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**TO: DENTISTRY 3 STUDENTS**

**FROM: Michelle Oshanyk (Managing Director-CSS) & Dr. T. Reeve, Associate Dean (Clinical)**

**DATE: April 2, 2026**

**RE: CLEARANCE PROCEDURES**

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***As a Requirement for Promotion*, each Dentistry 3 student is responsible for ensuring the ongoing care or dismissal of all patients in their patient pool. It is your professional responsibility to properly and timely transfer patient care and failure to do so would impact their completion of RSTD 3512, 3532 & 3522 courses.**

**Students must sign-up for all appointments by May 1, 2026. The file will be locked after this date.**

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

All sections in this document must be completed and signed **during the clearance week**. Failure of a student to comply with the responsibility of timely submission of documents may affect the completion of a student's program year.

Before your name can be presented to the Promotions Committee, the procedures listed below must be completed and you must receive clearance from the following people. **Please return the completed form to Michelle Oshanyk, Managing Director by May 22, 2026.**

**If you are late and/or miss your clearance appointment, you will be required to email Dr Reeve for a new appointment date the following week.**

## INSTRUCTIONS

### AxiUm Instructions

#### STUDENT REVIEW OF ASSIGNED PATIENTS:

**STUDENTS MUST PRINT OUT A LIST OF ALL THEIR PATIENTS FROM AXIUM.** Reviewing their axiUm list, students must designate each patient to a specific category in the **STUDENT DISPOSITION** sheet located in your MS Clearance TEAM.

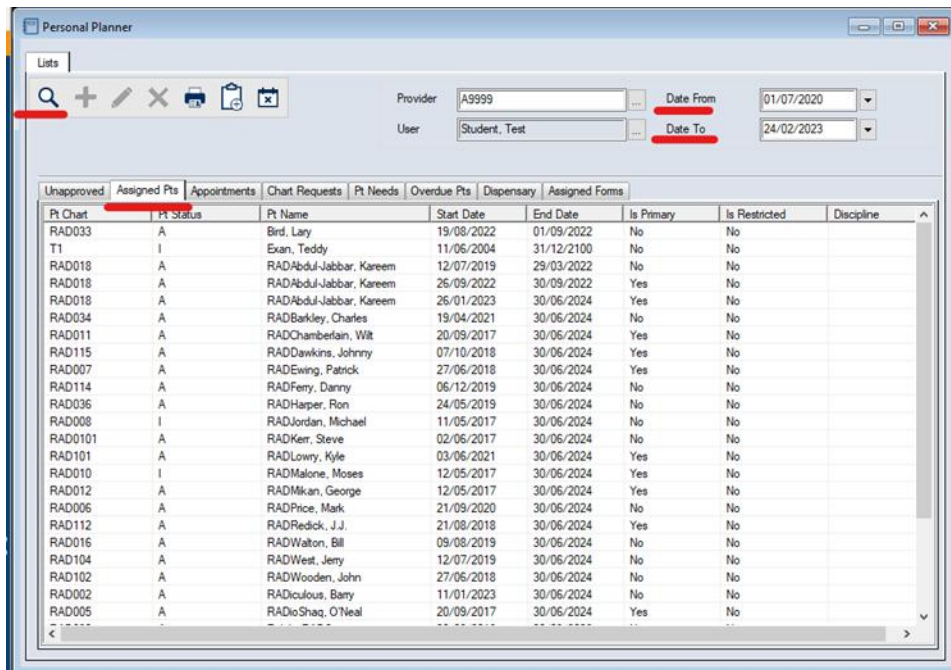
#### Assigned Patient Reports

Go to: **Personal Planner**

Select: **Assigned Patients** tab

Select: **Search for Data** (Magnifying Glass)

Select: **START DATE** filed to sort by Assigned date  
Select: Print Report (or work of system)



Your **Dental 3 PCC** will meet with you to discuss each patient that is being transferred or dismissed. The **axiUm patient list** must be brought to your **Patient Review** appointment. You must complete your **STUDENT DISPOSITION sheet in MS TEAMS prior to meeting with your Dent 3 PCC**. The patient must have a 'zero' balance prior to being released.



