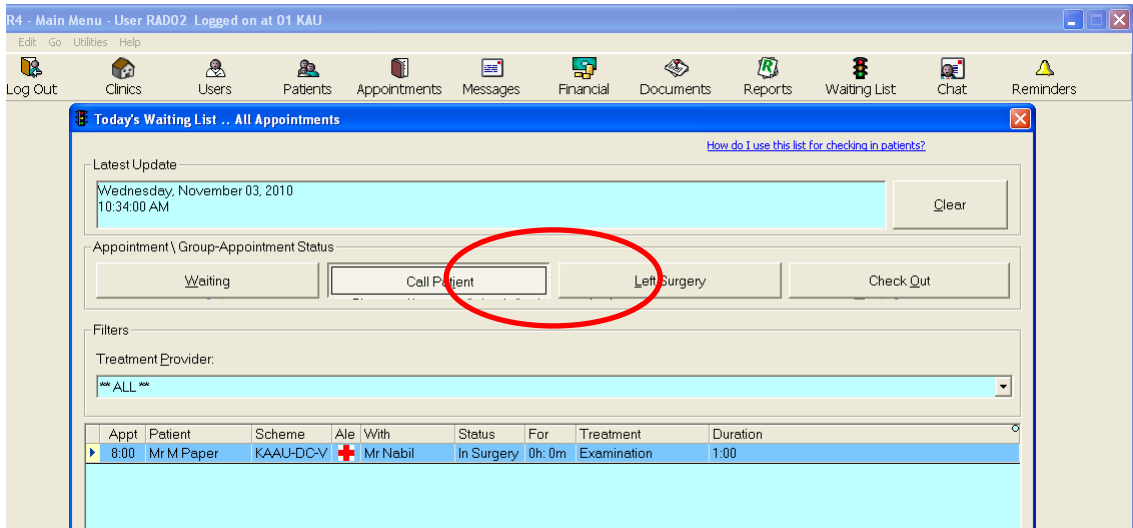
4.   The receptionist will send your patient in to your clinic.
5.   Once the clinical session is over you must click on "Left Surgery"
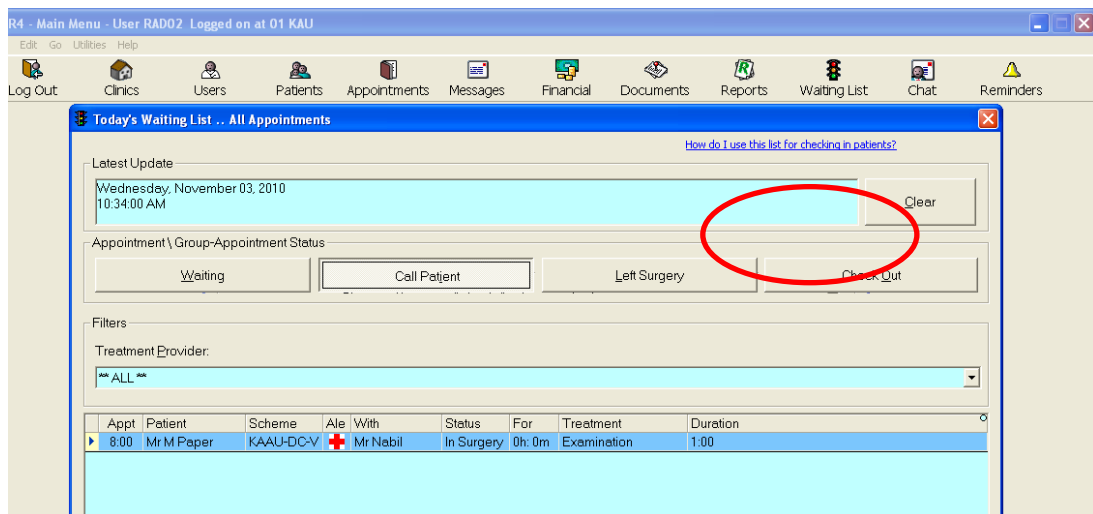
Once "Left Surgery" is clicked, a pop-up window will appear in order to set up the patient's next appointment.
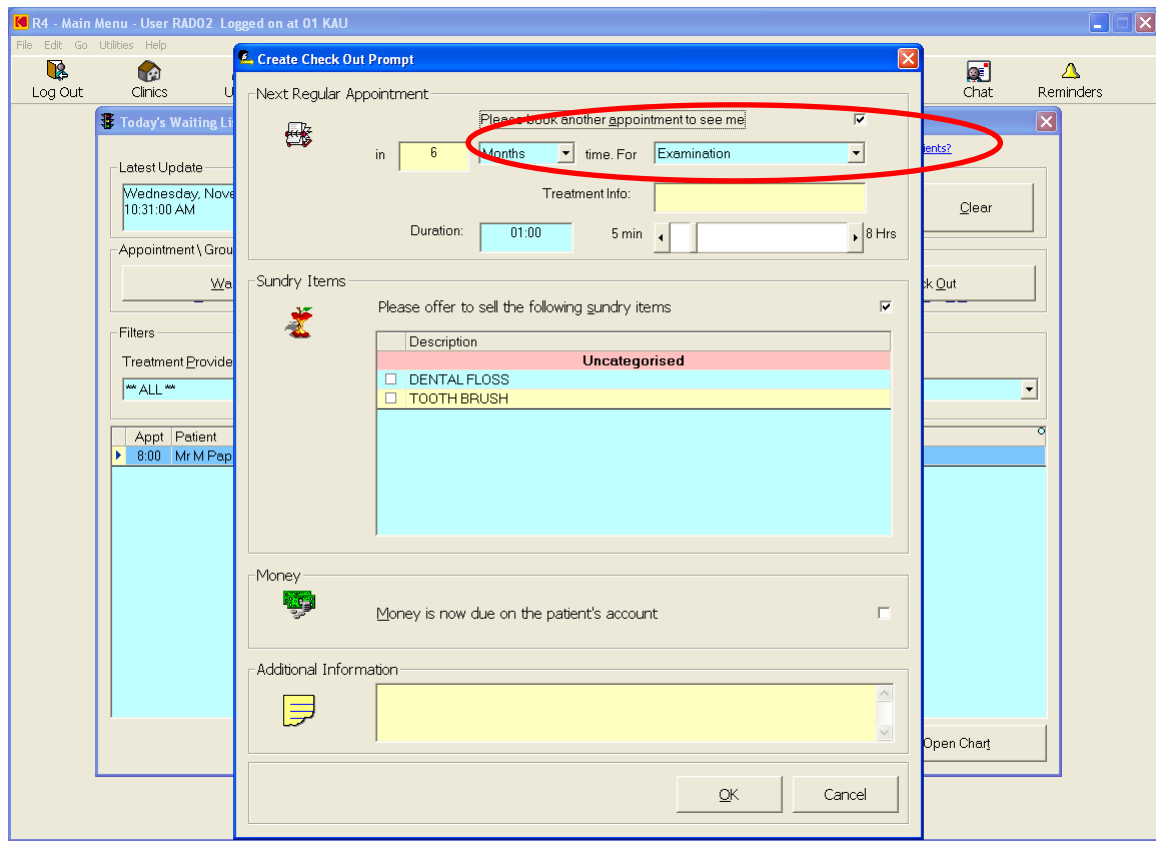
6.   Once the Patient is in the Clinic

