



University of Manitoba | Rady Faculty of
Health Sciences

TO: Dental Hygiene 3 Students
FROM: Michelle Oshanyk (Managing Director-CSS) & Dr. T. Reeve, Associate Dean (Clinical)
DATE: October 23, 2025
RE: CLEARANCE PROCEDURES

Each Dentistry student is responsible for ensuring the ongoing care or disposition of patients in their patient pool.

Students must sign-up for all appointments by **November 14th, 2025, before 3:00 PM**. The file will be locked after this date.

Students must show up at their respective appointment times as such, accommodations cannot be made.

All sections in this document must be completed and signed **during the week of December 1-4, 2025**.

The procedures listed below must be completed and you must receive clearance from the following people. Please return the completed form to **Michelle Oshanyk by December 4, 2025**.

INSTRUCTIONS

STEP 1: axiUm Instructions

The Radiology Forms and Reports will be reviewed with Dr Nowakowski during the **ORAL PATHOLOGY/RADIOLOGY REPORTS appointment.*

RADIOLOGY REQUEST FORMS & REPORTS:

Radiology Request forms and reports you have initiated for patients must be completed (findings tab) and approved for clinic clearance.

To obtain the chart #'s of the patients with missing reports go to:

Go to: **Info Manager**

Select: **Custom** tab

Select: **UG Reports** category

Select: **RAD REQ Forms with No Findings** reports

Press: **Print** Option to open the Excel spreadsheet with report details.

You will find the chart # listed beside your provider # (column F).

Patients that are no longer assigned to you can be free accessed for the day by providing a list to your **PCC**.

These reports must be completed and approved by Dr Nowakowski.

STUDENT REVIEW OF ASSIGNED PATIENTS:

STUDENTS MUST PRINT OUT A LIST OF ALL THEIR PATIENTS FROM AXIUM. Reviewing their axiUm list, follow up with patients that they are currently assigned but have not yet booked or require to be dispositioned. Inform your Patient Care Coordinator (PCC) if there are any patient management issues, patients that are delaying treatment, or refusing disease control.

Patient Care Coordinators (PCC) will be reaching out to students who have patients that have not been seen since assignment.

PATIENTS TO BE RELEASED FROM TREATMENT

Patients that have COMPLETED TREATMENT and are NOT RETURNING

This includes patients where their treatment, by their own choice, is completed. These are patients that will not be returning to the College for any reason (e.g. they do not wish to continue here, or 'will think about it'; are not deemed suitable or do not wish to participate in the DH maintenance program etc.). All contact notes should be updated to reflect this.

Please note: if your patient has been deferring treatment throughout the academic year and they are now wanting to defer treatment to the following year, please do not provide assurances to these patients that they will be seen the following academic year. Update deferral of treatment in CONTACT NOTES.

CSS will decide as to whether the patient will be maintained as an active patient.

Please note: any types of transitional treatment (e.g. Provision crowns/Heat-Processed Crown, endodontic treatment with IRM/Cavit or other types of temporary materials in place (e.g. caries control).

Once you have completed the list of patients that will be released from treatment at the College, your **PCC** will send a letter to the patient on your behalf once reviewed and notified.

IN-PROCESS TX:

Please print the following report and review all in-process procedure codes that could be generating a balance. If there are any in-process procedure codes, you will have three options to resolve them:

- Treatment will continue during the winter clinical session.
OR
- If the procedure code is not going to be completed this academic year (September 2025 to May 2026), send correction card form to **PCC LEADS** **prior to November 21, 2025**, to suspend the procedure code and review the balance with financial staff.
OR
- If you want to have the procedure code deleted or changed, complete an **axiUm correction card** form prior to **November 21, 2025**. If the procedure is completed but still in process in axiUm, have an instructor who oversaw the procedure completed the procedure. (Correction card may be needed to back date it.)
- All In-Process codes need to be reviewed prior to your **axiUm Review appointment with a PCC LEAD** **scheduled during Mini Winter Clearance.**

“All In-Process Tx by Patient”

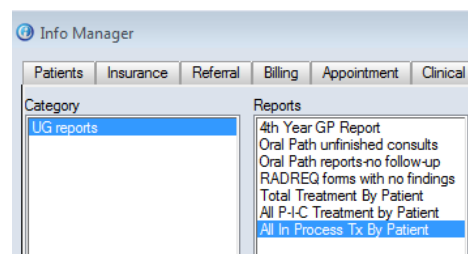
Go to: **Info Manager**

Select: **Custom Reports** tab

Select: **UG Reports**

Select: **All In Process Tx by Patient** report

Press: Select **All** and **Print**



UNAPPROVED FORMS, NOTES AND TREATMENT

Please print the following report and review all unapproved procedure codes, notes, and forms. You are responsible for ensuring patient procedure codes, notes and forms are approved by an instructor.

If you need a procedure code deleted or changed, fill out an **axiUm correction card and action form to PCC LEADS** **prior to November 21, 2025.**

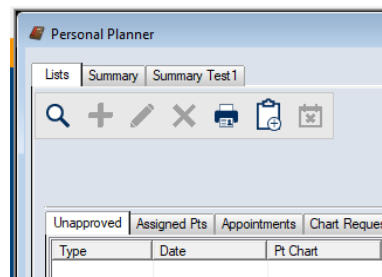
“Unapproved tab”

Go to: **Personal Planner**

Select: **Lists** tab

Select: **Unapproved** tab

Press: Search



Select: **Print**

The two above reports need to be printed after resolving ALL in process treatments and unapproved treatments. (Excluding records with your provider chart) The reports should be brought to your meeting with PCC LEAD.



