



[www.ezdent.com](http://www.ezdent.com)

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# ***EasyDent* Electronic Dental Records “EDR”**

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# EasyDent Electronic Dental Records “EDR”

We strongly suggest that you begin by watching a few short EDR videos from our website. You can use your computer speakers or even plug-in headphones.

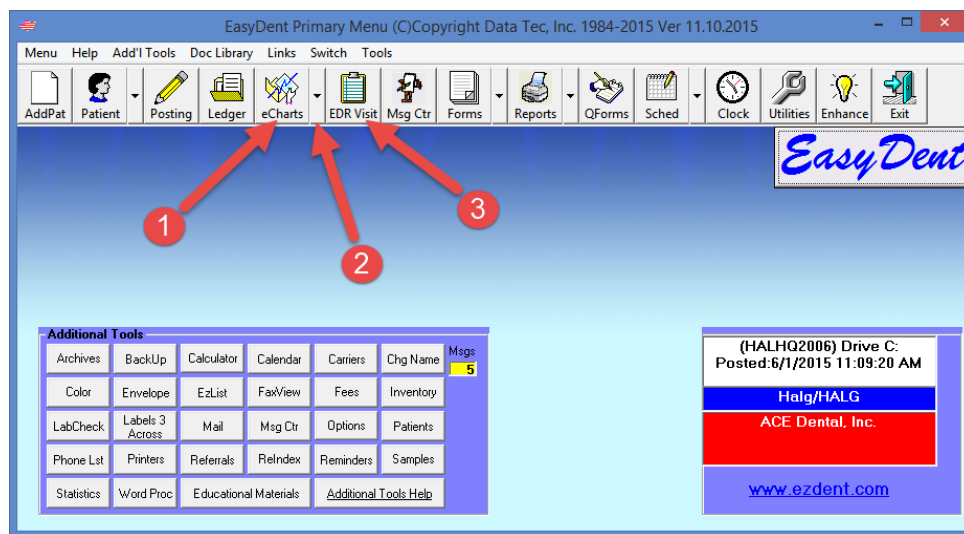
Go to the web page: [www.ezdent.com/TrainingEDR.htm](http://www.ezdent.com/TrainingEDR.htm) or

start at our web site: [www.ezdent.com](http://www.ezdent.com) select the **Support** tab, then the **Electronic Dental Record Videos** button.

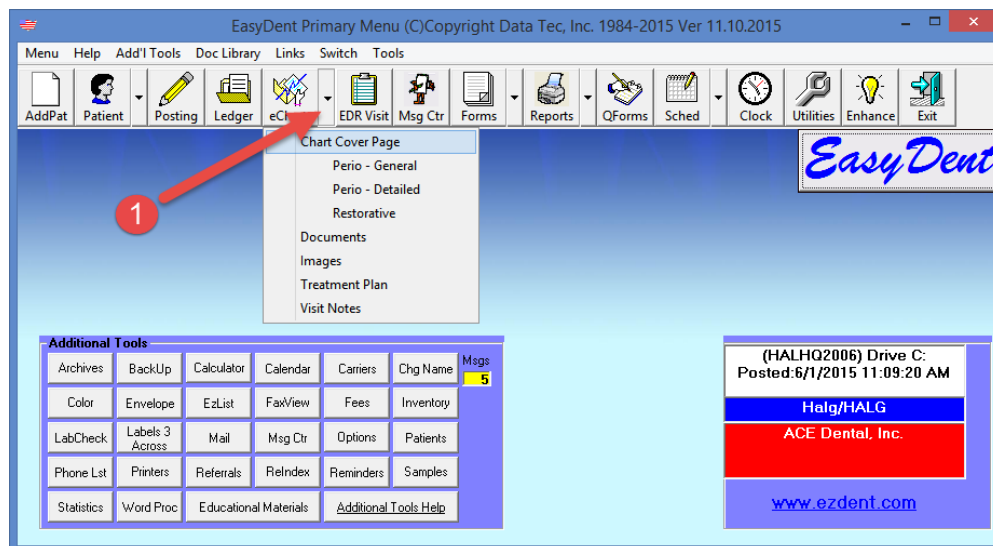
## Desktop Primary Menu

This is typically the Menu when using a Desktop computer, although you can also use it with a Laptop or Tablet PC.

- 1) The *eCharts* Icon will open the EDR desktop, without selecting a patient.
- 2) The *eCharts* drop-down arrow will let pick from a list of EDR functions.
- 3) The *EDR Visit Icon* will open the EDR Visit Notes program.



If you select the *eCharts* drop-down arrow you can select a specific EDR screen. When you do, you will be prompted with the Patient Find or Search Window.

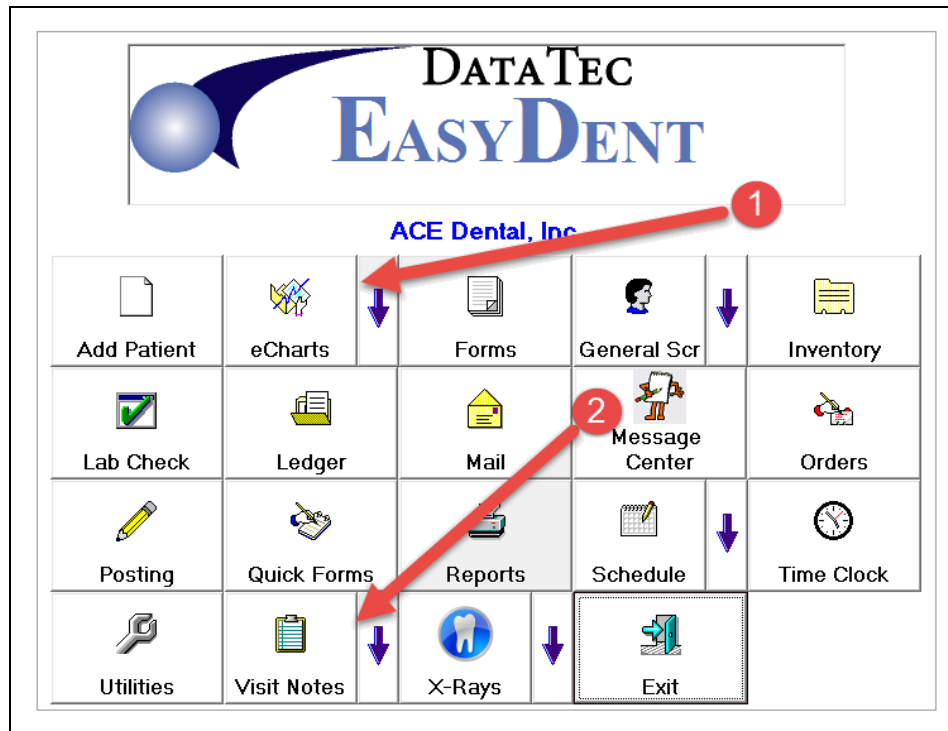


# EasyDent Electronic Dental Records “EDR”

## Tablet Primary Menu

This is typically the Menu when using a Tablet PC, although you can also use it with a Desktop computer or Laptop. Notice the buttons are larger and easy to select with either a stylus, a mouse, or even your finger.