1.   Clinical Chart

Once you have chosen your first patient from the waiting list, you can open his/her chart by clicking on open chart:
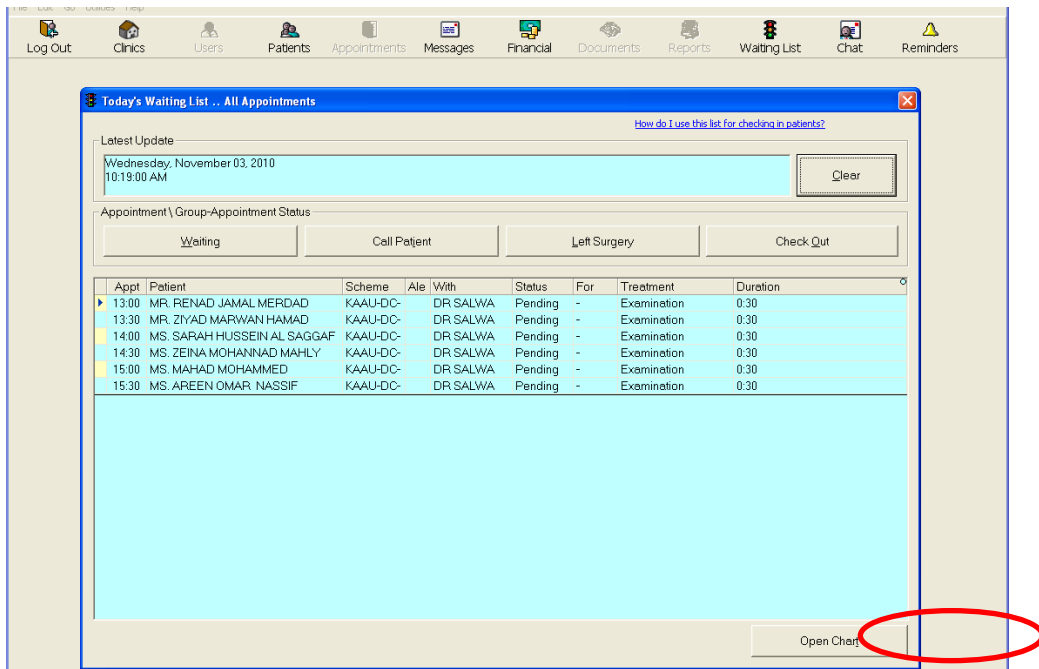
This will open the Patient Clinical Chart.
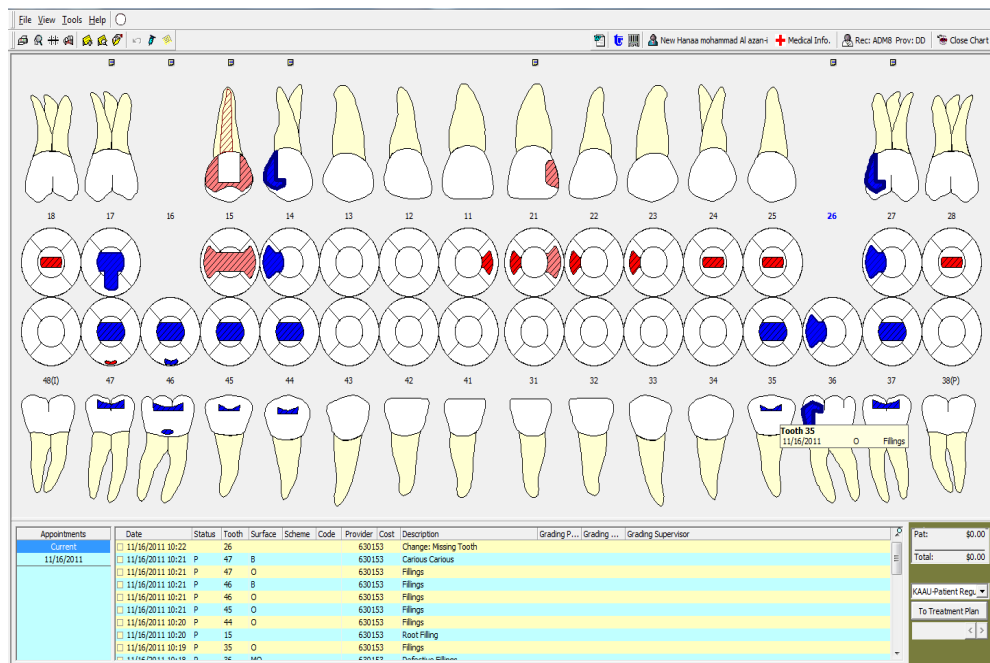
The Medical History can be viewed and edited by clicking on the Medical Information tab.
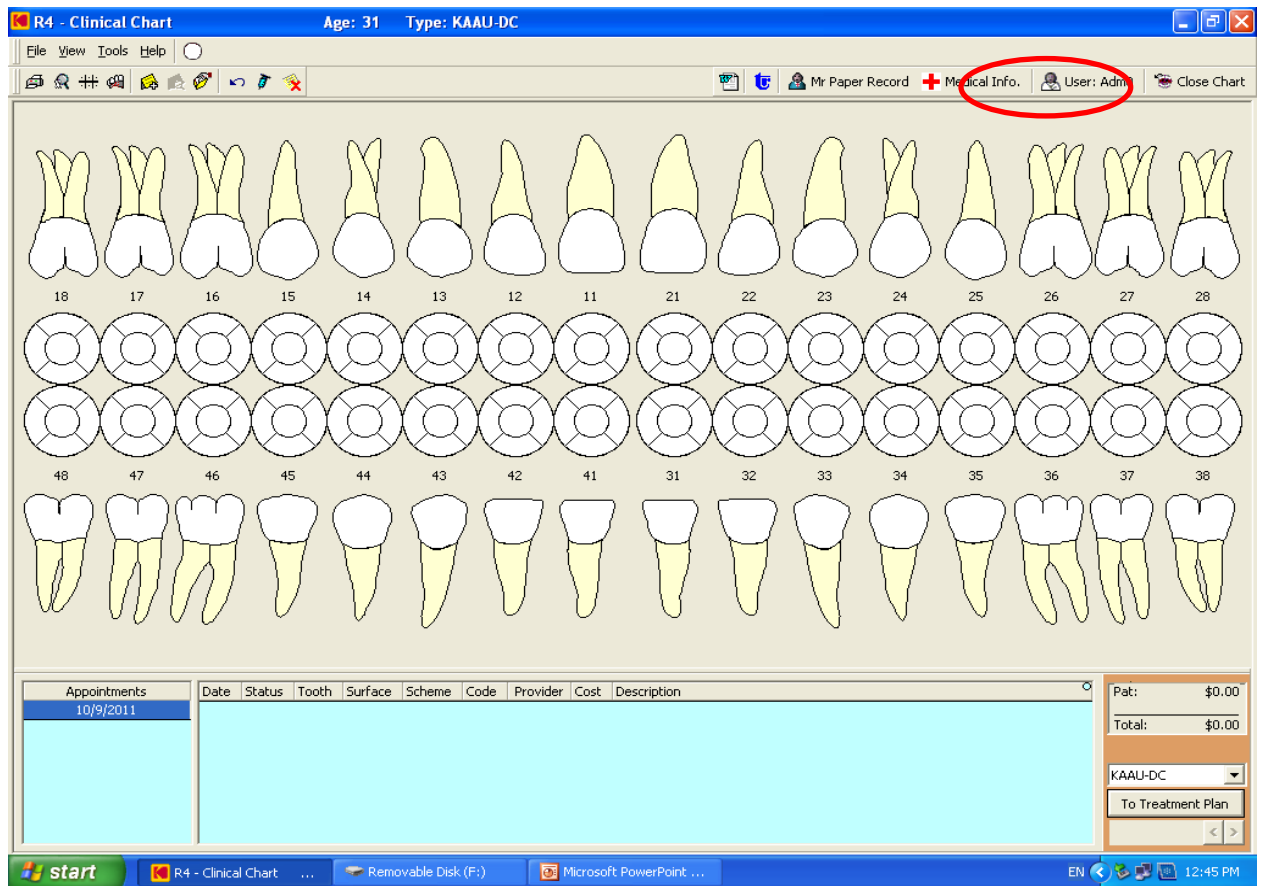
Opening this tab will give access to the following information:
1.   Chief Complaint and History of present complaint.
2.   Medical History.
3.   Dental History.
4.   Social History.
5.   Family History.