CLEARANCE OF PATIENT BALANCES:

Please ensure that you have completed both IN-PROCESS TX and UNAPPROVED TREATMENT before beginning this section.

You must provide a printout of all patient balances. This must be discussed at a scheduled meeting with Michelle Oshanyk

To print your **PATIENT BALANCES** List:

Go to: **Info Manager**

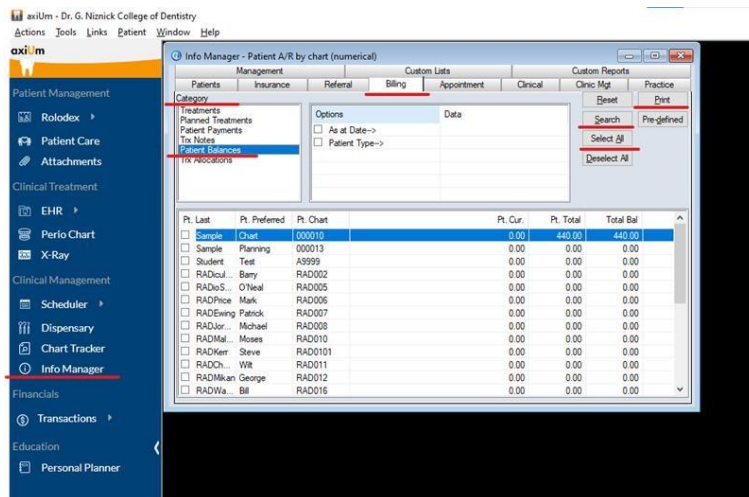
Select: **Billing Tab**

Under Category Scroll down and select: **Patient Balances**

Press: **Pre-Defined** button

Select: **Patient A/R by Chart (Numerical)** report

Press: **Search** (when you get message)



Discuss Patient Balances with your PCC regarding outstanding patient balances. Patient Balance process is required to be completed before your meeting with Michelle Oshanyk.

Ensure that you have taken all the necessary action to collect the fees for these patients. **Document all correspondences** you have had regarding the collection of fees on the patient **"Contact Notes"** in the patient's axiUm record.

When reviewing your patient's account, if you find incorrect entries and need to make necessary adjustments in axiUm or note discrepancies, your **PCC** will review these discrepancies/adjustments with you. They may refer you to your instructor for the completion and grading of procedures. A correction card form submitted to PCC Leads may also be required.

STEP 2: Microsoft Teams Student Sign-up for Individual Appointments

Review the link below to sign-up for appointments in each of the following categories

DH3-Mini Winter Clearance Sign-up sheet 2025

1. AxiUm CODES and CORRECTION CARDS, IN-PROCESS, UNAPPROVED ITEMS REVIEW

See Microsoft Teams for axiUm Review Appointment

- a. Complete all axiUm Correction Card Forms and **action to PCC LEADS prior to November 21th, 2025.**
- b. Print a copy of your In-Process and Unapproved Tx Form and bring these reports to your appointment with the PCC LEAD

2. RADIOLOGY/ORAL PATHOLOGY REPORTS

See Microsoft Teams for REPORT Appointment

- a. Review outstanding Radiology Forms and Reports and/or Pathology Reports.
- b. Complete forms and reports prior to appointment.
- c. Bring this printed report to your meeting with Dr Nowakowski in the Specialty Clinic D116 for his authorization

3. ACCOUNT BALANCES

See Microsoft Teams for ACCOUNT Appointment

- a. **All signatures on the checklist (1-4) must be completed before the Account Balance appointment**
- b. Coordinate payment of any outstanding fees associated with your Student axiUm account
- c. Payment can be made with any of the **PCCs/Reception**
- d. Meet with Michelle Oshanyk to confirm zero balance of Student axiUm Account
- e. **Submit Completed Kit Clearance Form with Michelle Oshanyk for review by Dr T Reeve**

Student Name: _____

Year: 2025– Dental Hygiene

Checklist and Signatures

Check	Student Initial	Task	Submit	Signature	Date
<input type="checkbox"/>		1. Axiom Codes Review, In process, unapproved items	PCC LEADS Carley Tokar D123B Marta Bhopalsingh D126D		
<input type="checkbox"/>		2. Radiology & Oral Pathology Reports	Dr A. Nowakowski Specialty Clinic - D116 December 2 nd -AM		
<input type="checkbox"/>		3. Student Account Balances Balance Due: Paid: Yes No Receipt: Yes No	Michelle Oshanyk Managing Director – D126C		
<input type="checkbox"/>		4. Patient Fee Review Patient Fees Collected	Michelle Oshanyk Managing Director – D126C		
<input type="checkbox"/>		5. Winter Clearance Completed <i>Note: Signature from Dr. T. Reeve on your attached Clearance form will occur ONLY when all Patient Care and administrative matters have been resolved.</i>	Dr. T. Reeve Associate Dean, Clinical		