

# EasyDent Newsletter

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## EASYDENT 2008

A new release of EasyDent is being sent out on CD during January and February.

You can always download the latest version of EasyDent from our web sites, [www.ezdent.com](http://www.ezdent.com)

Contact us for instructions on how to

download updates from our website.

One of the cool new features, in this update, is a set of management graphs that will compare 10 years of practice statistics side by side.

Enclosed with this newsletter is a 4 page enhancements list

document. Please review all the enhancements.

We also recommend that you visit our web site and check out the Training Videos.

On the top of the screen select Videos, then select the PMS and EDR pages.

Please continue to give us ideas on new features you would like to have added to EasyDent.

From the Primary Menu, select the top "Tools" option, then "Enhancement Requests".

## NETWORKING



EasyDent works great with Vista.

Most new computers come with Vista installed.

For networking, Vista Business version is highly recommended.

You can have a mixed network with both Windows XP and Vista computers. As we are sure you know, if you are using Windows 98 or 95, you should upgrade your computers.

When mixing XP and Vista you may need to install a fix to your Windows XP computers from Microsoft. You can find the fix by doing a Google search for WindowsXP-KB922120-v5-x86-ENU.exe or just KB922120.

Please have your hardware technicians refer to our web site the "Technical Notes" for Topic 01—Networking including new computers.



# INTERNET PROTECTION

## VIRUS ALERT



connected to the Internet, then any computer on the same network is exposed, and they all need to be protected.

Another type of threat is spyware. Spyware is computer software that gets into your computer to intercept or take partial control over the user's interaction with the computer without your knowledge.

We find many clients aren't using up-to-date Antivirus and/or Firewall software protection.

It's extremely important, if you have your system exposed to the Internet that you keep these basic types of software installed, up-to-date, and active.

If any one of your computers are

You can install Spyware software programs, similar to Antivirus software, to monitor, catch and eliminate spyware threats.

There are many products on the market, we recommend Norton Internet Security 2008 from Symantec, and Spy Sweeper from Webroot. We also like the products from Zone Alarm.

One product we don't recommend is Norton 360, especially for your Main computer. It can cause work stations to drop their connection to your server and/or lock up.

We also recommend that your network router or switch includes a built in hardware firewall.

If you have a wireless network, be sure your wireless security and encryption options are activated.

It's well worth the investment to have a hardware network support person review your network for vulnerabilities and implement their recommended solutions.

Remember what an ounce of prevention is worth....:-)

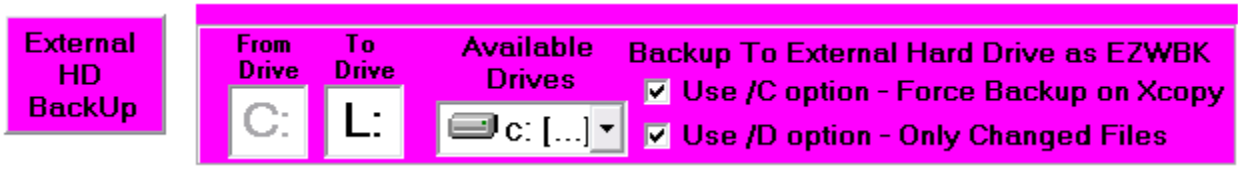
# LESS THAN \$200 IMPROVE YOUR DATA BACK UP

External back up devices have gotten very inexpensive and are an excellent way to beef up your data backup.

A 500 Gig Drive costs from \$150 to \$200, and can be set to back up all your data, once or even multiple times per day.

Be sure and get a drive that uses FireWire, not just USB. Using a FireWire connection will make the back up run much much faster!

You can hook it to any workstation on your



network. From the EasyDent Primary Menu select the "BackUp" option in the lower left hand corner, next use the Magenta option and select the drive letter of the external disk.

This action will create and launch a file called **C:\Netmenu\Ezhdback.bat** that you can either continue to run manually, or use your Windows scheduler to run.