Click on the "Open Medical Screen"

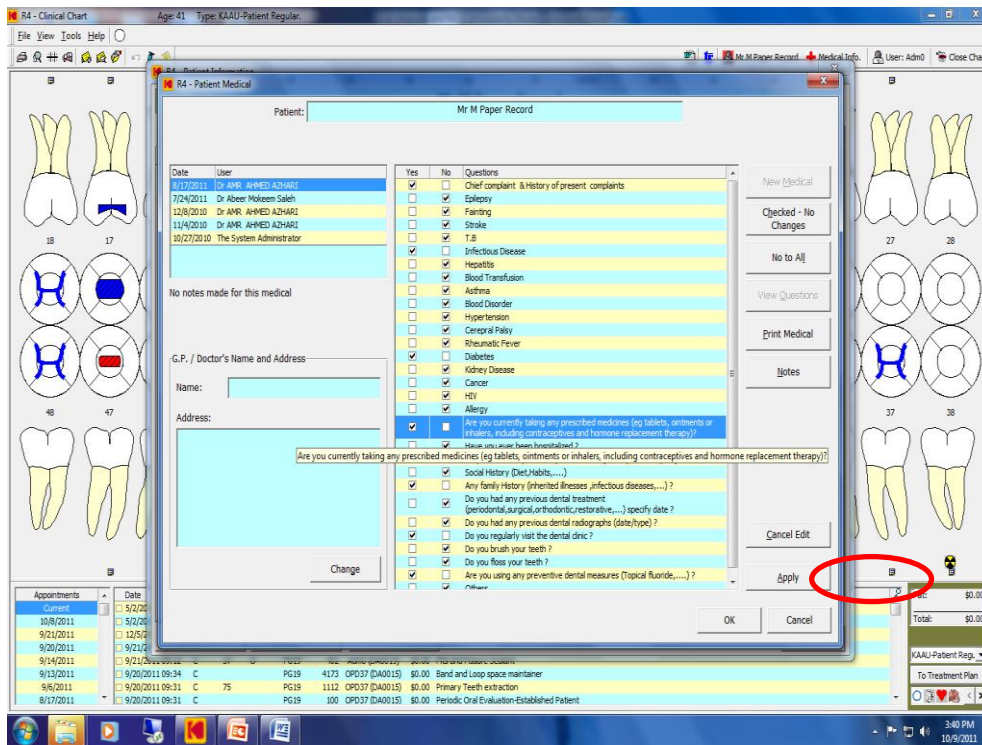This will give access to the medical history. By clicking on "New Medical" history may be taken.