- 1) The *eCharts* button will open the EDR desktop, without selecting a patient.  
The drop-down arrow will let pick from a list of EDR functions.
- 2) The *Visit Notes* button will open the EDR Visit Notes program.  
The drop-down arrow will let pick from a list of visit note functions.



An option to make this Menu even easier to use: you can select a top toolbar “Tools” option then “Edit Button Selection List” and customize just the buttons you want on the Menu for each workstation!

# EasyDent Electronic Dental Records “EDR”

## Chart Cover Page

- 1) You can switch between different aspects of the EDR by clicking the tabs.
- 2) You can fill in Emergency Contact Information.
- 3) There is an internal comments window where you could put in info such as detailed Medical alerts. If you check the “Comment is Critical” box, when you bring up the Patient Visit Note screen, the comment will automatically be displayed.
- 4) The section for “Problems or Habits” can be customized with whatever you want. Use the top toolbar “Tools” option, then “Customize EDR”, and then “Problems/Habits Definitions”.
- 5) You can record relevant family history.
- 6) Use the “Change Password” button to set up a security question for the patient and their answer.
- 7) Check the “Allergic” box, then click on the red “Allergic” label to create or update a list of patient allergic reactions.

The screenshot shows the EasyDent Paperless Charts E.D.R. software interface. The top menu bar includes: Menu, Help, Find Patient, Scheduled Patients, Clear Fields, Charting, Print, Tools, Quick Forms, UnDo, Vital Signs, Exit. The toolbar contains icons for Gen, Pats, Find, Prev, Next, Visit, Img, Word, Notes, Docs, Script, Sch, Print, Files, Exit. The patient information section displays: 2 Name FLINTSTONE, FRED, N, DUB, 11181970, 547-AETNA, 4-AETNA LIFE CASUALTY, JUI, Dentist. The main content area is divided into several sections: Patient Profile (Fred N Flintstone, 23 Walnut Lane, Springfield, IL 62001, City, State, ZipCode, Home Phone 314 111-2222, Work Phone 573 222-3333, Cell Phone, Emergency Contact(s) Wilma Flintstone 816 555-1212), Problems or Habits (Gum Chewing, Smoking Lite, Alcohol Heavy, Hard Candy, Smoking Heavy, Alcohol Social, Illicit Drugs, Thumb Sucking, Chewing Tobacco, Grinding Teeth), Family History (Relationship, DOB, Year, Age, Comments: Father, 1935, 80, Throat cancer), Favorite Sports Team? (St. Louis Rams), Change Password, Patient's Secret Password Question (Has Heart Problem), Secret Password Answer, Comments - Internal Use Only, Comment is Critical, Save, Alerts, Allergic (checked), Allergic Reactions (Penicillin). Red arrows with numbers 1 through 7 point to specific features: 1 points to the Gen icon, 2 points to the Emergency Contact(s) field, 3 points to the Save button, 4 points to the Tools menu, 5 points to the Family History table, 6 points to the Change Password button, and 7 points to the Allergic section.

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There are other status indicators on the Chart Cover Page including:

- 1) PreMed where you can enter code for Pre-Medication such as “PH” for Penicillin
- 2) You can click the *Alerts* button and specify a Watch List
- 3) For female patients, you can indicate if they are currently pregnant

A screenshot of the Chart Cover Page interface. At the top left is a 'Photo' placeholder with a cartoon woman. Below it are three checkboxes: 'Allergic' (checked), 'PreMed', and 'Pregnant'. To the right of these is a red box labeled 'Allergic Reactions' containing the text 'Tetracycline Sulfa'. A yellow button labeled 'Alerts' is at the bottom left. Three red arrows with numbers 1, 2, and 3 point to the 'PreMed', 'Alerts', and 'Pregnant' checkboxes respectively.

If you use the *Alerts* button and enter any information, the *Alerts* button will flash both on the Chart Cover Page and the Visit Notes screens.

## Alerts Window

This window can contain a “Watch List” and/or “Medical Info”; remember if this window contains any text, the *Alerts* button will flash on the patient EDR screens.

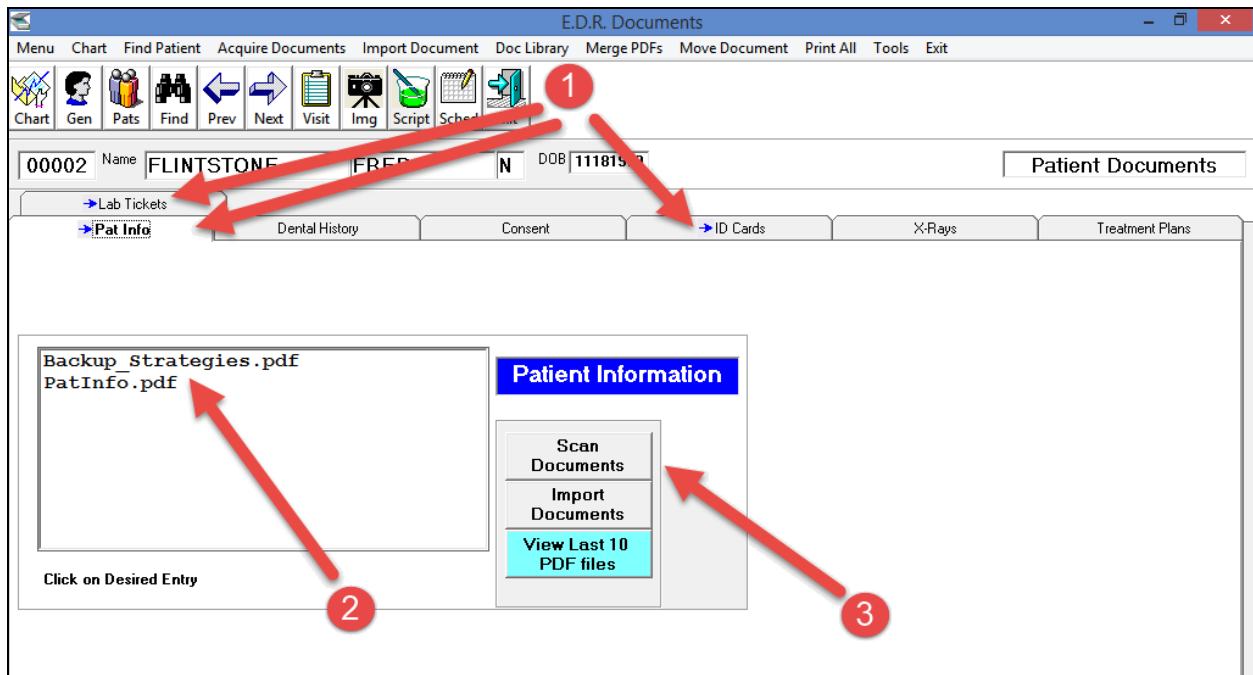
A screenshot of the 'Watch Lists' window. At the top is a 'Tools' section with fields for 'Acct No' (00002), 'Name' (FLINTSTONE, FRED), 'Birth Date' (11181970), and 'Age' (45). Below this are two sections: 'Watch List' and 'Medical Info'. The 'Watch List' section contains the text '06302015 Tooth: 15 Surfaces MOD' and has a red arrow labeled '1' pointing to it. The 'Medical Info' section contains the text '06302015 Plavex' and has a red arrow labeled '2' pointing to it. At the bottom are buttons for 'Add Top Line', 'Add Top Line Pop Up List', 'Clear Text', 'Save', 'Cancel', and 'Save/Exit'. A checkbox 'Add Dates Automatically' is checked.

