

How To Delete and Re-enter a procedure in Dentrix:

1. With a patient selected in the **Clinic** view:
2. Click on **Ledger** icon (second icon from left)
3. Click on procedure to be deleted and re-entered
 - a. Note the **Date** of procedure and **Provider**; you will need this to re-enter the procedure with the correct information.
4. To re-enter the procedure:
 - a. Select the **Transaction** menu, click **Enter Procedure**.

The **Enter Procedure(s)** dialog box appears.

1. To change the **Procedure Date** from the current date, type a new date in the **Date** field.
2. In the **Procedure** field, type the procedure code, or click the search button and do the following:
 - a. - From the **Category** list, select the appropriate ADA category.
 - b. All procedure codes assigned to that category appear in the **Procedure Code List**.
 - c. - Select the appropriate procedure code and click **OK**.
3. The procedure code, description, and fee appear in the Enter Procedure(s) dialog box.
 - a. Note: The following options may or may not appear in the **Enter Procedure(s)** dialog box depending on the procedure code specified: surface, tooth number, quadrant, or sextant.
 - b. If you are entering an IHS code such as 0000 or 0190, no additional information is required.
4. - **Provider** - Click the search button to change providers.
5. - **Do Not Bill to Dental Ins** - Select if you do not want to include the selected procedure on an insurance claim. When Dentrix posts the procedure to the Ledger, an "X" appears in the **Ins** column.
6. Click **Add**.
 - a. Dentrix adds the procedure to the **Procedure List**. If any required information is missing or invalid, a message box appears and prompts you to complete the information. Dentrix automatically adds procedures posted in the Ledger to the patient's chart.
 - b. Note: A column in the **Procedure List** displays the Chart status of the entered procedure. A "C" indicates a completed procedure that will appear in the Ledger and Ledger + History views. A "T" indicates the a treatment-planned procedure that will appear in the Ledger-Treatment Plan view. An "X" indicates that the procedure is a condition and will not display in the Ledger but will display in the Patient Chart. An "X" following any of these letters indicates that you selected **Do Not Bill to Dental Ins**.
7. Click **OK/Post**.

Dentrix posts the procedure to the Ledger.

Tip: You can enter items into a treatment plan using the above steps and selecting **Treatment Plan** under **Chart Status** before clicking.