Medical History questions can be checked in a "yes" or "no". In case there is a need to add information, it may be done by clicking on "Notes"
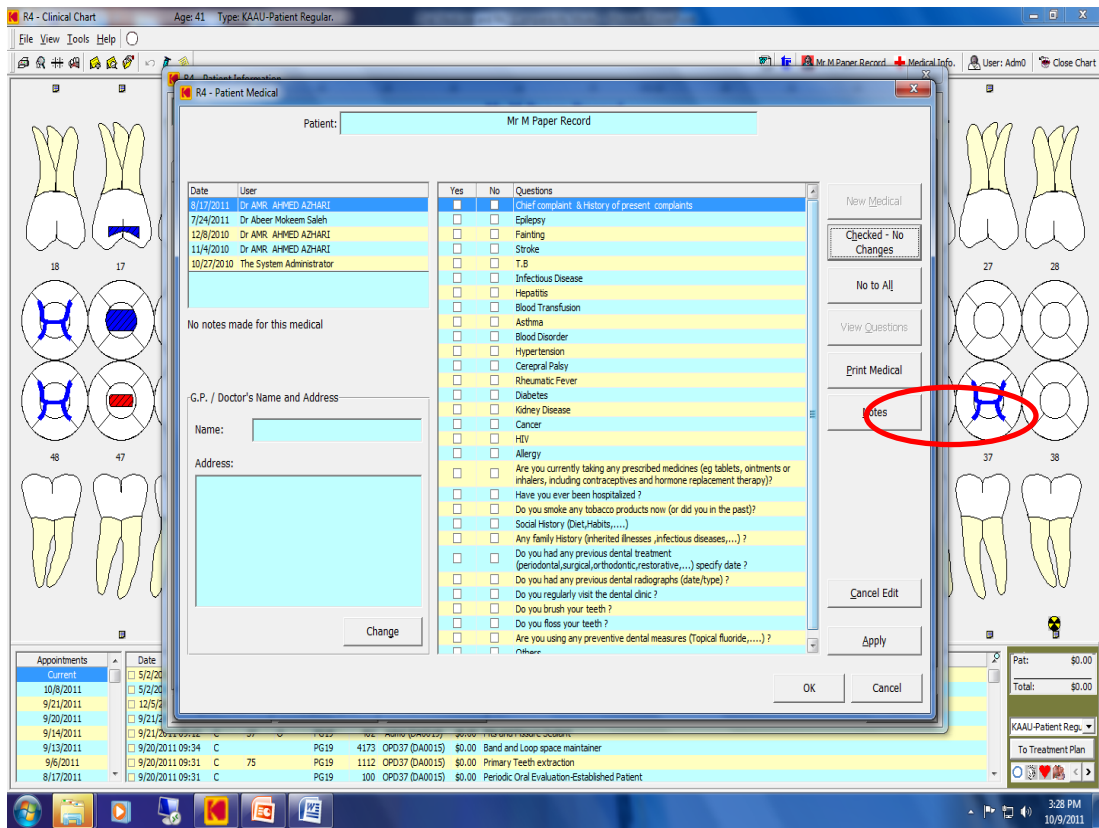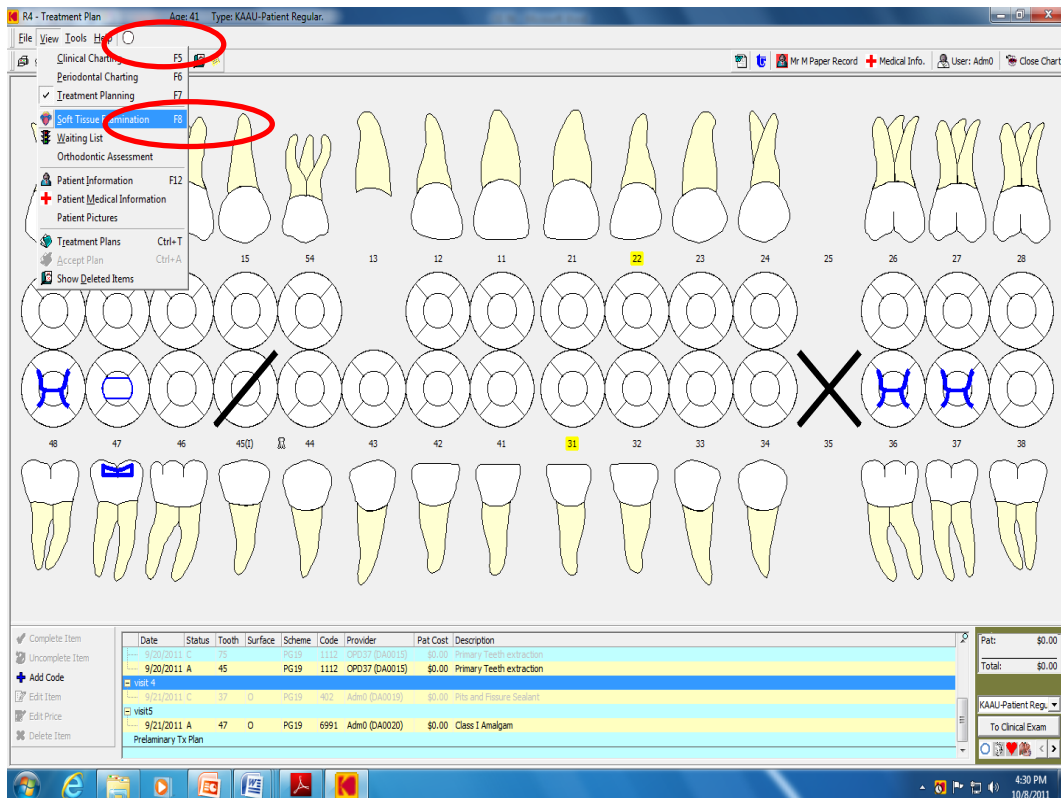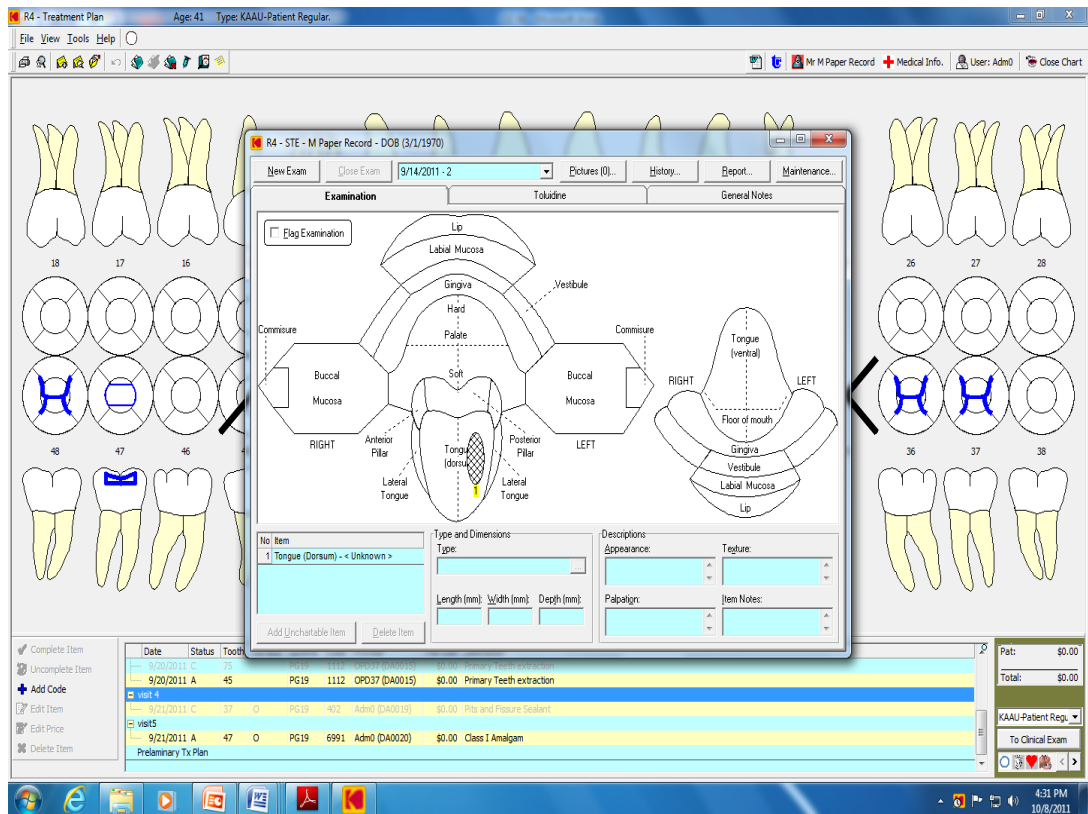
Notes are added and then accepted
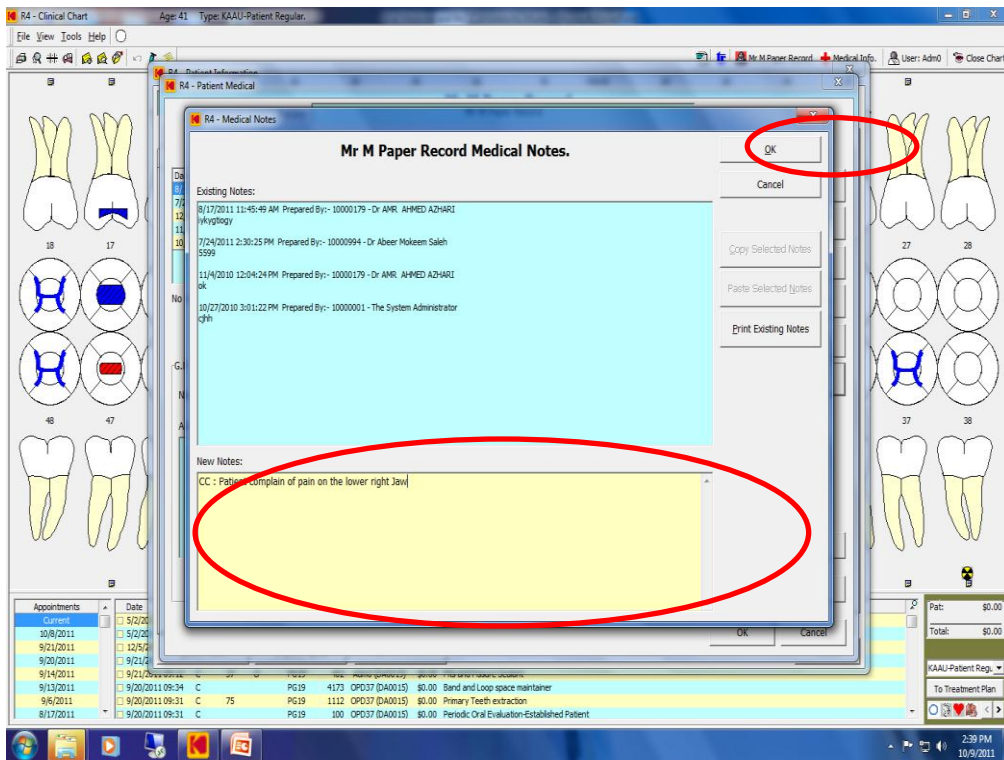
Once History Taking is complete click on "Apply"

