Reactivation of an inactivated procedure

Instructions for Pre-Doctoral Group Practice Coordinators

Axium will inactivate procedures planned over 2 years prior indicated with a **P***. This occurs during the nightly automatic tasks. There may be reasons to reactivate these procedures should procedures need to be reactivated will be determined during Recare exam.

However, if it is absolutely necessary to reactivate the code (example: the student attached notes previously to a code that is no longer visible/working), the following steps should be followed:

1) The instructor must log in.
2) Choose the patient from the rolodex, schedule, or student roster.
3) When necessary, we may reactivate treatments in the "Tx History" tab. P* treatments are normally visible in the "In Progress" tab, but not in the "Tx History" tab.
4) Open the "TX History Tab" – click the "Operations/Settings" button (bottom right hammer & wrench icon)
5) Uncheck "Hide Inactive Treatments", if checked, and click OK. (checked or hidden is the default setting
6) Navigate within the "Tx History" to procedure in question
7) Right click procedure, select "Re-activate Treatment"
8) Tx Status should say "REACT", select if not. Click OK
9) Swipe to approve reactivation
10) Add appropriate case note
11) Complete the procedure as normal