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**TO: DENTISTRY 4 STUDENTS**

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

**DATE: March 25, 2026**

**RE: D4 CLEARANCE PROCEDURES**

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***As a Requirement for Graduation***, each Dentistry 4 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.

**Students must sign-up for all appointments by April 24, 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 week of clearance**. Failure of a student to comply with the responsibility of timely submission of documents may affect the completion of the program and result in delayed graduation.

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 8, 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

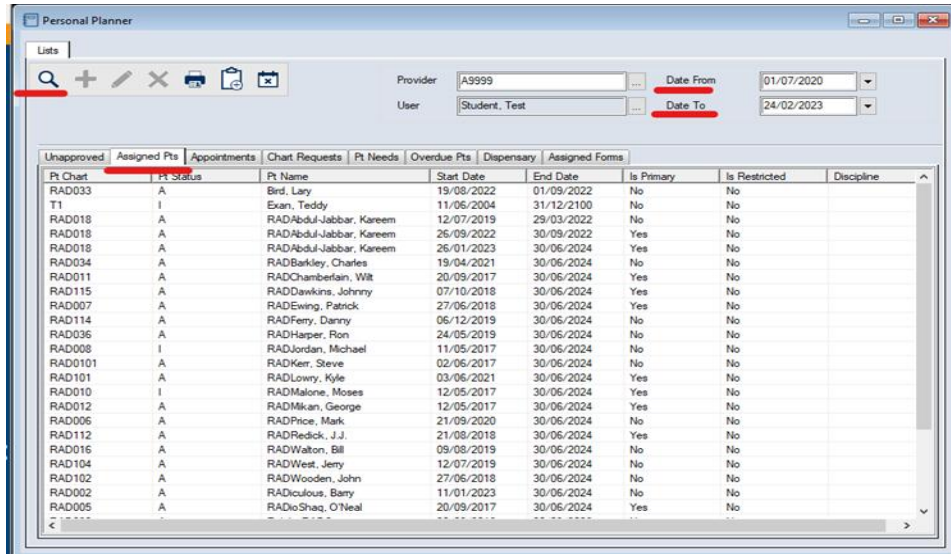
Go to: **Personal Planner**

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)



The screenshot shows the 'Personal Planner' software interface. At the top, there are search and filter options for Provider (A9999), User (Student, Test), Date From (01/07/2020), and Date To (24/02/2023). Below these are several tabs: Unapproved, Assigned Pts, Appointments, Chart Requests, Pt Needs, Overdue Pts, Dispensary, and Assigned Forms. The 'Assigned Pts' tab is selected, displaying a table with the following columns: Pt Chart, Pt Status, Pt Name, Start Date, End Date, Is Primary, Is Restricted, and Discipline. The table contains 25 rows of patient data.

Pt Chart	Pt Status	Pt Name	Start Date	End Date	Is Primary	Is Restricted	Discipline
RAD033	A	Brd, Lary	19/08/2022	01/09/2022	No	No	
T1	I	Exan, Teddy	11/06/2004	31/12/2100	No	No	
RAD018	A	RADAbdul-Jabbar, Kareem	12/07/2019	29/03/2022	No	No	
RAD018	A	RADAbdul-Jabbar, Kareem	26/09/2022	30/09/2022	Yes	No	
RAD018	A	RADAbdul-Jabbar, Kareem	26/01/2023	30/06/2024	Yes	No	
RAD034	A	RADBarkley, Charles	19/04/2021	30/06/2024	No	No	
RAD011	A	RADChamberlain, Wilt	20/09/2017	30/06/2024	Yes	No	
RAD115	A	RADDawkins, Johnny	07/10/2018	30/06/2024	Yes	No	
RAD007	A	RADewing, Patrick	27/06/2018	30/06/2024	Yes	No	
RAD114	A	RADFerry, Danny	06/12/2019	30/06/2024	No	No	
RAD036	A	RADHarper, Ron	24/05/2019	30/06/2024	No	No	
RAD008	I	RADJordan, Michael	11/05/2017	30/06/2024	No	No	
RAD0101	A	RADKern, Steve	02/06/2017	30/06/2024	No	No	
RAD101	A	RADLowry, Kyle	03/06/2021	30/06/2024	Yes	No	
RAD010	I	RADMalone, Moses	12/05/2017	30/06/2024	Yes	No	
RAD012	A	RADMkan, George	12/05/2017	30/06/2024	Yes	No	
RAD006	A	RADPrice, Mark	21/09/2020	30/06/2024	No	No	
RAD112	A	RADRedick, J.J.	21/08/2018	30/06/2024	Yes	No	
RAD016	A	RADWalton, Bill	09/08/2019	30/06/2024	No	No	
RAD104	A	RADWest, Jerry	12/07/2019	30/06/2024	No	No	
RAD102	A	RADWooden, John	27/06/2018	30/06/2024	No	No	
RAD002	A	RADiculous, Bary	11/01/2023	30/06/2024	No	No	
RAD005	A	RADioShaq, O'Neal	20/09/2017	30/06/2024	Yes	No	