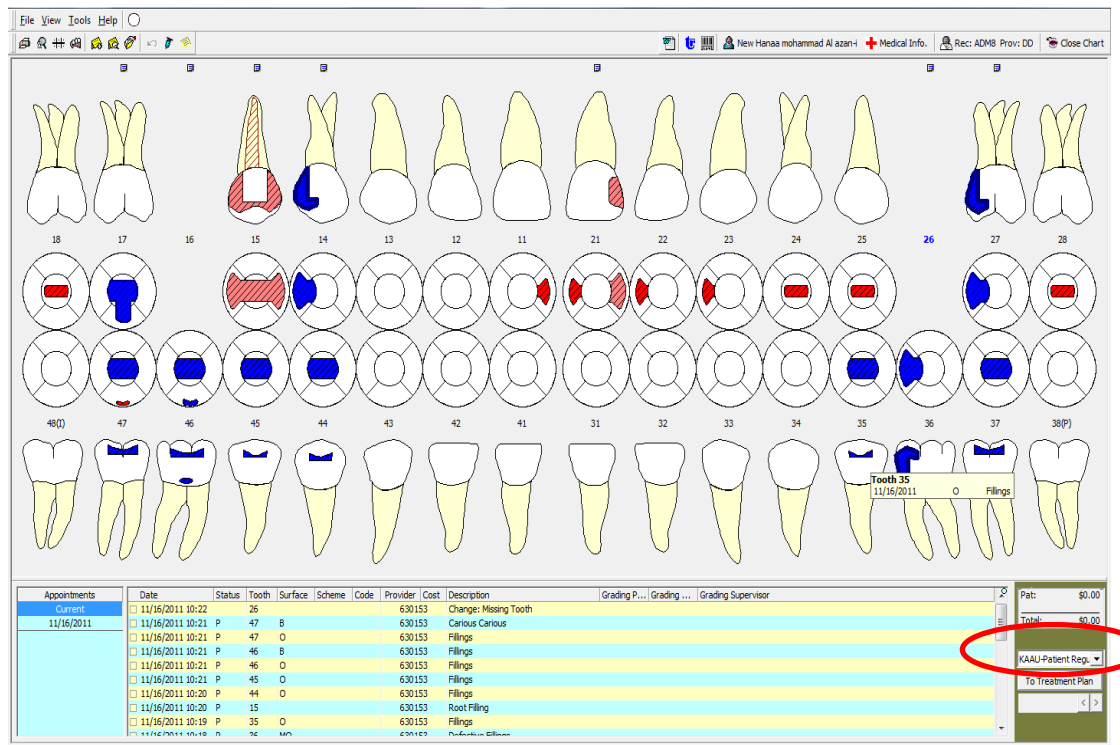To access Soft Tissue Examination, select from the drop-down menu "View"

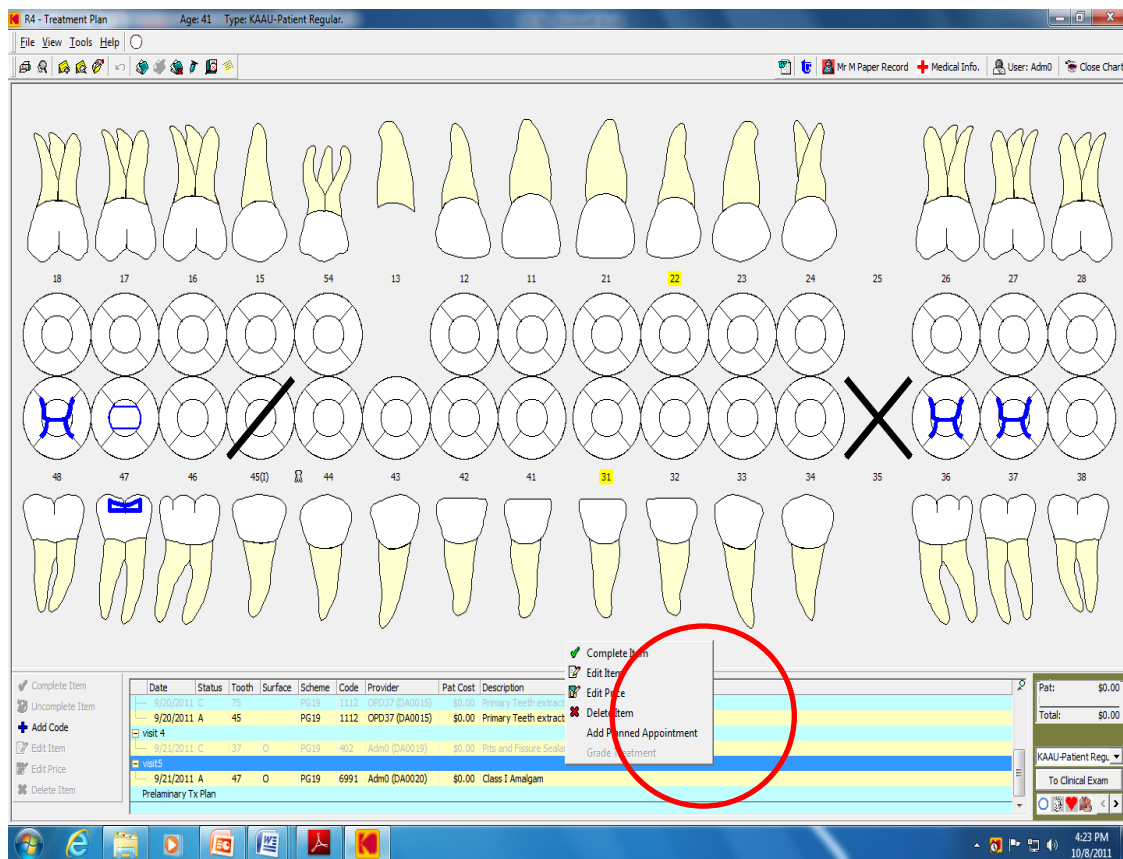This will open the Soft Tissue Examination

6.   Treatment Plan

In order to view the Treatment Plan click on the icon at the bottom right.

This will open the Treatment Plan page:

Right-click on the teeth with problems and choose the ideal treatment for that case. This will generate a problem-list. This list can be ordered in a sequential Treatment Plan that is divided in the known phases by "dragging" the items below the Treatment Phase.