The first time it runs it will take a while, but after that only the changed files are copies, making it run much faster. In fact so fast you could schedule it to run 4 times a day if you wish.....

### **General Screen**

If the Medical Alert or Collection flags are filled in, the corresponding labels will flash.

If the patient has a treatment plan a bright green label "Treatment Plan" will be displayed on the far left of the screen.

Automatically update the City and State, if you type in a new zip code. There is also a new pop up list for "Gender" field and the optional "Race" field.

On the Patient's General screen you can now mark the patient as "DECEASED" in the Status field. If you do this we recommend that you do the following:

- Use the top toolbar "Tools" option, then Clipboard Info
- Use the top toolbar "Window" option, then Patient Notes and Paste (Using the Right Hand Mouse button) the info into the note screen.
- Put "DECEASED\*\*\*\*\*" in the patients Street Address Line, so they aren't accidentally mailed something. Naturally, only do this if you aren't going to send any more statements, etc., to the patients address.

From the Patient General Screen if you select the Window toolbar option, then Charting, then Perio, then New, there is a new "Print" button to print out a blank perio chart form.

You can directly open the patient's EDR Documents folder from the General screen, using top toolbar "Windows" then "Documents".

### **Patient Add**

You can type in the zip code (or use the drop down zip code list), the City and State will automatically be filled in. There is also a new pop up list for "Gender" field and the optional "Race" field.

On the Full Patient Add Screen you can set an option to make the First Visit date fill in as 01012999, then the first time you post an item for the patient, the posting date will be filled in. This way, if you add your patients ahead of time, and aren't using the "New Patient Real" screen from the scheduler you can still automatically get the correct First Visit Date on the "General" screen. To set this option on the Full Patient Add Screen, select the "Defaults" button on to bottom of the screen, then check the option "Default First Visit Date to 01012999".

### **Zip Code List**

The zip code list for adding new patients and updating patient addresses has changed from a maximum of 100 to 500. Plus, when you bring up the zip code list to update, there is a new "SCAN" button that will scan all your existing patient records, and update your zip code list to most frequently used zip codes, up to 500. An exception is if a zip code has been used only once, it won't be added.

## **Scheduling**

When moving a scheduled appointment, the UserID of the Person moving the appointment becomes the new UserID of the record.

When you encounter a Day in the Schedule that's being used by someone else, the Flashing Browse Message in the upper left hand corner of the screen will tell you the UserID of the person that has the day locked. If it appears that user isn't logged in at the time then two different things could have occurred.

- The user had the day locked and had a computer failure, or they exited the schedule abnormally.

- They are logged in or have the schedule minimized and don't know it.

Note: The latest update must be installed on all computers before this will work.

EasySchedule will automatically prompt you if you try to completely delete or change and entire time slot entry. If you don't like this new feature you can use the Schedule Utility Menu, the Set Scheduling Options, and click "De-Activate Safety Field Clear Prompt".

## **Reports**

The Management Graph Reports available from the Reports Menu have several improvements, including: graphs of Adult and Child Cleanings, and a new 10 Year Graph Comparison option.

A new report from the Monthly Reports option lets you get a list of potential duplicate patients. Select the "Check for Duplicate Patient Names" button.

The Daily Reports, Audit report now lists items that have been deleted, they have a "\*\*Del" code on the far right of each item. A report footnote is also included for explanation

Patient Search by Criteria report now supports duplex (double sided) printing.

The Daily "Daysheet" report has a new total of "Total Month to Date Net".

The Monthly Accounts Receivable Report, now shows an aging breakdown of All Debit (Positive) balances. This is not to be confused with your normal aging report, which limits aging based on multiple criteria you supply.

### **Insurance**

On the Forms Menu, there is a new option on the Forms Menu "NPI Only" to just see the newer NPI Electronic claims options, thus reducing the chance you will pick one of the older options by mistake. We recommend you select this option.