Your **Dental 4 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 4 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 17, 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 need to 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 May 1, signed by original approver**. **If original approver is not available, your course coordinator must sign the correction card.**

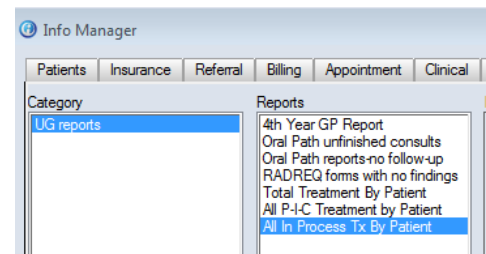
**NOTE:** Pediatric treatment codes must be approved by pediatric instructors, and GP treatment codes are to be approved by GP instructors.

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

1. **SUSPEND** - If the 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

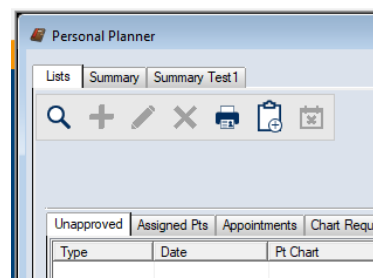
Print the following report and review all unapproved procedure codes, notes and forms. You are responsible to ensure patient procedure codes, notes and forms are approved by an instructor.

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

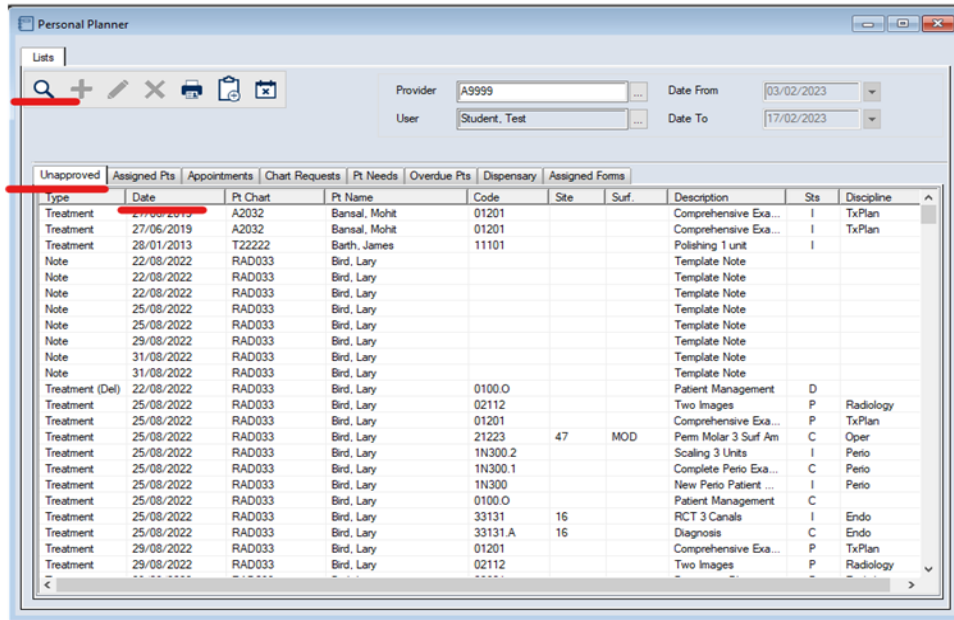
If you need a procedure code deleted, changed or completed, **submit an axiUm correction card form prior to May 1 and action it to PCC Leads.**