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## Documents Window

The Documents window can be used to scan in or import documents, and organize them into customized categories.

- 1) The Tabs can be customized into whatever categories you want.  
To customize these, use the top toolbar “Tools” then “Tab Heading Definitions”.  
The blue arrow on a tab heading indicates the tab contains documents for the patient.
- 2) The documents belonging to the current Tab or Category are listed.  
The blue arrow on a tab heading indicates the tab contains documents for the patient.  
You simply click on a document to open and view it.
- 3) Use one of the Command buttons to Scan or Import New Documents.  
A special button “View Last 10 PDF Files” will open the last 10 PDF files listed for a patient all at once. We highly recommend using the Free PDF Viewer App “FoxIt PDF” and set it to use tab headings.



Note: When you are on a Patient's *Visit Note* screen, you can use a top toolbar *Window* then *Mini Documents* to view a small version of this screen overlaid on the *Visit Note* screen.

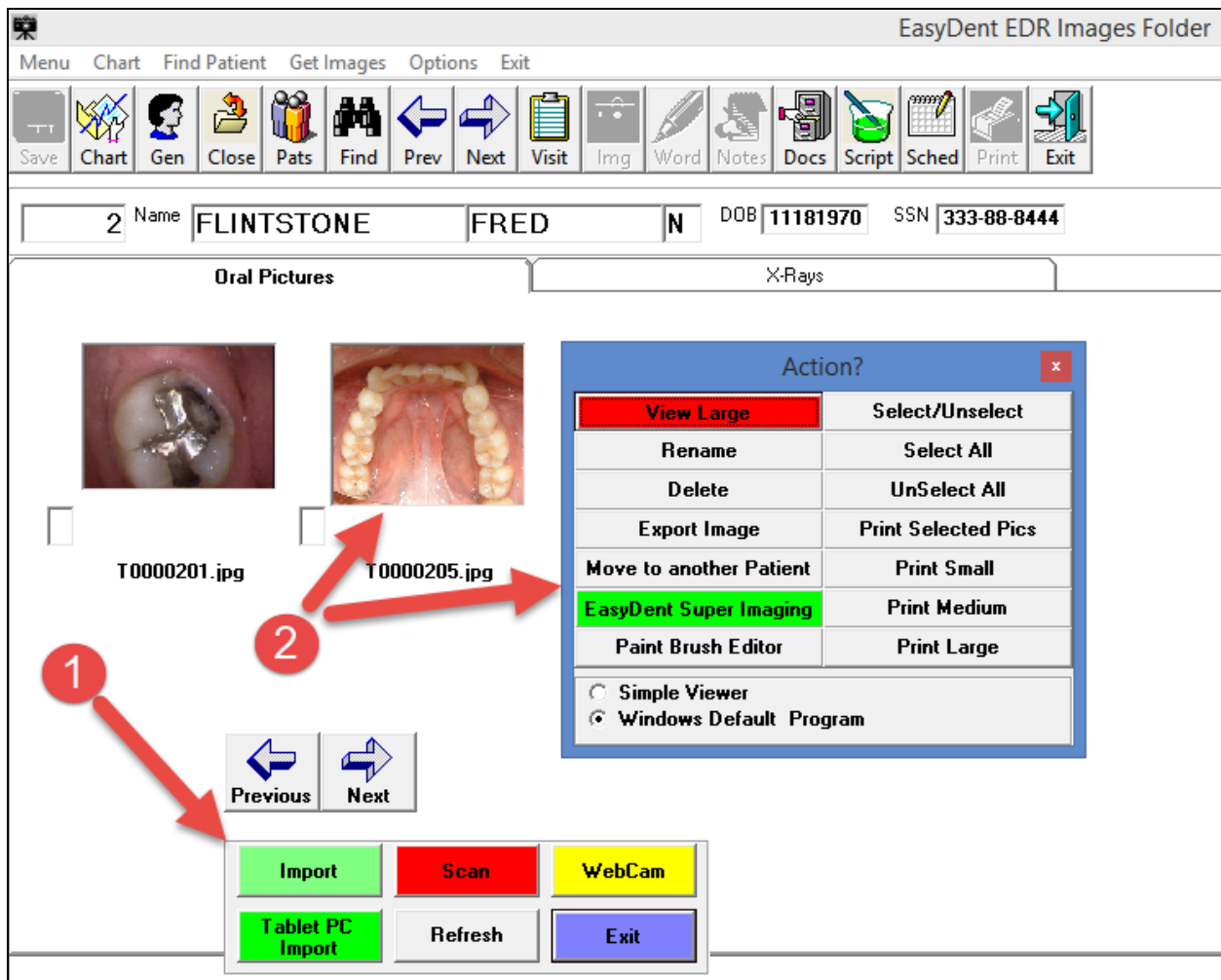
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## Images Window

The Images window can be used to scan in or import oral images and/or x-rays.