You can fill in filed 52a on the NPI Insurance Paper claim form by using the Green Provider Number button on the Insurance Carriers Definition screen. There is a new field 52a on the bottom of this screen. If you leave it blank it will fill the file in with the same number as the treating dentist by default.

### **Miscellaneous**

When creating Insurance Estimated Fee Schedules, there is a new "Copy" button allowing you to copy an existing schedule to create other identical ones.

There is a new function that allows you to do a Global Change for Insurance Carrier Telephone Numbers. From the Utility menu select "Insurance Carriers" from the top toolbar pick tools then "Global Telephone Number Change".

On the General, Ledger, and Posting screens, if the Family Balance is different than the Individual Patient's Balance, it will automatically be displayed in the bottom right hand corner of the screen in yellow.

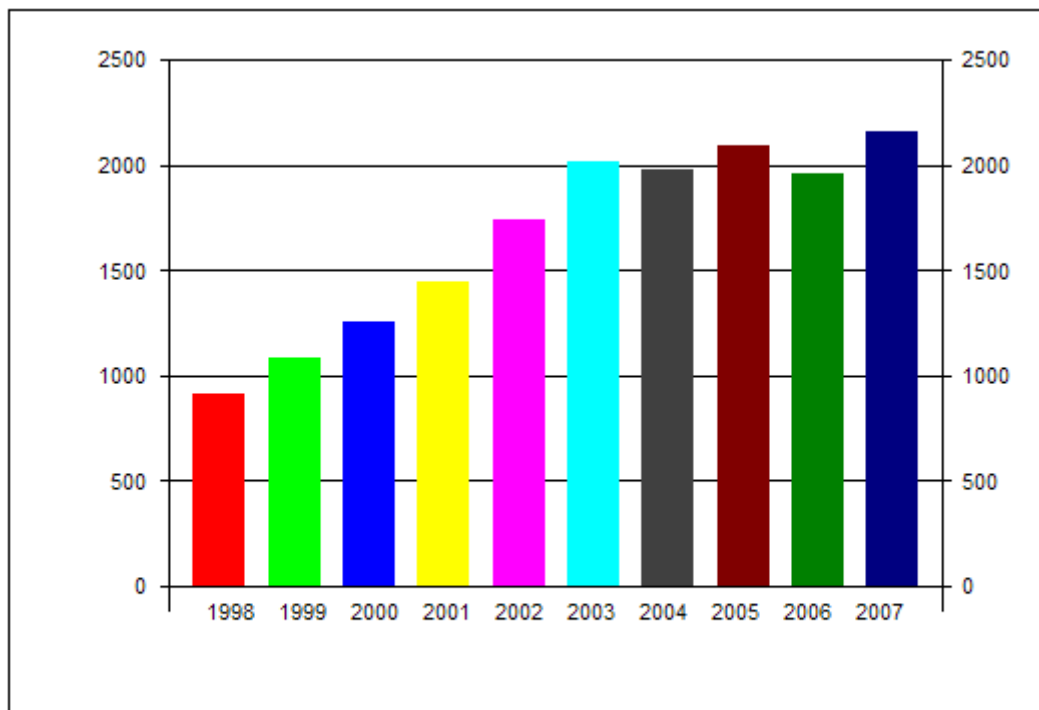
There is direct support to link to XDF Radiology X-Ray imaging system. This system is similar to Dexis.

When logging in to EasyDent if there are on patient reminders to be displayed the "No Active Reminders" message has been eliminated.

There is a new option allowing you to create an Enhancement Request easily. From the Primary Menu, select "Tools" then "Enhancement Request".

EasyDent has a new report option that will graph 10 years side by side. It will let you compare; charges, payments, adjustments, new patients, patient visits, and cleanings.

To use it select "Management Graphs" from the reports menu, then the new Red button "10 Year Graphs". An example is below.



Charges - Production Thousand Dollars  
Years: 1998 - 2007