7.   **Radiographs**

In order to view the patient's radiographs click on the X-Ray icon at the top of the Clinical Chart view
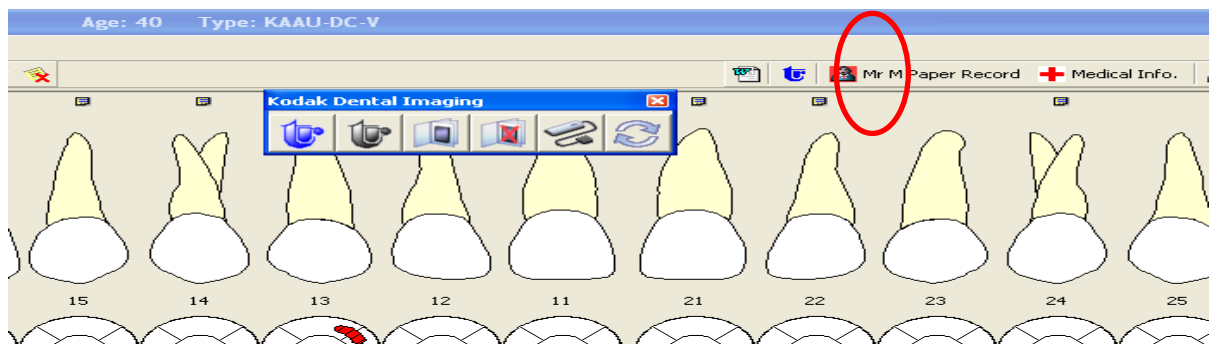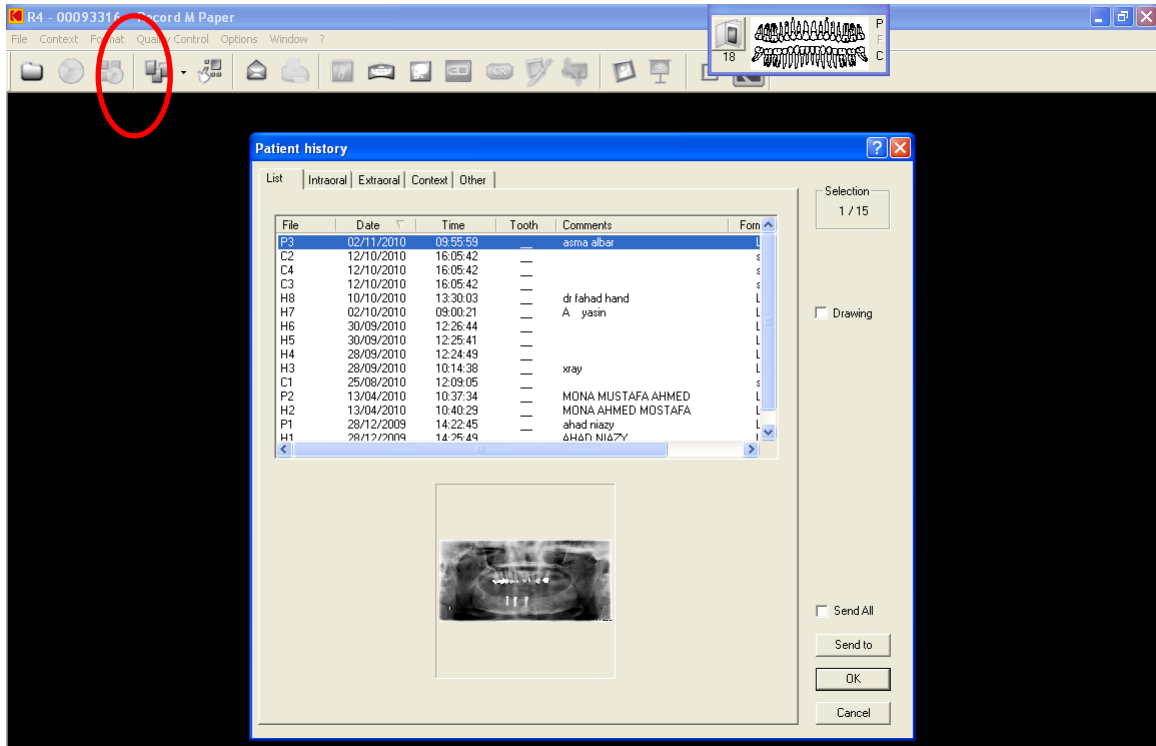

View the patient x-ray from the main tool bar of "Kodak Dental Imaging"
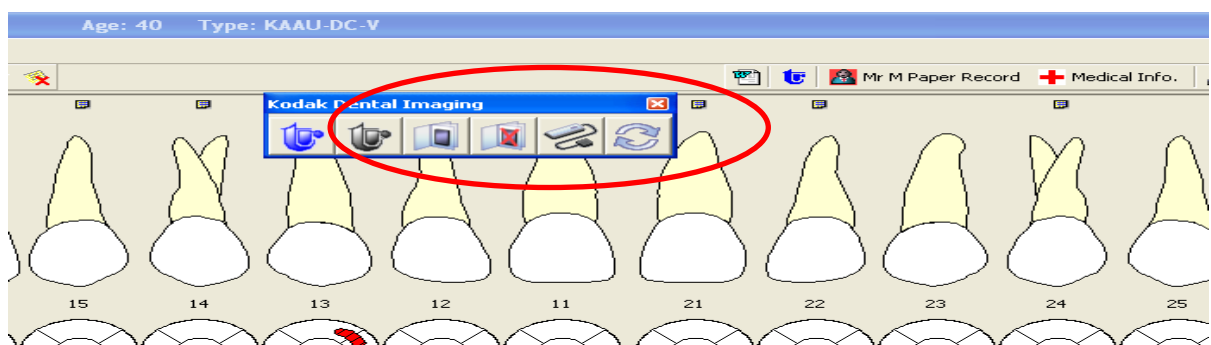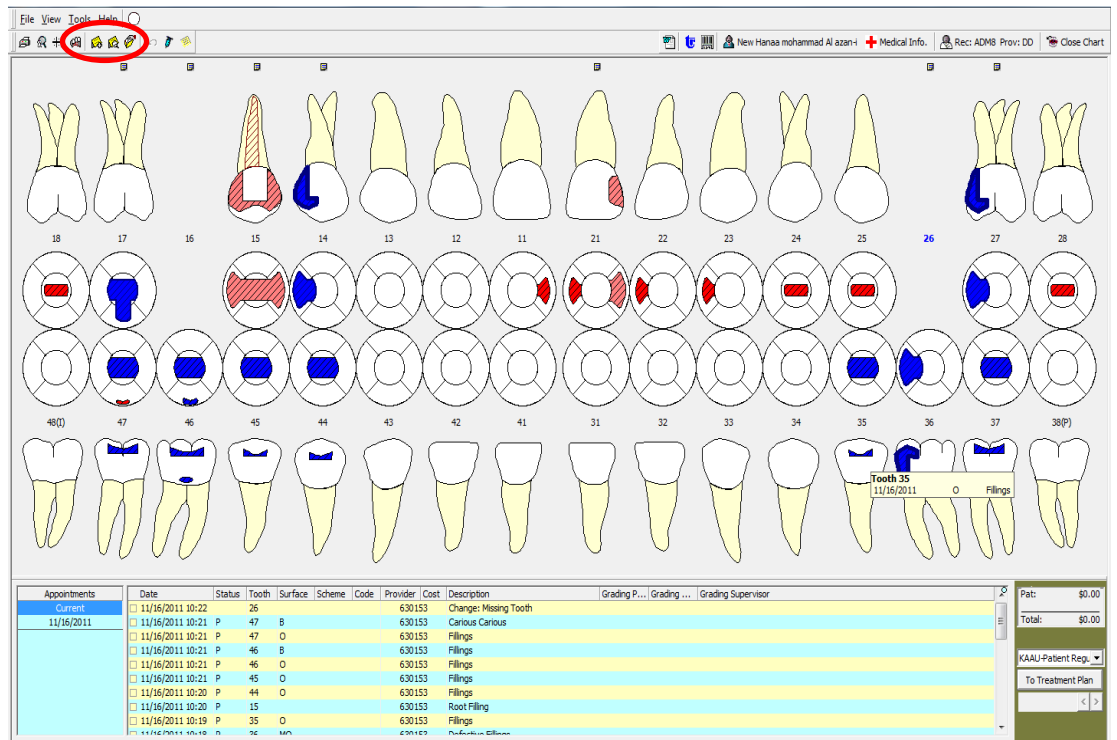