EasyDent interfaces directly with most x-ray imaging systems including Apteryx, Dexis, Paterson Imaging, Kodak, Tiger View, VixWin, Schick, etc. Therefore, it is not necessary to use this window to import x-rays. However, some offices switch to the X-Rays tab and scan in film x-rays.

- 1) You can load images several ways by using one of the command buttons; Import, Scan, use a Tablet PC Camera, or even a WebCam.
- 2 When you click on the images thumbnail, you are given an options window that lets you view, enlarge, and/or print images, etc.



Note: When you are on a Patient's *Visit Note* screen, you can use a top toolbar *Window* then *Mini Images* to view an small version of this screen overlaid on the *Visit Note* screen.



# EasyDent Electronic Dental Records “EDR”

## Visit Notes - Desktop Format

### Basic Format

The Visit Note has 3 major areas.

- 1) Visit Reason
- 2) Examination
- 3) Treatment

00002 Name FLINTSTONE FRED N DOB 11181970 Age 45 547-AETNA 4-AETNA LIFE CASUALTY Dentist 01

**Visit Reason** Saturday Nov 21, 2015  
Recare Adult

**Examination**  
Adult Prophyl: Comprehensive Exam  
Light Calculus  
Flossing: Occ

**Treatment** [Procedures]  
Hand Scaled, Prophyl Jet  
Polish & Flossed  
Home Care Re-enforced, brush AM & PM, Floss PM  
Comprehensive Oral Eval. <000150|NA|NA|D01|P01>  
Adult Prophylaxis <001110|NA|NA|D01|P01>  
Panoramic X-ray <000330|NA|NA|D01|P01>

Allergic Penicillin

Alerts

Problems or Habits  
☐ Alcohol Heavy  
☐ Alcohol Social  
☐ Chewing Tobacco  
☒ Grinding Teeth  
☒ Gum Chewing  
☐ Hard Candy  
☐ Illicit Drugs  
☐ Smoking Heavy  
☐ Smoking Lite  
☐ Thumb Sucking

PreMed

Save/Exit

# EasyDent Electronic Dental Records “EDR”

## Icons At The Top Of The Screen

The Icon buttons on the top of the screen provide the following functions. If you switch to a different screen without using the Save button, your changes will automatically be saved.

**New** - Create a New Visit Note

**Save** - Save the latest changes

**eChart** - Switch to the current patients Chart Cover Page

**Print** - Print the current note

**Find** - let you search for and select another patient

**Prev** - switch to the previous patient, alphabetically

**Next** - switch to the next patient, alphabetically

**Fam** - display a family selection list for the current patient

**Gen** - switch to the patients General Information screen, patient demographics

**Led** - switch to the patient financial ledger screen

**Post** - switch to the posting screen for this patient

**Tmplt** - display a selection list for visit note templates

**RestCht** - open the Restorative Chart, use the drop-down arrow to other specific types of charts

**Script** - Create and print a prescription

**Sched** - switch to scheduling

**Image** - open your default x-ray interface, or use the drop-down arrow to select the from ID Cards, Images Folder, Oral Pictures, X-Rays, etc.

**Exit** - save and close the visit notes window and return to the Primary Menu

EasyDent E.D.R. Visit - Notes

Menu Help New Lists Charting | Clear | Print Spell Sign Note Tools Vital Signs Window

New Save eChart Print Find Prev Next Fam Gen Led Post Tmplt RestCht Script Sched Img Exit

Photo

00002 Name FLINTSTONE FRED N DOB Age

Visit Reason

History Dates

11/21/2015  
03/26/2015  
12/31/2014  
12/04/2014  
09/11/2014  
12/12/2013  
10/22/2013  
07/07/2013  
03/21/2012

Visit Reasons List Short Hand

Examination

Observations List Short Hand Tablet/Diagrams Clear

Perio - General  
Perio - Detailed  
Perio - History  
Restorative  
Restorative - History  
DS Chart

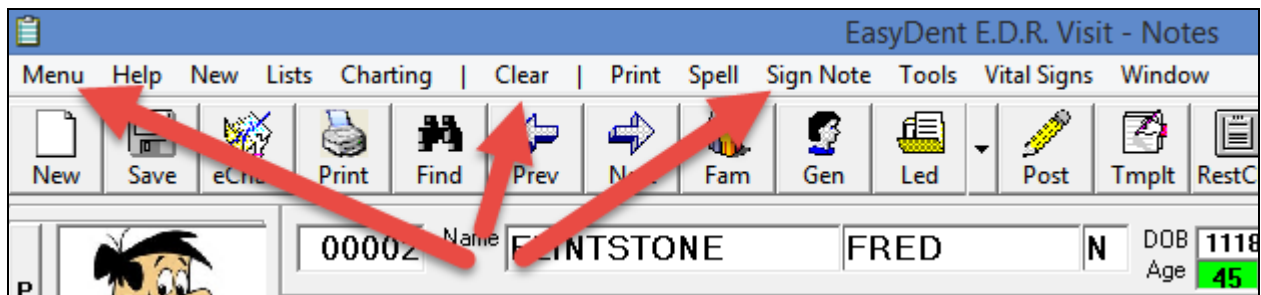
ID Cards  
Images Folder  
Oral Pictures  
X-Rays  
ApteryX  
Dexis  
EVASoft  
Kodak  
Media Dent  
Patterson Imaging  
Schick  
Tiger View  
VixWin  
XDR Radiology

# EasyDent Electronic Dental Records “EDR”

## Toolbar At The Top Of The Screen

The toolbar on the top of the screen provides added features and alternative methods to launching Visit Note features.

- Menu** - Displays a list of other major screens to switch to
- Help** - Displays a list of Help topics to select
- New** - Creates a New Visit Note, just like the New Icon
- Lists** - Lets you select from different lists, for example “Open or Un-Signed Visit Notes”.
- Charting** - Lets you select different type of patient charts, like the RestCht Icon arrow
- Clear** - Clears all the Visit Note Text windows for the current open Note
- Spell** - Spell checks all the text in the current notes text windows
- Sign Note** - Lets you electronically sign the note, after which it can’t be altered
- Tools** - Display a list of features including the Message Center
- Vital Signs** - Lets you enter and view Vital Sign readings for the current patient
- Window** - Lets you switch to other features or open windows over the current screen, such as the “Mini-Documents” window.



# EasyDent Electronic Dental Records “EDR”

## Left Side Of The Visit Note

The visit notes screen is designed to let you do everything you need from one screen.