**Review the link below for your individual sheet. After reviewing your Patient List, complete all fields of the STUDENT DISPOSITION Sheet**

**MS TEAMS LINK:** [click here](#) (This link will provide access to the folder as of April 30, 2026.)

For each of your patients, update all relative correspondence regarding the patient in the **axiUm Contact Notes**. Pertinent correspondence would include any information regarding the patient's availability (time, financially), attendance (i.e. reason(s) for missed or short notice cancelled appointments), the patient's desire to continue in the program next year or inability to continue in College program (i.e. moved, not interested, deceased).

### **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.

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.

Inform your **PCC** during your **Patient Review** meeting of any type 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).

#### **PATIENTS TO BE TRANSFERRED TO:**

##### **1) DENTISTRY 4 STUDENT Waitlist includes:**

- a. Patients who are ready to begin treatment with planned partial dentures or bridges
- b. Complete denture patients requiring continued recalls/follow-up

##### **2) DENTISTRY 3 STUDENT Waitlist includes:**

- a. Patients requiring dental treatment not covered by approved D4 waitlist
- b. Note: Crowns planned in Dentistry 3 will remain with Dentistry 3 waitlist.

##### **3) DENTAL HYGIENE Waitlist:**

**Indicate the following information for these patients being transferred:**

- a) all treatment previously consented to that is remaining
- b) any special considerations that the new provider should be aware of; and
- c) the proposed Perio SPT re-evaluation/recall date or interval

**PERIO Patients:** If your patient has completed all dental treatment and they are now in the Perio maintenance phase, these patients are transferred to Dental Hygiene students for care and are seen in the D4 dental recall exam rotation in clinic. Please confirm with your patient that they want to be seen in the DH program and explain that their treatment will require 3-5 sessions to complete their periodontal care. If not, indicate on your disposition sheet and request to dismiss patient from the program.

**The two reports below (IN-PROCESS and UNAPPROVED),** need to be printed after resolving ALL In Process treatments and Unapproved treatments. The reports should be brought to your **axiUm Review meeting with PCC Leads.**

#### **IN-PROCESS TX:**

Print the following report and review all procedure codes and ensure there are no in-process codes that could be generating a balance.

**NOTE:** All In-Process codes will need to be addressed PRIOR to your **axiUm Review appointment with PCC Leads**. This is done by submitting a **correction card prior to April 30th, signed by original approver**. If original approver is not available, your course coordinator must sign the correction card.

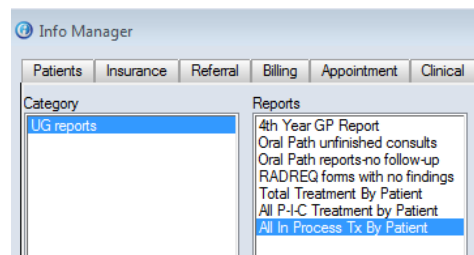
**NOTE:** Pediatric treatment codes must be approved by pediatric instructors, and GP treatment codes are to be approved by GP instructors.

If there are any in-process procedure codes, you have three options to resolve them:

1. **SUSPEND** - If patient is NOT going to continue, request **PCC Leads** to suspend code and \$0.00 balance the fee. IF PATIENT IS CONTINUING NEXT TERM, suspend code but DO NOT ZERO BALANCE.
2. **DELETE** - If you want to have the procedure code deleted
3. **COMPLETE** - If you want to have the procedure code completed

### “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 TREATMENT

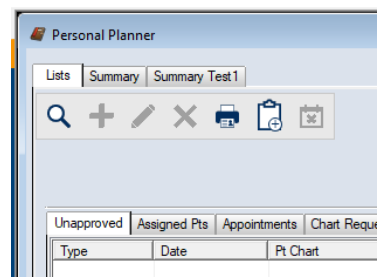
Print the following report and review all unapproved procedure codes, notes and forms. You are responsible to ensure patient procedure codes, notes and forms are approved by an instructor.

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

If you need a procedure code deleted, changed or completed, **submit an axiUm correction card form prior to April 30th and action it to PCC Leads**.