### “Unapproved tab”

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



Select: **Print**



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 (**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 BALANCE List:

Go to: **Info Manager**

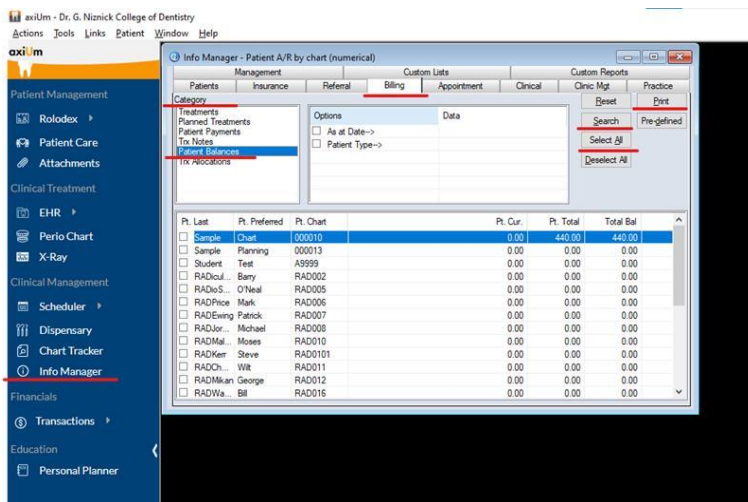
Select: **Billing Tab**

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 Drs McClarty, White and Resendes in Clinic to review Radiology/Oral Pathology Forms and Reports**

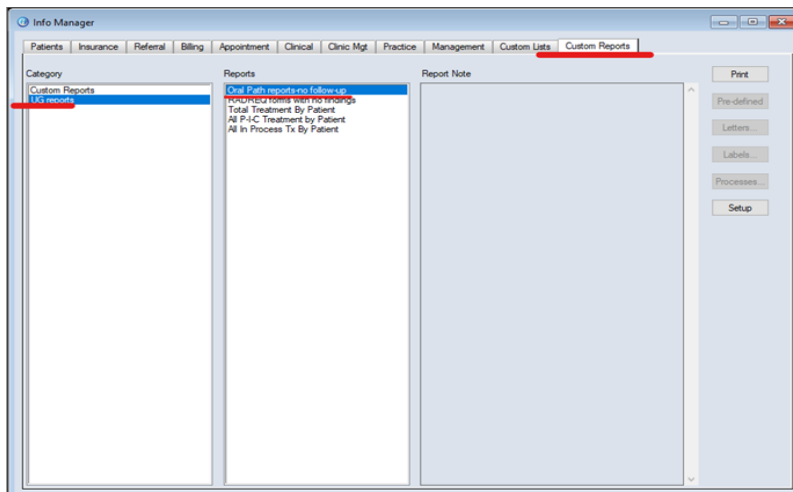
### **ORAL PATHOLOGY REPORTS**

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)

Personal Planner

Lists | Summary | Summary Test 1 | Sumrev

Provider: [Redacted] ... Date From: 01/09/2025  
User: [Redacted] ... Date To: 17/03/2026

Unapproved | Assigned Pts | **Appointments** | Chart Requests | Pt Needs | Overdue Pts | Dispensary | Assigned Forms | Online Requests