On the left hand side of the screen:

- 1) A list of all the patient's visit dates, to open one you just click on the date.
- 2) *View All Visits* button displays a screen where you can see all the patient's visits, easily scrolling down through them on one screen.
- 3) *File Utilities* lets you rename, delete, or even move a visit record to another Patient's Chart (in case you documented the visit on the wrong patient by mistake).
- 4) *Note Pad* lets you quick jot down any notes you would like to “on the fly” without making them part of the record. For example: to refer back to later, when you are finishing up the note.
- 5) *Msg Ctr Notes* lets you view any message center notes (i.e. telephone messages) that belong to the patient.

EasyDent E.D.R. Visit - Notes

Menu Help New Lists Charting Clear Print Spell Sign Note Tools Vital Signs Window

New Save eChart Print Find Prev Next Fam Gen Led Post Tmpl RestCht Script Sched Img Exit

00002 Name FLINTSTONE FRED N DOB 11181970 Age 45 547-AETNA 4-AETNA LIFE CASUALTY 01 Dentist

Visit Reason

Examination

Treatment Hide Coding

Allergic Allergic Penicillin

Alerts

Problems or Habits

☐ Alcohol Heavy

☐ Alcohol Social

☐ Chewing Tobacco

☒ Grinding Teeth

☒ Gum Chewing

☐ Hard Candy

☐ Illicit Drugs

☐ Smoking Heavy

☐ Smoking Lite

☐ Thumb Sucking

History Dates

03/26/2015

12/31/2014

12/04/2014

09/11/2014

12/12/2013

10/22/2013

07/07/2013

03/21/2012

06/07/2011

03/02/2011

07/11/2008

11/15/2007

03/25/2007

06/28/2006

06/16/2005

01/01/2000

View All Visits

File Utilities

Note Pad

Msg Ctr Notes

Treatments Short Hand Appointments Educational Info Tablet/Diagrams Clear

Save/Exit

# EasyDent Electronic Dental Records “EDR”

## Main Body of the Visit Note

1) Again, there are 3 areas of the Note:

- A. Visit Reason
- B. Examination
- C. Treatment

2) In the treatment area, you can include ADA Coding using the Treatment button. You can check the “*Hide Coding*” box if you wish to only see the procedure descriptions without the coding.

EasyDent E.D.R. Visit - Notes

Menu Help New Lists Charting Clear Print Spell Sign Note Tools Vital Signs Window

New Save eChart Print Find Prev Next Fam Gen Led Post Tmpl RestCht Script Sched Img Exit

00002 Name FLINTSTONE FRED N DOB 11181970 547-AETNA 01 Dentist  
Age 45 4-AETNA LIFE CASUALTY

Visit Reason Thursday Mar 26, 2015  
Recare Adult

Visit Reasons List Short Hand Clear

Examination  
Adult Prophy: Comprehensive Exam  
Light Calculus  
Flossing: Occ

Observations List Short Hand Clear

Treatment Hide Coding  
[Procedure]  
Hand Scaled, Prophy Jet  
Polish & Flossed  
Home Care Re-enforced, brush AM & PM, Floss PM  
Comprehensive Oral Eval. <000150|NA|NA|D01|P01>  
Adult Prophylaxis <001110|NA|NA|D01|P01>  
Panoramic X-ray <000330|NA|NA|D01|P01>

Photo  
History Dates  
03/26/2015  
12/31/2014  
12/04/2014  
09/11/2014  
12/12/2013  
10/22/2013  
07/07/2013  
03/21/2012  
06/07/2011  
03/02/2011  
07/11/2008  
11/15/2007  
03/25/2007  
06/28/2006  
06/16/2005  
01/01/2000

View All Visits  
File Utilities  
Note Pad  
Msg Ctr Notes

5 Msgs

PreMed  
Allergic  
Allergic  
Penicillin

Alerts

Problems or Habits  
☐ Alcohol Heavy  
☐ Alcohol Social  
☐ Chewing Tobacco  
☒ Grinding Teeth  
☒ Gum Chewing  
☐ Hard Candy  
☐ Illicit Drugs  
☐ Smoking Heavy  
☐ Smoking Lite  
☐ Thumb Sucking

Treatments Short Hand Appointments Educational Info Tablet/Diagrams Clear

Save/Exit

# EasyDent Electronic Dental Records “EDR”

## Right Side Of The Visit Note

On the right hand side of the note, there are several items from the *Chart Cover Page*. You can update them right on the on the note screen by simply clicking on them.

- 1) *PreMed* - Click here and enter up to 2 characters; for example, “PH” for penicillin
- 2) Click the *Allergic* label and a pop-up window will let you update their allergy list
- 3) If there are existing alerts (a watch list, or medical warning) the *Alerts* button will flash. Simply click it to update the lists.
- 4) You can check or un-check any *Problems or Habits* that have changed

EasyDent E.D.R. Visit - Notes

Menu Help New Lists Charting | Clear | Print Spell Sign Note Tools Vital Signs Window

New Save eChart Print Find Prev Next Fam Gen Led Post Tmpl RestCht Script Sched Img Exit

00002 Name FLINTSTONE FRED N DOB 11/18/1970 Age 45 547-AETNA 4-AETNA LIFE\_CASUALTY 01 Dentist

Visit Reason Saturday Nov 21, 2015

Recare Adult

Visit Reasons List Short Hand Clear

Examination

Adult Prophyl: Comprehensive Exam  
Light Calculus  
Flossing: Occ

Observations List Short Hand Clear

Treatment Hide Coding

[Procedures]  
Hand Scaled, Prophyl Jet  
Polish & Flossed  
Home Care Re-enforced, brush AM & PM, Floss PM  
Comprehensive Oral Eval. <000150|NA|NA|D01|P01>  
Adult Prophylaxis <001110|NA|NA|D01|P01>  
Panoramic X-ray <000330|NA|NA|D01|P01>

PreMed

Allergic

Penicillin

Alerts

Problems or Habits

☐ Alcohol Heavy  
☐ Alcohol Social  
☐ Chewing Tobacco  
☒ Grinding Teeth  
☒ Gum Chewing  
☐ Hard Candy  
☐ Illicit Drugs  
☐ Smoking Heavy  
☐ Smoking Lite  
☐ Thumb Sucking

View All Visits  
File Utilities  
Note Pad  
Msg Ctr Notes

Treatments Short Hand Appointments Educational Info Tablet/Diagrams Clear

Save/Exit

# EasyDent Electronic Dental Records “EDR”

## Visit Note Data Entry

There are lots of ways to enter information into a note

- 1) Type in anything you like in the note's 3 windows
- 2) Display a Pop-Up list of customized text lines to select from
- 3) Use the *Short Hand* button to display a set of customized paragraphs to select from
- 4) Use the *Tmplt* “Template” button to select from a list of note templates
- 5) Use the Treatment windows specialized buttons