To see the list of all images of the patients, click on the open history. And double click to open the image
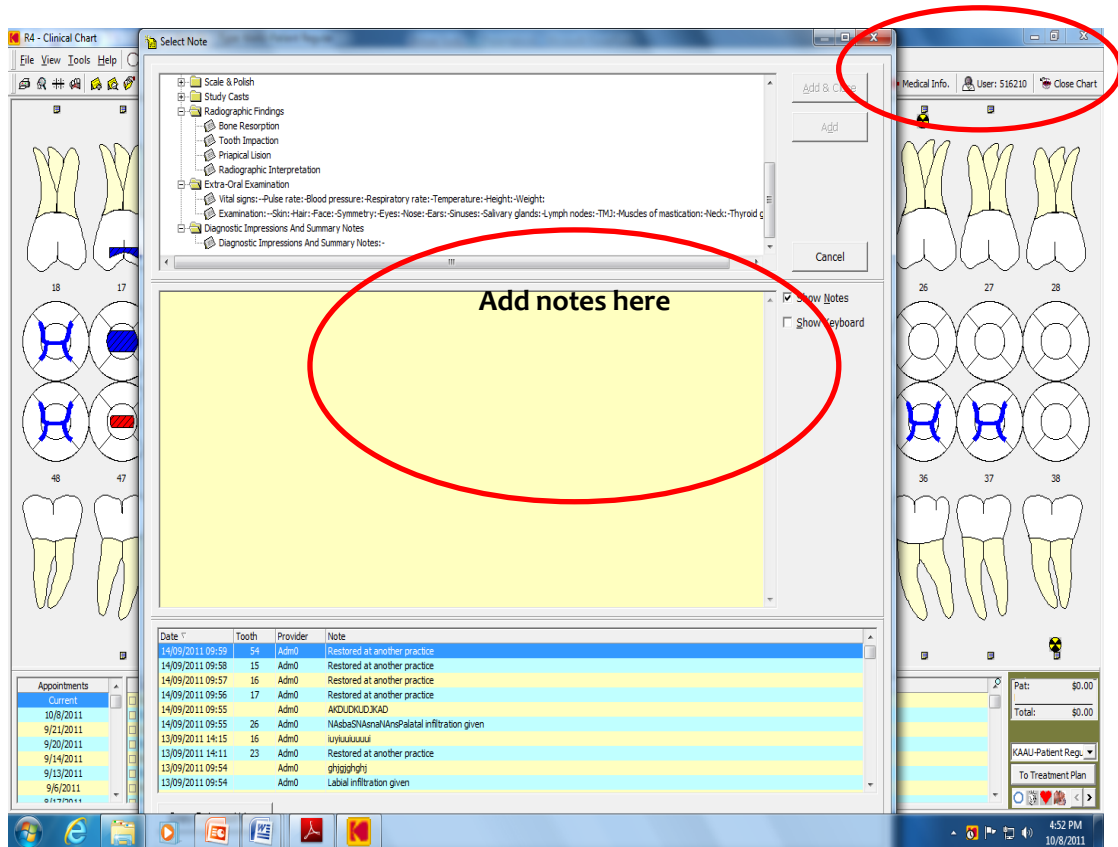
8. Progress Notes

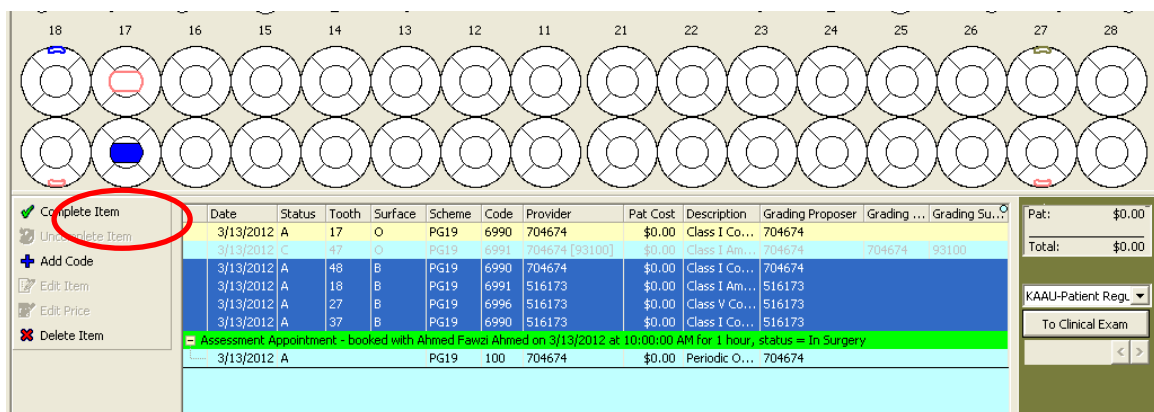Progress Notes are written under the "Add Note" section.

The note is written and signed and is then "Add & Save"

9. STUDENT USERS: Completing Treatments

All treatments to be carried out on the patient can be viewed in the Treatment Plan. Once a treatment has been completed:

