

EasyDent Newsletter

Volume 2008, Issue 8

August, 2008

EXTRA! EXTRA!

EasyDent's faster, even easier-to-use menu interface has *arrived!*
 Install your enclosed CD today.

The screenshot shows the 'EasyDent Primary Menu' application window. The title bar reads 'EasyDent Primary Menu (C:\Copyright Data Tec, Inc. 1984-2008 Ver 07.18.2008)'. The menu bar includes 'Menu', 'Help', 'Aids', 'Links', and 'Tools'. The main toolbar contains icons for 'AddPat', 'Patient', 'Posting', 'Ledger', 'EDR', 'Forms', 'Reports', 'QForms', 'Sched', 'Clock', 'Utilities', 'Enhance', and 'Exit'. A text box in the center of the window contains the following text:

In our ongoing effort to improve EasyDent we have created a new, even more user-friendly Primary Menu.

This New Menu is cleaner, quicker and much less crowded than the current menu, but it still retains all the functionality of the previous menu.

You can try out the new menu by using the "Options" button on the bottom left hand side of the Primary Menu, then selecting the Green "New Primary Menu" option.

Additionally, if you resize the new menu and place it where you want it on your screen, then use the top "Tools" drop down and click "Remember Screen Size & Location".

At the bottom left, there is an 'Aids' section with a grid of buttons:

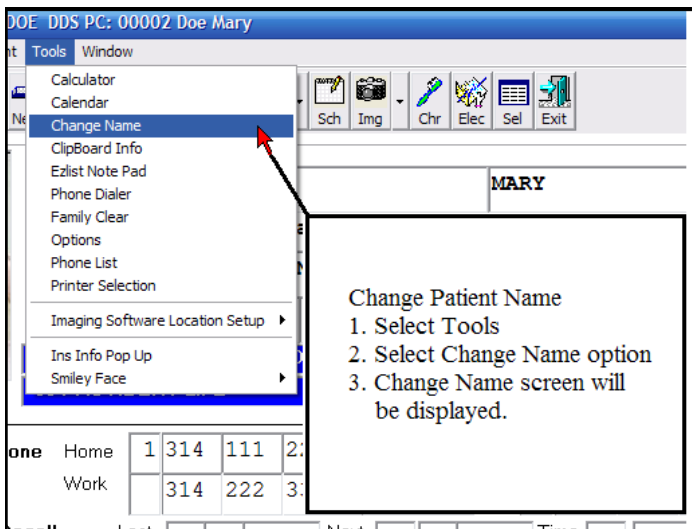
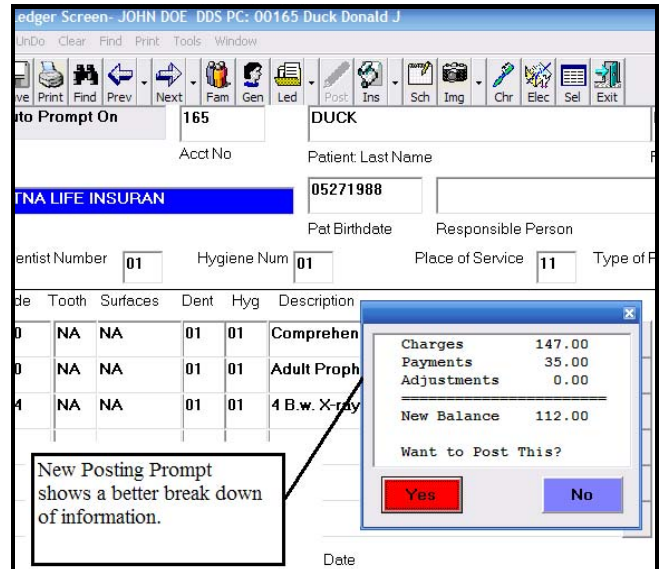
Archives	BackUp	Calculator	Calendar	Carriers	Chg Name
Color	Envelope	EzList	Fees	Inventory	LabCheck
Mail	Msg Ctr	Options	Patients	Phone Lst	Printers
Referrals	ReIndex	Reminders	Samples	Statistics	Word Proc

At the bottom right, there is a status bar showing '(VISTA64BIT) Drive R: Posted: 7/23/2008 3:51:45 PM' and a list of items: 'HALG', 'JANE DOE DDS', and 'www.ezdent.com'.