The screenshot shows the EasyDent E.D.R. Visit - Notes software interface. The window title is "EasyDent E.D.R. Visit - Notes". The menu bar includes: Menu, Help, New, Lists, Charting, Clear, Print, Spell, Sign Note, Tools, Vital Signs, Window. The toolbar contains icons for New, Save, eChart, Print, Find, Prev, Next, Fam, Gen, Led, Post, Tmplt, RestCht, Script, Sched, Img, and Exit. The main form displays patient information: 00002 Name FLINTSTONE, FRED, DOB 11181970, Age 45, 547-AETNA, 4-AETNA LIFE CASUALTY, 01 Dentist. The Visit Reason section shows "Recare Adult" and "Thursday Mar 26, 2015". The Examination section shows "Adult Prophylaxis Comprehensive Exam", "Light Calculus", and "Flossing: Occ". The Treatment section shows "Hand Scaled, Prophyl Jet", "Polish & Flossed", "Home Care Re-enforced, brush AM & PM, Floss PM", "Comprehensive Oral Eval.", "Adult Prophylaxis", and "Panoramic X-ray". The right sidebar includes "Allergic" (Penicillin), "Alerts", and "Problems or Habits" (Alcohol Heavy, Alcohol Social, Chewing Tobacco, Grinding Teeth, Gum Chewing, Hard Candy, Illicit Drugs, Smoking Heavy, Smoking Lite, Thumb Sucking). The bottom of the window has buttons for "View All Visits", "File Utilities", "Note Pad", "Msg Ctr Notes", "Treatments", "Short Hand", "Appointments", "Educational Info", "Tablet/Diagrams", "Clear", and "Save/Exit". Red arrows and numbers 1-5 indicate data entry methods: 1 points to the "Visit Reasons List" button, 2 points to the "Examination" text area, 3 points to the "Short Hand" button, 4 points to the "Tmplt" button, and 5 points to the "Treatments" button.

# EasyDent Electronic Dental Records “EDR”

## Visit Note - Voice Dictation

Use the upper right-hand corner *Microphone* icon to open the Dictation screen overlay. Click the buttons on the left to select the are of the note you wish to dictate text into. This way you can easily add text without typing.

The newer versions of Windows support voice input; we also highly recommend Dragon Naturally Speaking.

EasyDent E.D.R. Visit - Notes

Menu Help New Lists Charting | Clear | Print Spell Sign Note Tools Vital Signs Window

Dictation Text Input

Tools

00002 Name FLINTSTONE FRED N SSN 333888444 DOB 11181970  
Male Age 45

Visit Reason Recare Adult

Examination Adult Prophyl: Comprehensive Exam  
Light Calculus  
Flossing: Occ

Treatment [Procedures]  
Hand Scaled, Prophy Jet  
Polish & Flossed  
Home Care Re-enforced, brush AM & PM, Floss PM  
Comprehensive Oral Eval. <000150|NA|NA|D01|P01>  
Adult Prophylaxis <001110|NA|NA|D01|P01>  
Panoramic X-ray <000330|NA|NA|D01|P01>

Clear Window

Cancel

Save and Exit

Msgs

1

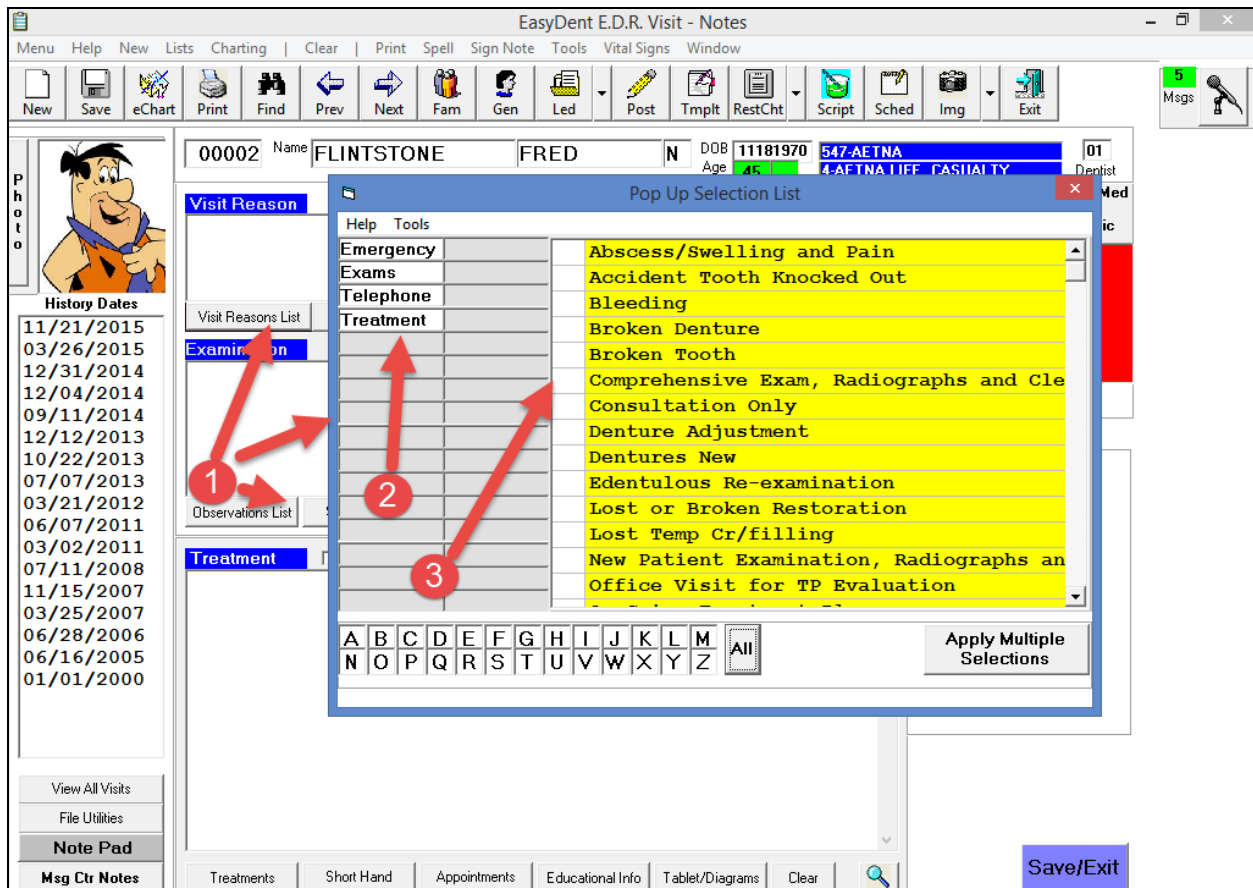


# EasyDent Electronic Dental Records “EDR”

## Pop-Up Lists

Pop-up lists let you create and use lists of common phrases. The phrases can also contain macros or templates that prompt you to make selections and complete the phrase before entering it.