1. Item must be changed from active "A" to complete "C".

2. Once this is activated, a supervisor approval pop-up window will appear with the Supervisor Division, Supervisor Username and Password:
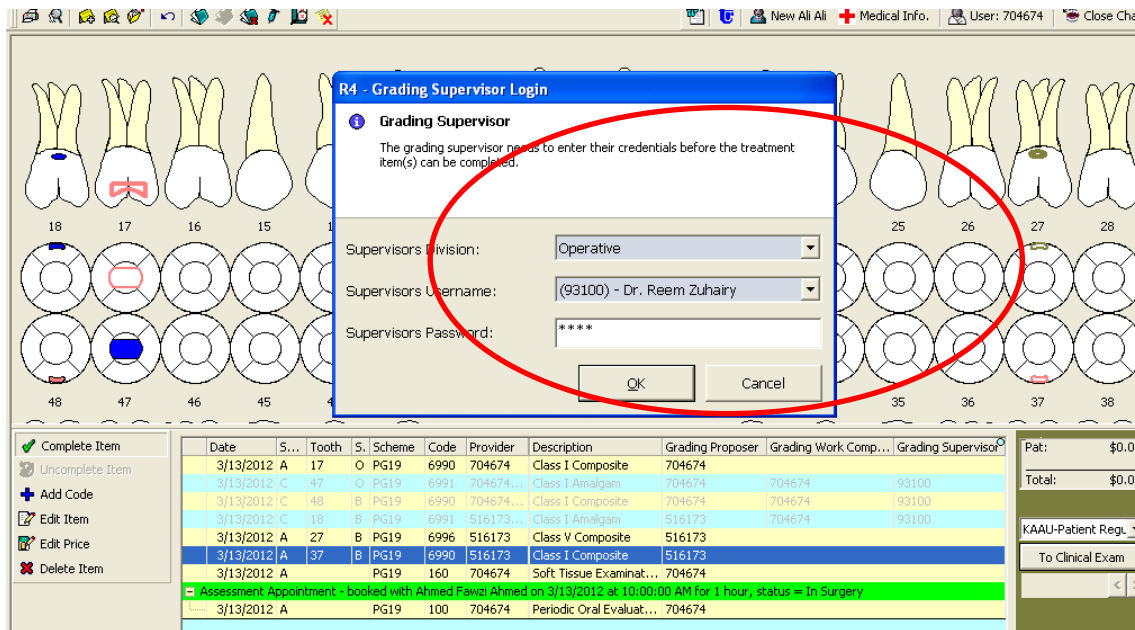
3. The supervisor name must be selected from a drop down list (sorted by Division)
4. For the item to be completed the supervisor must approve the treatment by entering his/her username and password.
5. Should the need to "undo" an item arise, the same pop-up window will appear requesting the same supervisor approval.
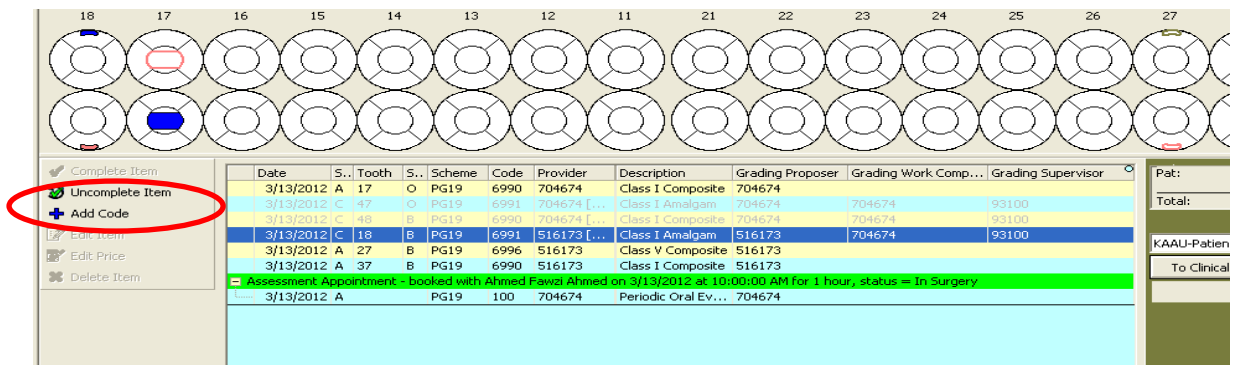
6. Writing the Progress Note
   The progress note is written as "Add Note"
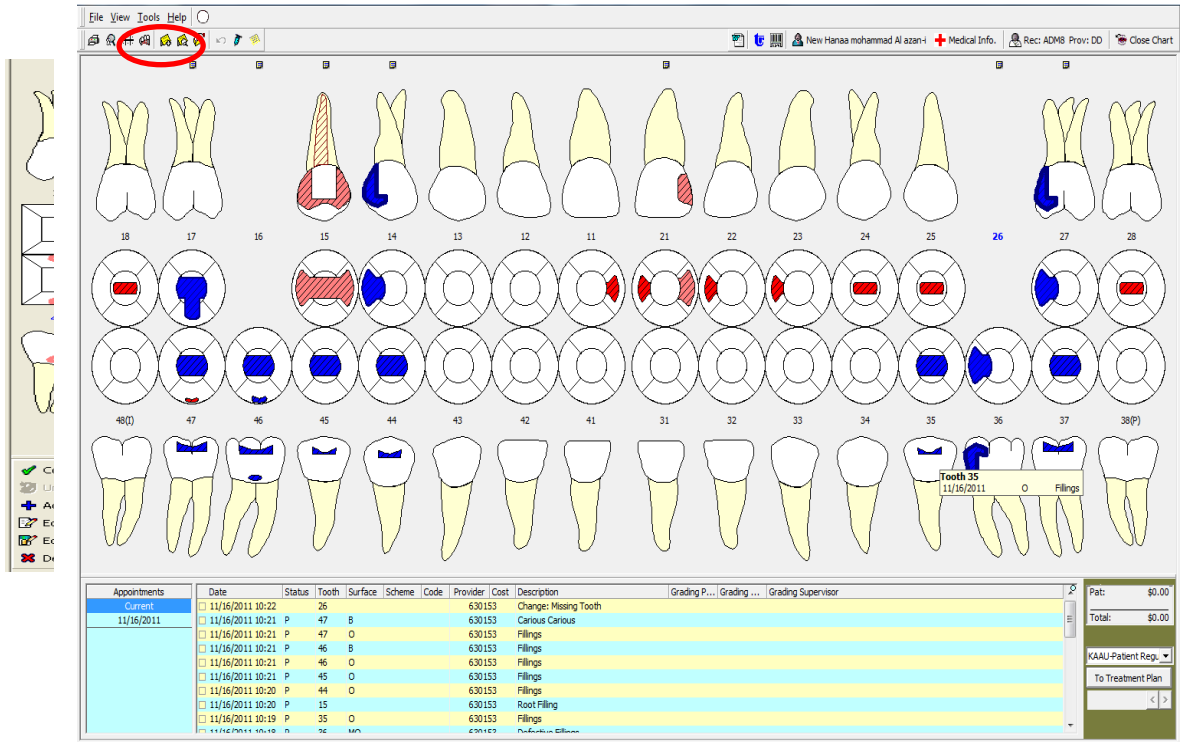
This will open the "Patient Notes" window. The progress is written and in order to close and save the Note, the supervisor username and password must be re-entered.
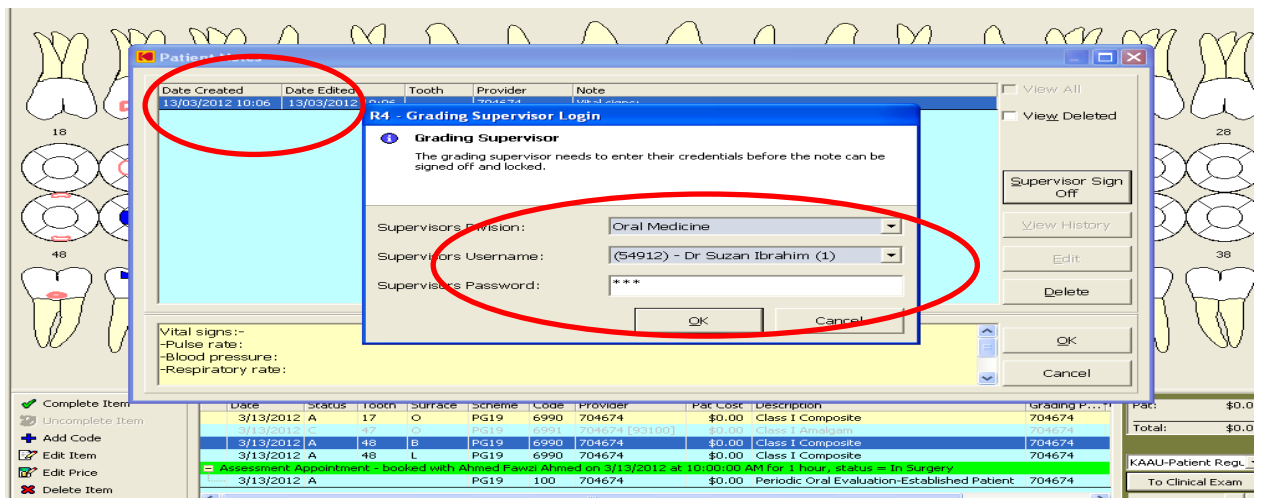
Do not forget to LOGOFF the R4 system at the end of every clinical session. Failure to do so will be considered a Patient Confidentiality violation and will be treated as a felony.