LATEST ENHANCEMENTS

Improved Posting Prompt

This posting prompt greatly reduces errors by offering a “double-check” as a final step before posting is complete, as well as offering a more comprehensive break-down of posting information.



“Change Names” Easier

In addition to changing patients’ names from the Primary Menu you can now change the names from the General Screen. Just use the top “Tools” option, then “Change Name”.



Check it out, it’s a lot easier.

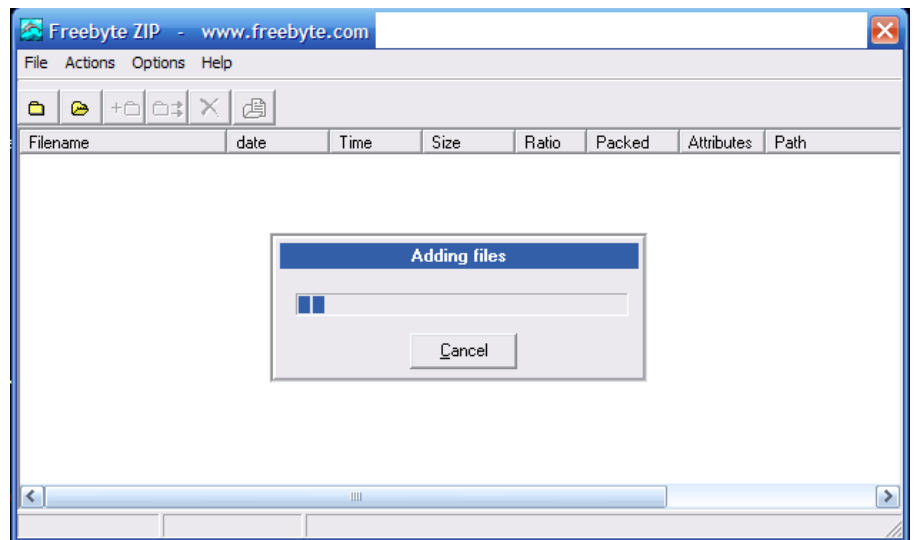
“FreeByte” Back Up

After you install the latest updates the built-in Easy-Dent Back Up will default to using the program FreeByte to back up.



This is a much newer program that the old PKZIP that was used. It handles a larger volume of data.

The back up may take a little longer, but it’s a better backup.



LATEST ENHANCEMENTS

Search Transactions for Payments, in addition to Charges and Adjustments!

A new feature on the Transaction Search Report allows you to search for payments and even specify the type of payment and/or dollar amount!

Search for Payments

All Types
 Charge Card
 Insurance Checks
 Other
 Cash Only
 Per Checks
 Electronic Transfers
 None

Optional Amt
25.86

New feature on the Transaction Search to let you search for payments in addition to Charges, Adjustments, and Diagnosis.

Ledger Electronic Transfer of Funds Display Improved

EasyDent will display the Insurance carrier followed by "ETF" on the ledger. This makes it easier to read and understand.

EasyDent Ledger - JOHN DOE DDS PC

Menu Help Undo Clear Find Print Tools Window

2
 DOE
 MARY

Acct No Patient: Last Name First Name

23 ARTHUR ANDERSEN _CO.

PostDate	Th	Surface	Description	DN
07242008			ARTHUR ANDERSEN & CO. (ETF)	01
07042008	NA	NA	Adult Prophylaxis	01
07042008	NA	NA	Comprehensive Oral Eval.	01
03042008	NA	NA	Adult Prophylaxis	01
03042008	NA	NA	Comprehensive Oral Eval.	01
01072008			Cash	01

Electronic Funds Transfers

1. Shows up as Insurance Payment in Blue
2. Shows Carriers Name
3. Has (ETF) on end of the Carrier Name

Check your Score - Short Quiz

Does your practice routinely do the following?
Answer "1" for True, "0" for False.