### “Unapproved tab”

Go to: **Personal Planner**  
Select: **Lists** tab  
Select: **Unapproved** tab  
Press: **Search**  
Select: **Print**



Type	Date	Pt Chart	Pt Name	Code	Site	Surf	Description	Sta	Discipline
Treatment	27/06/2019	A2032	Bansal, Mohit	01201			Comprehensive Exa...	I	TxPlan
Treatment	27/06/2019	A2032	Bansal, Mohit	01201			Comprehensive Exa...	I	TxPlan
Treatment	28/01/2013	T22222	Barth, James	11101			Polishing 1 unit	I	
Note	22/08/2022	RAD033	Bird, Lary				Template Note		
Note	22/08/2022	RAD033	Bird, Lary				Template Note		
Note	22/08/2022	RAD033	Bird, Lary				Template Note		
Note	25/08/2022	RAD033	Bird, Lary				Template Note		
Note	25/08/2022	RAD033	Bird, Lary				Template Note		
Note	29/08/2022	RAD033	Bird, Lary				Template Note		
Note	31/08/2022	RAD033	Bird, Lary				Template Note		
Note	31/08/2022	RAD033	Bird, Lary				Template Note		
Treatment (Del)	22/08/2022	RAD033	Bird, Lary	0100.0			Patient Management	D	
Treatment	25/08/2022	RAD033	Bird, Lary	02112			Two Images	P	Radiology
Treatment	25/08/2022	RAD033	Bird, Lary	01201			Comprehensive Exa...	P	TxPlan
Treatment	25/08/2022	RAD033	Bird, Lary	21223	47	MOD	Pem Molar 3 Surf Am	C	Oper
Treatment	25/08/2022	RAD033	Bird, Lary	1N300.2			Scaling 3 Units	I	Perio
Treatment	25/08/2022	RAD033	Bird, Lary	1N300.1			Complete Perio Exa...	C	Perio
Treatment	25/08/2022	RAD033	Bird, Lary	1N300			New Perio Patient	I	Perio
Treatment	25/08/2022	RAD033	Bird, Lary	0100.0			Patient Management	C	
Treatment	25/08/2022	RAD033	Bird, Lary	33131	16		RCT 3 Canals	I	Endo
Treatment	25/08/2022	RAD033	Bird, Lary	33131.A	16		Diagnosis	C	Endo
Treatment	29/08/2022	RAD033	Bird, Lary	01201			Comprehensive Exa...	P	TxPlan
Treatment	29/08/2022	RAD033	Bird, Lary	02112			Two Images	P	Radiology

After resolving **ALL** In-Process and Unapproved treatments, print both reports and bring them to your **axiUm Review appointment with PCC Leads**.

**Before** beginning the next section of **Patient Balances**, ensure you have **completed both In-Process and Unapproved treatment reports**.

### **CLEARANCE OF PATIENT BALANCES:**

Print the following report and review **ALL** patient balances.

You are responsible for communicating outstanding balances to your patients before your **Patient Review meeting with your PCC**. A printout of the **Patient Balance List** must be presented to your PCC and to Michelle Oshanyk, Managing Director for review.

Ensure you have taken all necessary actions to collect the outstanding fees from these patients. Document **all** correspondence you have had with the patient in the patient's "Contact Notes" in axiUm.

Review your patient accounts. Ensure all appropriate codes have been entered. **All** "In Process" procedures must be addressed; either Completed (with appropriate swipe) or Suspended with an EHR note giving the reason.

If you find an incorrect entry and need to make an adjustment or note a discrepancy in axiUm, review with your PCC at your **Patient Review** meeting. In some cases, your PCC may correct the account or refer you to your instructor for the completion and grading of procedures.

**Remember** the accuracy of your patient's account and your grades are dependent on you selecting the appropriate codes and status (ie: Completed – "C" vs. In process – "I".)

To print your **PATIENT BALANCES** List:

Go to: **Info Manager**

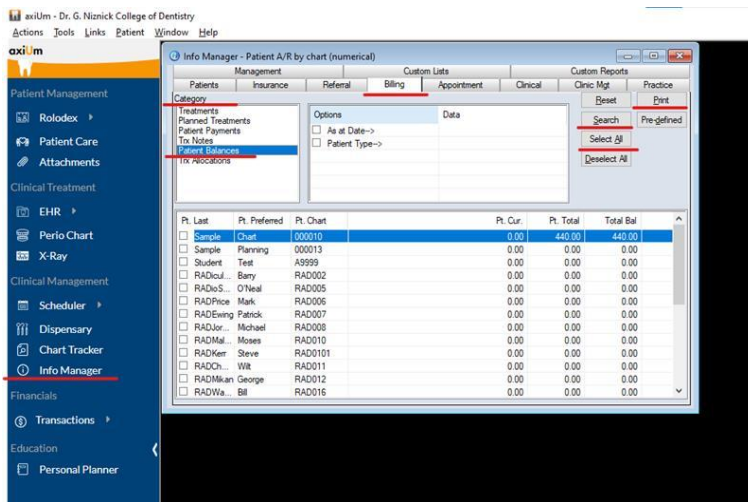
Select: **Billing Tab**

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)