- 1) Use the *Visit Reasons List* or *Observations List* buttons
- 2) The list defaults to displaying all the entries, or you can limit the list by clicking a category (that you define) on the left side of the list
- 3) On the right side, you can select one item by clicking on the yellow description or select several at once by clicking the check box in front of each entry then using the *Apply Multiple Selections* button.

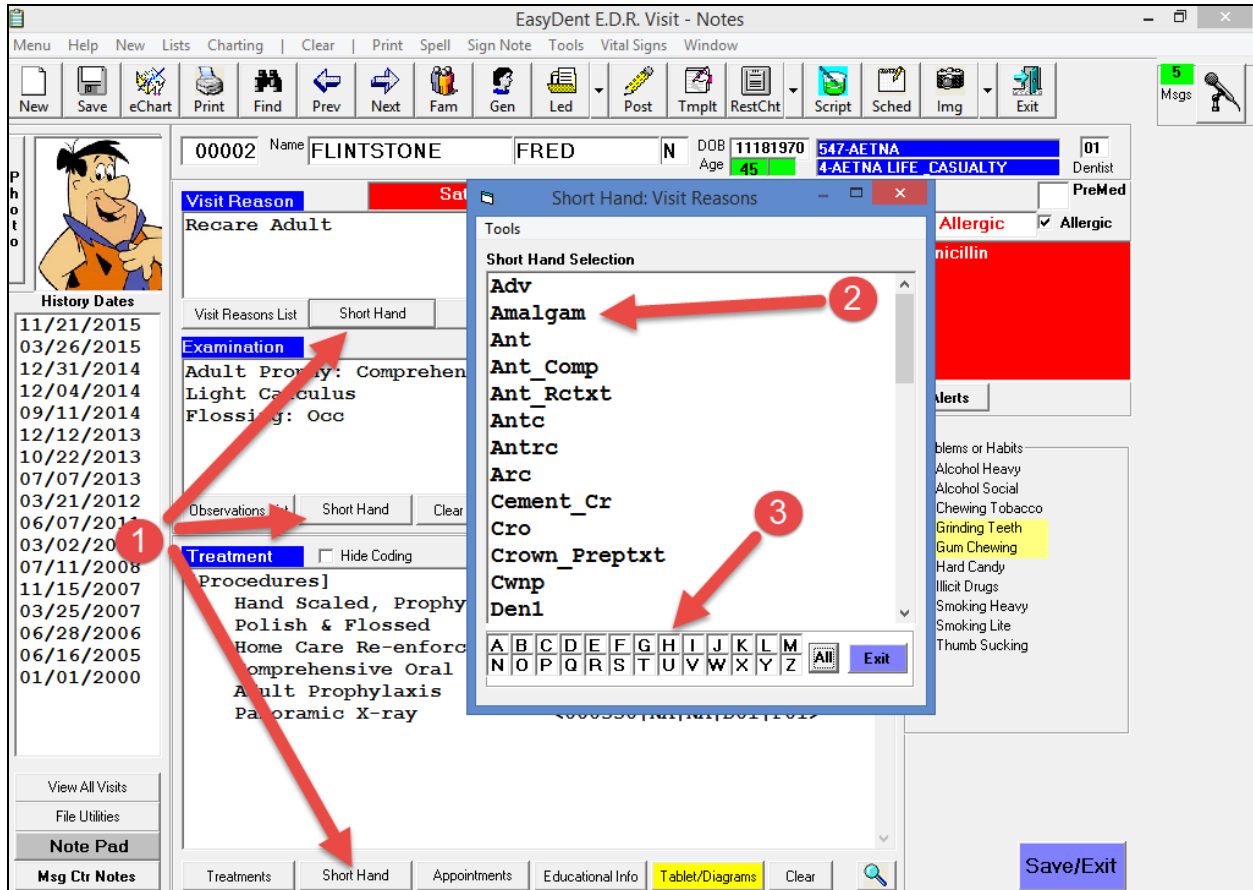


# EasyDent Electronic Dental Records “EDR”

## Short Hand

You can select sections of text that contain one or more paragraphs. Just like the Pop-Up list the Short Hand text can contain macros or templates.

- 1) Click the *Short Hand* button for the section of the note you wish to add to
- 2) In the Short Hand window click on the name of the the text to include
- 3) You can filter by the first letter of the Short Hand

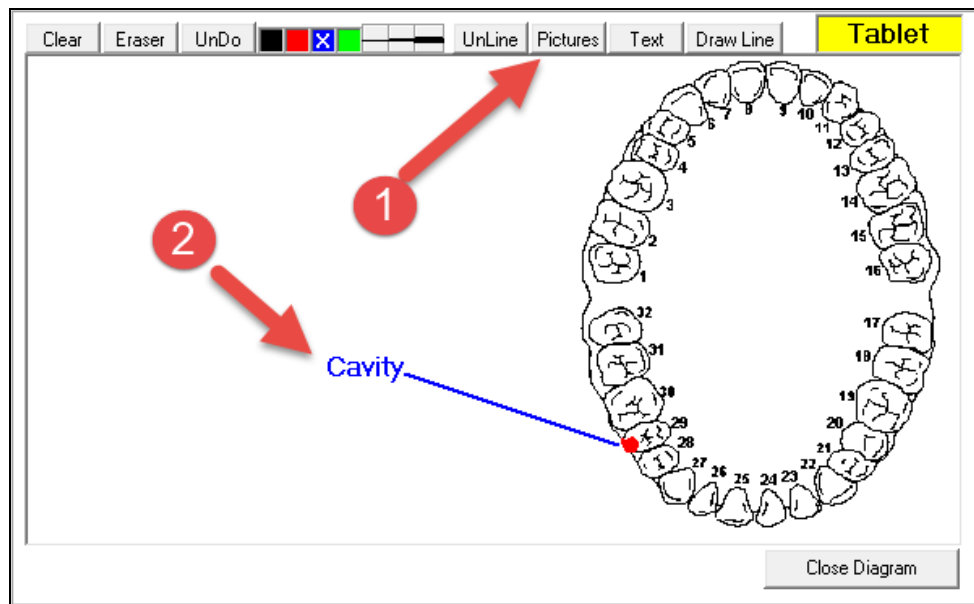
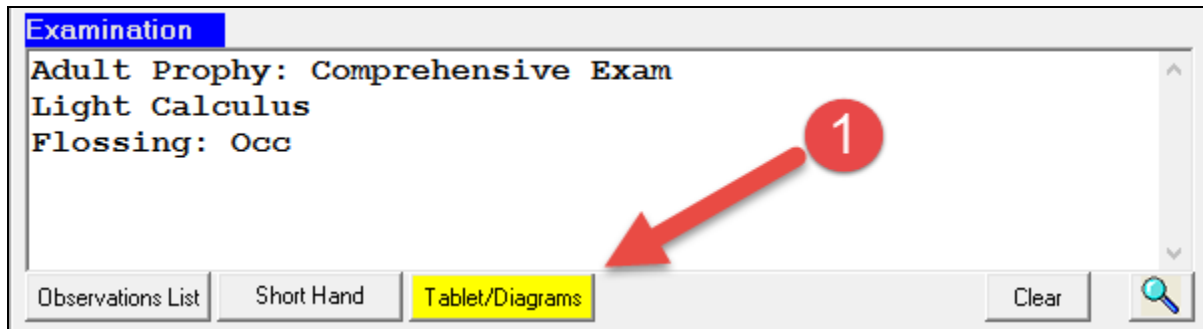