- 1. Use the EasyDent built-in Employee Time Clock.
 - 2. Back-Up to an external device and take your back-up out of the office on a daily basis.
 - 3. Send a quarterly back-up CD, DVD, Zip Disk or USB Drive to Data Tec for their FREE evaluation.
 - 4. Submit your Insurance Claims electronically.
 - 5. Use the EasyDent Scheduling system as your real Schedule.
 - 6. Send X-Rays and Perio charges with your electronic claims.
 - 7. Use Digital X-Rays imaging, such as; Schick, Dexis, Gendex, XDR Radiology, Vixwin, Apteryx, Visix, or Tiger View, and interface directly with EasyDent.
 - 8. Send your patient statements electronically using the built-in EasyDent POS interface.
 - 9. Print Recall Cards on computer card stock.
 - 10. Track and analyze where patients are referred from, referral tracking.
 - 11. Submit patient charge card payments directly from the EasyDent posting screen using the X-Charge interface.
 - 12. Scan patient ID and Insurance cards using the EasyDent Card Scanner window and a BizCard Reader 900C.
 - 13. Scan in patient history, consent form, and other documents using the built-in EasyDent Electronic Dental Records features.
 - 14. Quickly enter patient visit notes, restorative and perio charts, eliminating paper charts using the built-in EasyDent Electronic Dental Records features.
 - 15. Print patient excuse notes and common forms using Quick forms.
- Total Points

If you would like to learn more about some of items, please give us a call and schedule a Free 20 Minute Online Training session! Phone(636) 256-7401

Electronic Claims - EasyDent & Emdeon

With Emdeon Electronic claims Save Both Time *and* Money!!



Did you know:

1. It's Cheaper than postage, ink, paper, and envelopes, not to mention Labor!
2. Automatically check claims for errors *before* they are submitted
3. Its easier to do than paper claims.
4. Get paid much faster.
5. You can send x-rays and perio charts with your electronic claims. Even if you don't have a digital x-ray you can scan in your film x-rays.



You don't even have to use high speed Internet!

Even with a dial-up modem, you can submit tons of claims in a matter of moments.

Primary Menu

There is a brand-new, easier-to-use Primary Menu. From the current Primary Menu, move the mouse to the lower left-hand side of the screen and use the "Options" button. Mark the Green option called "New Primary Menu Format". Try it for a while; it is simpler and easier to navigate.

EasyDent will automatically start the "Screen Print Utility" when you log in. If you wish to deactivate this, from the Primary Menu, use the top toolbar "Tools" option then "Option Setup", and check "Deactivate Screen Print Auto Start".

If you are using the New Primary Menu format, you can size the menu and place it anywhere you want on the screen, then pick the "Tools" option "Remember Screen Size & Location", and each time you open the Primary Menu, it will be the size and location you set.

General Screen

In addition to using the "Change Name" option on the Primary Menu, you can now change a patient's name from their General screen by using the top "Tools" option, then "Change Name".

Posting

When posting an Adjustment amount, the button to the right of the Adjustment field will be highlighted in light green. This is a reminder that you can use this button if you are entering Insurance payments and adjusting off what they didn't cover, to calculate the adjustment amount for you.

When posting the final prompt before applying the charges, payment, and/or adjustments, you will now see an improved breakdown of subtotals.

When posting a primary insurance payment, if the patient has secondary insurance and a balance, you will automatically be prompted to either add a secondary claim to the electronic secondary claims batch or print a secondary claim. If you do not like this prompt, you can de-activate it by using the "Tools" option on the posting screen and selecting "Options Setup", then check the option that says "Don't prompt for secondary claims processing".

The posting screen has a new option to allow the activation of a pop-up screen for Hygiene numbers. Use the Tools option, then select "Options setup", and check the "Activate Hyg pop up list".

Ledger

When viewing a patient's ledger or mini-ledger screen, electronic transfer items will be displayed in blue like normal insurance payments. They will also have "(ETF)" on the end of the carrier name. This indicates "Electronic Transfer of Funds".

When using the Mini-Ledger Display, the patient's name is much brighter and clearer.

Insurance

Estimated Insurance Claims previously had a limit of 50 items per number-of-estimates submitted for one patient on one date. Now the limit is 200.

Batch Paper Insurance Claims has a new option to generate a NPI Format ASCII Text output file.

When printing a 2007 NPI-format paper insurance claim, if it's an Estimate, form field number 53 will automatically be left blank.