### **RADIOLOGY REQUEST FORMS & REPORTS:**

**All Radiology Request forms and reports you have initiated for patients must be completed and approved for 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 no longer assigned to you can be free accessed for the day by providing a list to your **PCC**.

All reports must be completed and approved.

**Please see Dr Nowakowski in Clinic to review Radiology/Oral Pathology Forms and Reports**

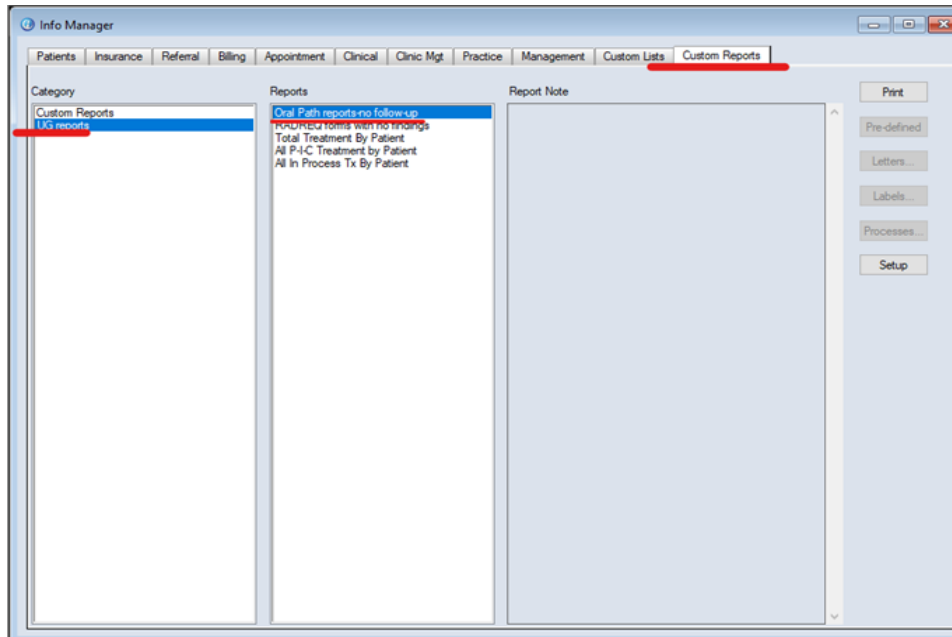
### ORAL PATHOLOGY REPORTS

Select: **Info Manager** module

Select: **Custom Reports** tab

Select: **UG Reports** Category

Select: **Oral Path Reports-no follow up report**



Any patient charts pulled in this report require the **follow up tabs** to be filled out and approved.

### ASSIGNED FORMS REPORTS

Go to: **Personal Planner**

Select: **Assigned Forms** tab

Select: **Date From** and **Date To** Dates from drop down menu.

Select: **Search for Data** (Hour Glasses)

Select: Print Report (or work of system)