S	P	Type	Pt Name	Pt Chart	Phone #	Date	Time	Clinic	Reason
		Checked Out	[Redacted]			21/01/2026	08:30 AM	Main Clinic	
		Checked Out	[Redacted]			21/01/2026	09:15 AM	Radiology	
		Deleted	[Redacted]			22/01/2026	01:30 PM	Main Clinic	
		Checked Out	[Redacted]			22/01/2026	01:45 PM	Main Clinic	15 MO
		Checked Out	[Redacted]			23/01/2026	09:00 AM	Main Clinic	
		Deleted	[Redacted]			03/02/2026	01:30 PM	Main Clinic	SPT3
		Checked Out	[Redacted]			04/02/2026	08:30 AM	Main Clinic	mand border m...
		Checked Out	[Redacted]			05/02/2026	08:30 AM	Main Clinic	Patient was tre...
		Checked Out	[Redacted]			05/02/2026	09:15 AM	Radiology	
		Checked Out	[Redacted]			06/02/2026	09:00 AM	Main Clinic	
		Checked Out	[Redacted]			06/02/2026	09:45 AM	Radiology	
		Checked Out	[Redacted]			06/02/2026	09:45 AM	Radiology	
		Checked Out	[Redacted]			10/02/2026	01:30 PM	Main Clinic	Sectioning 36 c...
		Checked Out	[Redacted]			12/02/2026	08:30 AM	Main Clinic	NPP3 recall exam
		Deleted	[Redacted]			12/02/2026	08:30 AM	Main Clinic	
		Checked Out	[Redacted]			25/02/2026	08:30 AM	Main Clinic	two fillings. ethi...
		Checked Out	[Redacted]			26/02/2026	08:30 AM	Main Clinic	Denture
		Checked Out	[Redacted]			03/03/2026	01:30 PM	Main Clinic	possible endo, ...
		Active	[Redacted]			05/03/2026	01:30 PM	Main Clinic	27 and 37 OPs
		Active	[Redacted]			10/03/2026	01:30 PM	Main Clinic	endo 16. cleani...
		Checked Out	[Redacted]			12/03/2026	08:30 AM	Main Clinic	
		Active	[Redacted]			12/03/2026	01:30 PM	Main Clinic	16 cleaning an...
		Active	[Redacted]			13/03/2026	09:00 AM	Main Clinic	

# 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. MDR CLEARANCE

*See Microsoft Teams for MDR Appointment sign-up*

- a. Before selecting a Clearance time slot: All patient treatment must be completed.
- b. All MDR bunk items must have been processed and filed in your MDR bunk.
- c. MDR Staff will assist you in placing all items from the MDR bunk in your own bag/box at your appointment time.

**PLEASE BRING SEVERAL LARGE BAGS TO PLACE ALL YOUR MDR ITEMS IN  
YOU MUST PICK UP YOUR ITEMS FROM MDR BEFORE your Dental Kit Clearance**

## 2. DENTAL KIT RETURN

*See Microsoft Teams for DENTAL KIT Appointment sign-up*

- a. Dental Kit appointments will run on time – if you are more than 5 minutes late for your appointment, you will be rescheduled at end of Clearance. **You must contact Dr Reeve for a new Clearance appointment time**
- b. Pick up all items from MDR
- c. Print the KIT LIST documents found in your STUDENT AxiUm account
  - i. Attachments
  - ii. Paper Chart Info
  - iii. Agreement/Contract
- d. Reconcile, clean & organize **ALL** your kit items **PRIOR** to your Dental Kit appointment
- e. Bring **ALL** your items to your appointment
- f. Dental Kit appointments do not have a Lost and Found. It is expected that students will work with each other to reconcile borrowed or missing Kit Items within the class, **PRIOR**, to your Dental Kit Return appointment.
- g. **You will be CHARGED ON YOUR STUDENT AxiUm ACCOUNT for any lost or broken items that need replacement.**
- h. ALL KIT ITEMS MUST BE RETURNED AT THE TIME OF YOUR APPOINTMENT. IF THE KIT ITEM IS NOT RETURNED DURING THE KIT APPOINTMENT, IT WILL BE DEEMED NOT RETURNED & YOU WILL BE CHARGED FOR THE MISSING ITEM. Students are not permitted to return kit items after your Kit appointment.
- i. **Dental kits/instruments that are deemed uncleaned will be charged a \$250.00 Kit Cleaning Fee ON YOUR STUDENT axiUm ACCOUNT.**