Recall

Monthly Recall Cards for Individuals has a new option to stop recall cards from printing if the patient has a future appointment. Just check the option "Don't Print Card if Patient has Future Appointment Scheduled".

Reports

The Transaction Search report has the capability to search for payments, in addition to charges and adjustments. This makes it easy to find specific payments by amount and/or type over any range of dates.

The Monthly Report Options for Yearly Analysis include a new option to match the General Screen Fee Type or Fee Schedule number field.

The Patient Search by Criteria report has a new criteria: "Payment Profile #". This is the Profile number from the Primary Insurance screen.

The Recall report has been enhanced to list the patient's email address from their General Screen.

The Recall Report now lists cell phone numbers as well as the 1 plus for dialing.

The Nightly Call Report from the Daily Reports screen now list the 1 plus information for telephone dialing and the cell phone number.

Patient Billing

There is a new field on the Insurance Carrier Definition screen called "Check if this Ins Carrier is to be ignored on Family Style Patient Statements". If you check this field when Family Style statements are generated, and the carrier is the Primary carrier, then the patient will be treated as if they have no insurance coverage.

Payment Plans

The Payment Terms Window has been enhanced to include the amount that you expect Insurance to pay. Previously the Total Amount of the plan would have been listed minus the Insurance. But, the new Ins Expected field should make it easier to understand and use. There is also a new merge field for the Contract, inspay that you can use in the Contract function.

Treatment Plan

The "Multiple Doctor Different Fee Schedules" option, if activated, will put a new button on the Treatment Plan screen. The "Specify Dentist" button on the lower right-hand side of the plan will display. If you have different fee schedules for different dentists, you can clear all the treatment plan fees, then use this button to select the correct dentist, and finally use the Fill-In button to fill in their specific fees. Refer to Enhancement number 675 for additional information.

Scheduling

When using scheduling, after you click on a time slot containing a patient's name, on the Pop-Up Window, when you select the "Notes" option there is a new "Treat-Plan" button that allows you to select treatment-planned entries to be placed into the appointment notes text. If the patient has an active treatment plan, this new "Treat-Plan" button will be highlighted in Red.

From the Schedule screen, when you click on a patient's name entry the new X-Ray button will automatically interface with the Default X-Ray Imaging package you have set up in your system options.

From the Schedule screen, when you click on a patient's name entry, the pop-up window now allows you to directly bring up other patient windows without having to use the top toolbar "Window" option. The new buttons include: Appt History, Billing History, Mini Ledger, pdate, and X-Rays.

The Name Search screen on scheduling has multiple improvements.

- The format and layout has been improved.
- If a patient is in "Collections" the warning is larger.
- The names and addresses are color-coded if the patient isn't an Active patient.
- If you try to schedule someone in "Collections" you get 2 extra warnings not to do so.

On the Scheduling screen, when looking up patients by name, if the patient doesn't have a future Recall Date, the Next Recall Date field will flash.

The Name Display window on Scheduling now lists "PreMed(xx)" after the patient's name, if they have PreMed filled in on the General Screen.

When adding new patients from the Schedule using the "New Patient Real" option, you can now add their Email Address.

Charting

EasyDent Restorative Charting has many improvements. From the Patient's General screen, select toolbar Window, then Charting, then Restorative. Use the top toolbar Help, then Video Help to watch Internet Video from our web site.

Mail Merge

The Forms Menu, "Quick Form Mail Merge" has 2 new options.

- An option to make the Patient Names Upper & Lower Case
- An option to place a left hand margin automatically on the print out

Miscellaneous

When using the Name Search window, if you have the option set to list all names (even inactive ones, etc.), the name will be in different color if the patient records are Inactive, NonPatient, etc.

The Advanced Utility Menu option to "Export Patient Demographics" option can now pick up patients from a Generated Account Number file. This file can be generated using the "Patient Search by Criteria" report.

Previously, the Calculator that you start from the Primary Menu timed out and closed after 10 minutes, regardless if you were still using it or not. It has been changed to time out and close after 12 hours of non-usage.

Time Clock

The Time Clock Report has a new option panel to limit the report to Vacation, Sick Leave, or Holiday entries only.