Chart #	Name	Form #	Date	Description	Status	Assigned To
RAD033	Bird, Lary	371567	31/08/2022	AxiUm Correction Card Form	OPEN	Student, Test
RAD033	Bird, Lary	371474	31/08/2022	AxiUm Correction Card Form	OPEN	Student, Test
RAD033	Bird, Lary	371427	30/08/2022	AxiUm Correction Card Form	OPEN	Student, Test
RAD033	Bird, Lary	371108	25/08/2022	AxiUm Correction Card Form	OPEN	Student, Test
RAD033	Bird, Lary	370765	22/08/2022	AxiUm Correction Card Form	OPEN	Student, Test
RAD018	RADAbdul-Jabbar, Kareem	376166	26/09/2022	AxiUm Correction Card Form	OPEN	Student, Test
RAD011	RADChamberlain, Wilt	390618	05/01/2023	AxiUm Correction Card Form	OPEN	Student, Test
RAD007	RADewing, Patrick	296647	20/02/2020	CBCT Request Form		Student, Test
RAD007	RADewing, Patrick	295966	13/02/2020	CBCT Request Form		Student, Test
T0006	Conrad, Hemes	104504	01/08/2014	Consult Referral & Report	FOLLOW	Student, Test
T00011	Nibbler, Alien	104892	18/08/2014	Consult Referral & Report	FOLLOW	Student, Test
	Student,	377064	29/09/2022	DH New Pt. Req. Form		Student, Test
	Student,	371803	02/09/2022	DH New Pt. Req. Form		Student, Test
	Student,	370814	22/08/2022	DH New Pt. Req. Form		Student, Test
RAD033	Bird, Lary	371106	25/08/2022	DH Pt. Transfer/Disp. Form		Student, Test
RAD033	Bird, Lary	370720	22/08/2022	DH Pt. Transfer/Disp. Form		Student, Test
RAD011	RADChamberlain, Wilt	390614	05/01/2023	DH Pt. Transfer/Disp. Form	OPEN	Student, Test
RAD011	RADChamberlain, Wilt	390405	04/01/2023	DH Pt. Transfer/Disp. Form	OPEN	Student, Test
1111	RADar, Doppler	334705	24/08/2021	Fee Waiver / Adjustment Form		Student, Test
RAD033	Bird, Lary	371466	31/08/2022	General Referral Form	OPEN	Student, Test
RAD018	RADAbdul-Jabbar, Kareem	371551	31/08/2022	General Referral Form	OPEN	Student, Test
RAD011	RADChamberlain, Wilt	390963	09/01/2023	General Referral Form	OPEN	Student, Test
RAD011	RADChamberlain, Wilt	390866	09/01/2023	General Referral Form	OPEN	Student, Test

**The forms in BLUE require approval.**

**If the form needs to be “Actioned” (sent) and it is assigned to your yourself, the form was never sent or received by the recipient.**

- If required, action the form to the appropriate recipient. This is indicated at the bottom of the form.
- If you no longer see the form, it is no longer assigned to you and is with the recipient.

Review the following forms to ensure they are actioned properly:

- axiUm Correction Cards
- General Referral Forms
- Radiology and Oral Pathology Consult Referral and Report
- Fee Waiver/Adjustment Form

**APPOINTMENTS:**

All Appointments scheduled in your chair must have an accurate “Type” reflected in the “Appointment Tab” of your Personal Planner. There should be no remaining appointments listed as “Active.”

If you have an appointment that is not up to date or is still listed as “Active” go back into your chair on the axiUm schedule and update the appointment to reflect the **true** status of the appointment (Patient Check In/Patient Check Out, Cancelled, Failed.)

**Appointments**

Go to: **Personal Planner**

Select: **Appointments Tab**

Select: **DATE From** (01/09/2025)

Select: **DATE To** (Current date)

Select: **Search for Data** (Magnifying Glass)

The screenshot shows the 'Personal Planner' application window. At the top, there are tabs for 'Lists', 'Summary', 'Summary Test 1', and 'Sumrev'. Below the tabs is a toolbar with icons for search, add, edit, delete, print, and calendar. To the right of the toolbar are input fields for 'Provider' and 'User', and date pickers for 'Date From' (01/09/2025) and 'Date To' (17/03/2026). Below these are tabs for 'Unapproved', 'Assigned Pts', 'Appointments', 'Chart Requests', 'Pt Needs', 'Overdue Pts', 'Dispensary', 'Assigned Forms', and 'Online Requests'. The 'Appointments' tab is selected, showing a table with columns: S, P, Type, Pt Name, Pt Chart, Phone #, Date, Time, Clinic, and Reason. The 'Pt Name' and 'Phone #' columns are redacted with black boxes. The 'Type' column contains various appointment statuses like 'Checked Out', 'Deleted', and 'Active'. The 'Reason' column contains notes such as '15 MO', 'SPT3', 'mand border m...', 'Patient was tre...', 'Sectioning 36 c...', 'NPP3 recall exam', 'two fillings. eth...', 'Denture', 'possible endo, ...', '27 and 37 OPs', 'endo 16. clean...', and '16 cleaning an...'.

