

Manual Treatments

23/10/2024 2:46 pm BST

Summary

A Manual Treatment is a treatment that can be added when you have no existing treatment code stored within code entry.

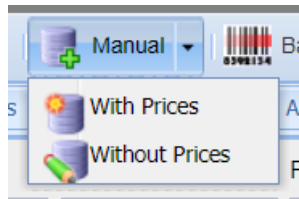
Creating a Manual Treatment allows you to specify a Description, Price (net or gross), a quantity and a VAT rate for the treatment.

Details

There are two types of manual treatment you can add to a Patient's Treatment History:

Manual Treatment - With Prices

1. Enter the '**Add Treatment**' screen (Treatment > 'Add Treatment' tab).
2. Select the '**Manual**' button on the Treatment Screen toolbar.
3. Select '**With Prices**'



4. The 'Add Manual Treatment' window will appear.

Add Manual Treatment

Description

Pricing Information

Unit Net: 0.0000

Unit Gross: 0.00

Quantity: 1.00

Tax / VAT Code: T1 (20.0)

Tax / VAT: 0.00

Total Price: 0.00

Filters

Clinical Code: General

Group:

Surgeon: T Pointer (TPointer)

OK Cancel

Enter Net

5. Enter a description for the treatment in the '**Description**' box.
6. Enter **pricing information** (Gross, Qty, VAT).
7. Select a **Clinical Code/Treatment Group/Surgeon**.
8. Select '**OK**' to add the treatment to draft.

Add Manual Treatment

Description

Special item

Pricing Information

Unit Net: 37.5000

Unit Gross: 45.00

Quantity: 1.00

Tax / VAT Code: T1 (20.0)

Tax / VAT: 7.50

Total Price: 45.00

Filters

Clinical Code: General

Group:

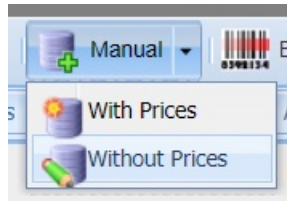
Surgeon: T Pointer (TPointer)

OK Cancel

Enter Net

Manual Treatment - Without Prices

1. Enter the '**Add Treatment**' screen (Treatment > 'Add Treatment' tab).
2. Select the '**Manual**' button on the Treatment Screen toolbar.
3. Select '**Without Prices**'.



4. The 'Add Free-Text Treatment' window will appear

A screenshot of a window titled 'Add Free-Text Treatment'. The window has a 'Description' section with a large text area. Below this is a 'Filters' section containing several input fields: 'Clinical Code' (set to 'General'), 'Group' (a dropdown menu), 'Surgeon' (set to 'T Pointer (TPointer)'), 'Insurance' (an empty field), and 'Date' (set to '09/09/2024'). At the bottom of the window, there is a red text warning: 'Free-Text Treatment: No pricing or quantities.' and two buttons: 'OK' and 'Cancel'.

5. Enter a **description** for the treatment.
6. Select a **Clinical Code/Treatment Group/Surgeon**.
7. Select '**OK**' to add the item to draft (with zero quantity and no value).

Add Free-Text Treatment

Description

FOC Consult

Filters

Clinical Code: General

Group:

Surgeon: T Pointer (TPointer)

Insurance:

Date: 09/09/2024

Free-Text Treatment: No pricing or quantities.

OK

Cancel