## 3. LOCKER CHECK & KEY RETURN

*No sign-up required for this item, see Melanie Froese in the Dean's Office during Clearance Week 8:00-12:00 pm and 1:00-4:00 pm.*

- a. Empty out all items from all lockers & student mailbox
- b. Wipe clean inside of lockers
- c. Return all keys at appointment:
  - o Student Locker Room
  - o Basement Locker
  - o Senior Locker
  - o Student Mailbox
  - o MDR Bunk
- d. Report any issues related to locks and/or keys at this appointment

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

**4. STUDENT CLINICIAN LAB CLEANING & TOOLBOX CLEARANCE**

*See Microsoft Teams for Senior Lab & Toolbox Inspection Appointment sign-up*

**Toolbox key RETURN & Signature May 6 from 12:00 – 1:00 pm. ALL STUDENTS MUST ATTEND DURING THIS TIME SLOT – see sign-up list to have your areas and toolbox checked**

- a. Clean your Student Clinical Lab area **before 12:00 pm May 6**
  - Wipe down your lab counter and ledge
  - Empty your lab drawer of lab contents
  - Clean items from your Student Lab Toolbox
- b. Meet in Student Lab for toolbox check and key return **on May 6 between 12:00 – 1:00 pm**
  - o All items in the Senior Lab Toolbox will be verified by DS Staff
  - o **If any items are missing, the cost for the replacement item will be divided amongst all students sharing the Toolbox**

**Failure to clean your Senior Lab space & Toolbox, and/or not attend the Cleaning Session, will result in a \$250.00 Cleaning Fee ON YOUR STUDENT axiUm ACCOUNT**

**5. RADIOLOGY & ORAL PATHOLOGY REPORTS**

*No sign-up required for this item, see your TEAM MENTOR during clinic hours*

- a. Review **ALL** outstanding Radiology Forms and Reports and all Oral Pathology Reports.
- b. Print outstanding Radiology & Oral Pathology Reports.
- c. Complete forms & reports and see Drs. White, McClarty and Resendes during clinic for final swipes & signatures

**6. IMPLANT CASE RETURN**

*See Microsoft Teams for IMPLANT Appointment sign-up*

- a. Bring Implant Models and Boxes, Impression Copings (sterilized), Healing Abutments (sterilized) to appointment

**7. STUDY CASTS**

*No sign-up required for this item, see Debbie Tissot Restorative Dentistry Offices D227 between May 4-8 between 12:00-1:00 pm*

- a. 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

## 8. PATIENT REVIEW

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

- Complete your individual STUDENT DISPOSITION FORM in MS TEAMS
- Review your Patient Balances in axiUm & give explanation of balances
- It is the Students' Responsibility to bring patients in for Denture Recalls prior to end of clinic in your schedule.
- Denture Patients: Indicate to your PCC if patient requires ADDITIONAL follow-up in the denture clinic **after April 30th**
- Patient Review needs to be completed before AxiUm Review**

## 9. axiUm IN-PROCESS CODES and CORRECTION CARDS REVIEW

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

- Complete & submit all axiUm Correction Card forms & action to PCC Leads by April
- All In-Process and Unapproved Tx must be corrected in axiUm **PRIOR** to your axiUm Clearance appointment
- Print your In-Process and Unapproved Tx Forms and bring reports to your appointment
- Patient Review needs to be completed before axiUm Review**

## 10. DISPENSARY ITEMS RETURNED

*No sign-up required for this item, drop by Main Clinic Dispensary D138 on May 8th for your signature*