## MS Teams Sign-up for Individual Appointments

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

[Microsoft Teams link](#): Click Here

### 1. SENIOR LAB UNIT CLEANING

a. **Cleaning Date: May 15 from 12:00 – 1:00 pm in SENIOR LAB**

- b. All areas in the individual unit must be cleaned acceptably
- Wipe clean all counters and lights
  - Remove any wax from surfaces
  - Clean South and Wet Labs, plaster scraped away and bench paper placed
  - Clean inside Toolbox Boxes and contents, all plaster and wax removed
  - Empty, wipe and clean unit drawers

- Clean and wipe all student-used machinery
- c. **SENIOR LAB TOOLBOX**– return key and all items verified by DS Staff. If any items are missing, the cost for the replacement item will be divided amongst all students sharing the Toolbox.

**Please meet RDAs in the Senior lab to return the key & confirm the content of the toolbox.**

**Failure to clean your Senior Lab Toolbox and/or attend the Toolbox Session will result in a \$250.00 LAB Cleaning Fee ON YOUR STUDENT axiUm ACCOUNT**

## **2. DISPENSARY ITEMS RETURNED**

*No sign-up is required for this item, drop by Main Clinic Dispensary D138*

- Return all dispensary items **before May 1 at 12:00 pm**  
**Failure to return trays by the deadlien, will result in student being CHARGED ON YOUR STUDENT axiUm ACCOUNT (you can keep item)**
- Items must be returned cleaned, free of debris
- Items to be returned:
  - Alginate Tray
  - Biteforks
  - Other Dispensary Items
- Signatures on Clearance Checklist will be given during the **week of clearance (May 19-22)**

## **3. KEY RETURN**

*No sign-up is required for this item, drop by the College of Dentistry Dean's Office D113*

- Return MDR Bunk key.  
**A \$25.00/key fee will be CHARGED ON YOUR STUDENT axiUm ACCOUNT for any lost key(s)**

## **4. RADIOLOGY & ORAL PATHOLOGY REPORTS**

*No sign-up is required for this item, see Dr Nowakowski during clinic hours*

- Review **ALL** outstanding Radiology Forms and Reports and all Oral Pathology Reports.
- Print outstanding Radiology & Oral Pathology Reports.
- Complete forms & reports and see Dr Nowakowski during clinic for final swipes & signatures

## **5. STUDY CASTS**

*No sign-up required for this item, see Debbie Tissot Restorative Dentistry Offices D227 **May 12-13 between 12-1:00 pm***

- Study casts and/or any other treatment related material (provisional stents, custom trays etc.) for on-going prosthodontic treatment
  - Gather all items related to a patient's case and records
  - Label items with patient's name and/or chart #
  - Place items in clear box available from Dental Stores
  - Clearly write the patient's name and chart # on box
  - Give box to Debbie Tissot, Restorative Offices room D227

## **6. PATIENT REVIEW**

*See Microsoft Teams for PATIENT REVIEW Appointment sign-up*

- a. Complete your individual PATIENT DISPOSITION SHEET in MS TEAMS
- b. Review your Patient Balances in axiUm & give explanation of balances
- c. It is the Students' Responsibility to bring patients in for Denture Recalls prior to end of clinic in your schedule.
- d. Denture Patients: Indicate to your PCC if patient requires ADDITIONAL follow up in the Denture Clinic after April 30/26
- e. **Patient Review needs to be completed before axiUm Review**

#### **7. axiUm IN-PROCESS CODES and CORRECTION CARDS REVIEW**

*See Microsoft Teams for axiUm Review Appointment sign-up*

- a. Complete **ALL** axiUm Correction Card forms & action to PCC Leads by May 1, 2026
- b. All In-Process and Unapproved Tx must be corrected in axiUm **PRIOR** to your axiUm Clearance appointment
- c. Print your In-Process and Unapproved Tx Forms and bring reports to your appointment
- d. **Patient Review needs to be completed before axiUm Review**

#### **8. CHILD AND ADULT ABUSE REGISTRY CHECKS**

*No sign-up is required for this item, drop by the College of Dentistry Dean's Office D113 before end of clearance*

Dentistry and Dental Hygiene Students must complete application forms for both Child and Adult Abuse Registry each year while enrolled in the school.