- Return all dispensary items **before April 30<sup>th</sup> at 12:00 pm**  
**Failure to return trays by April 30<sup>th</sup> 12:00 pm, will result in student being CHARGED ON YOUR STUDENT axiUm ACCOUNT**
- Items must be returned cleaned, free of debris
- Items to be returned:
  - Alginate Tray
  - Other Dispensary Items
- Signatures on Clearance Checklist will be given on **May 8th**

## 11. STUDENT EMAIL ADDRESSES

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

- Each student is required to provide the Dean's Office with a personal email address for Alumni purposes

## 12. ACCOUNT BALANCES

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

- a. **All signatures on the checklist (1-11) must be completed BEFORE your Account Balance appointment**
- b. Any outstanding fees associated in your 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 4

## Checklist and Signatures

Check	Student Initial	Task	Submit	Signature	Date
<input type="checkbox"/>		<b>1. MDR Clearance</b> <i>See sign-up sheet for appointment</i>	MDR Technicians Shirley or Jenna N D132		
<input type="checkbox"/>		<b>2. DENTAL KIT RETURNED</b> <i>See sign-up sheet for appointment</i>	Dental Stores Sheila or Jenna M D025,D017		
<input type="checkbox"/>		<b>3. LOCKER CHECK &amp; KEY RETURN</b> <i>During Clearance Week</i> <ul style="list-style-type: none"> <li>○ Empty &amp; clean all lockers &amp; mailbox</li> <li>○ Return all keys <ul style="list-style-type: none"> <li>○ Student Locker Room</li> <li>○ Basement Locker</li> <li>○ Senior Locker</li> <li>○ Student Mailbox</li> <li>○ MDR Bunk</li> </ul> </li> </ul>	COD Dean's Office D113 Melanie Froese		
		<b>4. STUDENT CLINICIAN LAB</b> <i>Meet in Student Clinician Lab</i> <b>May 6 from 12:00 – 1:00 pm</b> <ul style="list-style-type: none"> <li>• Clean Lab area</li> <li>• All items in toolbox accounted for</li> <li>• Return of Toolbox Key</li> </ul>	Dental Assistants Kelsey & Andrew D		
<input type="checkbox"/>		<b>5. Radiology &amp; Oral Pathology Reports</b> <i>No sign-up required</i> <b>See your team mentor before end of clinics</b> <ul style="list-style-type: none"> <li>• Request Forms/Reports Completed</li> </ul>	D4 Team Mentors <b>Before end of clinics</b>		
<input type="checkbox"/>		<b>6. IMPLANT CASE RETURN</b> <i>See sign-up sheet for appointment</i>	Kaitlin Bruce Dental Assistant Lead D122		
<input type="checkbox"/>		<b>7. STUDY CASTS</b> <i>No sign-up required May 4-8 12:00-1:00 p.m.</i>	Debbie Tissot Restorative Offices D227		
<input type="checkbox"/>		<b>8. 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>	Elaine Ferrer Dent 4 PCC Specialty Clinic D116		
<input type="checkbox"/>		<b>9. 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>10. DISPENSARY ITEMS RETURNED</b> Items returned by <b>April 30 pm 12:00 pm</b> Signatures given on May 8 <sup>th</sup> <ul style="list-style-type: none"> <li>○ Alginate Trays</li> </ul>	Main Clinic Dispensary D138 Lemlem or Larissa		

		○ Other Dispensary Items			
<input type="checkbox"/>		<b>11. STUDENT EMAIL ADDRESSES</b> <i>No sign-up, drop by the COD Dean's Office D113 before the end of clearance</i>	<b>COD Dean's Office D113</b>		
<input type="checkbox"/>		<b>12. ACCOUNT BALANCE</b> <b>THIS IS YOUR LAST APPOINTMENT</b> <i>See sign-up sheet for appointment</i> Lost/Missing/Replaced Equipment Charges: Balance Due: Paid: Yes <input type="checkbox"/> No <input type="checkbox"/> Receipt Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Michelle Oshanyk CSS - Managing Director D126C</b>		
<input type="checkbox"/>		<b>13. 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 Associate Dean, Clinical</b>		