- a. Report to the Dean's Office, D113 to complete two separate application forms
- b. Bring 2 (two) pieces of ID
  - o ID Accepted:
    - I. SIN card
    - II. Band and Status Card
    - III. Passport
    - IV. Birth Certificate
    - V. MHSC Card
    - VI. Driver's License

The College/School will submit the forms directly to the government agency, which, once processed, will be sent directly back to the College/School. There is no Fee for this service.

#### **9. ACCOUNT BALANCES**

*See Microsoft Teams for ACCOUNT BALANCE Appointment sign-up*

- a. **All signatures on the checklist (1-8) must be completed BEFORE your Account Balance appointment**
- b. Any outstanding fees associated in you STUDENT axiUm Account, must be paid at reception **BEFORE** your Account Balance appointment
- c. Michelle Oshanyk will confirm zero balance of Student axiUm Account
- d. Print your Patient Balances and bring list to your appointment
- e. Review your Patient Balances and give explanation of existing balance
- f. Submit Completed Clearance Form with Michelle Oshanyk for review by Dr T Reeve

Student Name: \_\_\_\_\_

Year: DENTISTRY 3

## Checklist and Signatures

Check	Student Initial	Task	Submit	Signature	Date
<input type="checkbox"/>		<b>1. SENIOR LAB CLEANING &amp; TOOLBOX</b> <b>May 15 from 12:00 – 1:00 pm in SENIOR LAB</b> <ul style="list-style-type: none"> <li>○ All items in toolbox accounted for</li> <li>○ Return of Toolbox Key</li> </ul>	Dental Assistants Kelsey & Andrew D		
<input type="checkbox"/>		<b>2. DISPENSARY ITEMS</b> <i>No sign-up required</i> <b>RETURN Items by May 1 at 12:00 pm</b> <b>Signatures given during week of clearance</b> <ul style="list-style-type: none"> <li>○ Alginate Trays</li> <li>○ Biteforks</li> <li>○ Other Dispensary Items</li> </ul>	Main Clinic Dispensary D138 <b>Signature to be obtained the week of May 19-22</b>		
<input type="checkbox"/>		<b>3. KEY RETURN</b> <i>No sign-up, drop by the COD Dean's Office</i> <b>D113 before end of clearance</b> <ul style="list-style-type: none"> <li>○ MDR Bunk Key returned</li> </ul>	COD Dean's Office D113		
<input type="checkbox"/>		<b>4. Radiology &amp; Oral Pathology Reports</b> <i>No sign-up required</i> <b>See Dr. Nowakowski before end of clinics</b> <ul style="list-style-type: none"> <li>• Request Forms/Reports Completed</li> </ul>	Dr. Nowakowski Before end of clinics		
<input type="checkbox"/>		<b>5. STUDY CASTS (models)</b> <i>No sign-up required- May 12- 13 from 12-1:00</i>	Debbie Tissot Restorative Offices D227		
<input type="checkbox"/>		<b>6. PATIENT REVIEW</b> <i>See sign-up sheet for appointment</i> <ul style="list-style-type: none"> <li>○ Patient Review Completed</li> <li>○ Patient Fees Collected</li> </ul>	Athena Ferrer Specialty Clinic D116		
<input type="checkbox"/>		<b>7. axiUm REVIEW</b> <i>See sign-up sheet for appointment</i> <b>Patient Review Completed before axiUm Review appointment</b>	Marta Bhopalsingh CSS Admin Offices D126D Carley Tokar -D123B		
<input type="checkbox"/>		<b>8. CHILD &amp; ADULT ABUSE REGISTRY FORMS</b> <i>No sign-up, drop by the COD Dean's Office</i> <b>D113 before end of clearance</b> <ul style="list-style-type: none"> <li>• Bring 2 (two) pieces of ID</li> </ul>	COD Dean's Office D113		
<input type="checkbox"/>		<b>9. ACCOUNT BALANCES</b> <b>THIS IS YOUR LAST APPOINTMENT</b> <i>See sign-up sheet for appointment</i> <b>Lost/Missing/Replaced Equipment Charges:</b> <b>Balance Due:</b> <b>Paid: Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>Receipt: Yes <input type="checkbox"/> No <input type="checkbox"/></b>	Michelle Oshanyk Managing Director D126C CSS Admin Offices		

<input type="checkbox"/>	<b>10. CLEARANCE COMPLETED</b> <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>	<b>Dr. T. Reeve</b> <b>Associate Dean, Clinical</b>		
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