# EasyDent Electronic Dental Records “EDR”

## Tablet Diagrams

In addition to using a Restorative chart you can make a quick diagram regarding a specific visit problem by using the *Tablet/Diagrams* button. This lets you select a picture if you want and draw on it or just do free hand drawing if you prefer. You can do this with your mouse; a stylus-sensitive screen, like a Tablet PC, works best.

If you print out the note, the diagram will also print.



# EasyDent Electronic Dental Records “EDR”

## Treatment Selection

In the treatment window, you can click the Treatments button to display a window that lets you easily add detailed information about Procedures, General Treatment Notes, Medications, and/or Comments.

When you are on the Procedures tab, if you click an empty ADA Code slot, a window will pop-up to let you easily select from your list of ADA Codes.

**Treatment** ☐ Hide Coding

[Procedures]

- Hand Scaled, Prophy Jet
- Polish & Flossed
- Home Care Re-enforced, brush AM & PM, Floss PM
- Comprehensive Oral Eval. <000150|NA|NA|D01|P01>
- Adult Prophylaxis <001110|NA|NA|D01|P01>
- Panoramic X-ray <000330|NA|NA|D01|P01>

1

Treatments Short Hand Appointments Educational Info Tablet/Diagrams Clear

**Treatment Selection**

Tools

**Procedures** General Treat Medications Comments

Procedures

ADA Code	Tooth Surface	Dent Hyg	Description
000140	NA	NA	Limited Oral Evaluation
002330	31	M	Resin 1 Surface Anterior

Common Codes Sealants Fill In Codes

Search Clear Cancel OK

# EasyDent Electronic Dental Records “EDR”

## Visit Notes - Tablet PC or iPad Format

If you use the Tablet Primary Menu, you can set an option to use the Tablet or iPad style of Visit Note screen. This format is designed to let you easily create and view Visit Notes using your stylus, mouse, and/or finger.

You switch between each of the note's 3 sections by clicking the large *Visit Reason*, *Examination*, or *Treatment* buttons. The Icon buttons around the top and right side of the screen let you access and use the other Visit Note features.

Not everyone uses all the same Icon buttons; you may use the top toolbar “Tools” button to customize what buttons you want displayed for your workstation.

A special icon button, *View Note*, lets you view then entire note, all 3 sections, at once. The buttons should be fairly intuitive. The best way to learn how to use this screen is to create a new note, and start experimenting.

The screenshot displays the 'iPad/Tablet Visit Note' interface. At the top, a menu bar includes 'Menu', 'Tools', 'Find', 'Copy Note', 'Save/Clear', and 'Window'. Below this is a toolbar with icons for 'Add Visit', 'Chart-DS', 'Chart-Perio', 'Chart-Rest', 'Documents', 'Family', 'Move Fwd', 'Move Back', 'Find', 'General', 'Images', 'Ledger', 'Msg Ctr', 'Orders', and 'Posting'. The patient information section shows 'Acct: 00002', 'Name: FLINTSTONE', 'FRED', 'DOB: 11181970', 'Age: 45', 'Sex: M', and insurance details '547-AETNA' and '4-AETNA LIFE & CASUALTY'. The visit date is 'Sat Nov 21, 2015' and the reason is 'Recare Adult'. The main content area has three large buttons: 'Visit Reason' (selected), 'Examination', and 'Treatment'. On the left, there's a 'Previous Notes' list with dates from 11/21/2015 to 12/12/2013, and a 'Problems or Habits' list with checkboxes for various conditions like 'Alcohol Heavy', 'Grinding Teeth', and 'Gum Chewing'. On the right, a vertical toolbar contains icons for 'Prescription', 'Print', 'Save', 'Schedule', 'Sign Note', 'Templates', 'Treat Plan', 'View Note', 'X-Rays', and 'Exit'. At the bottom, there are buttons for 'PopUp List', 'Short Cuts', 'Copy', 'Paste', 'Cut', 'Undo', and 'Clear'.

The Microsoft Surface Tablet or Laptop works great when using this screen.

# EasyDent Electronic Dental Records “EDR”

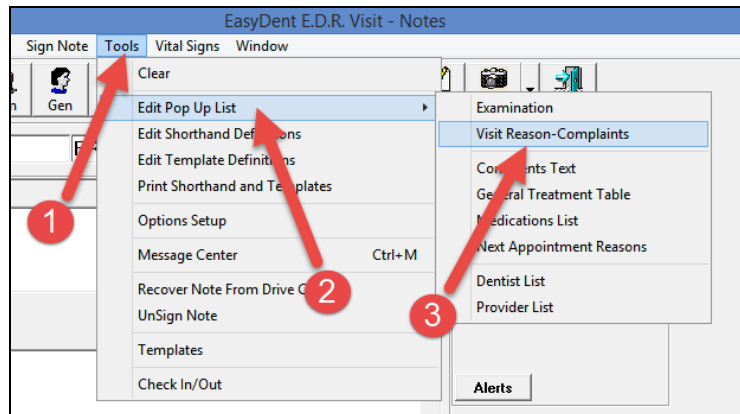
## Customize Lists, Short Hand, Templates

One of the most powerful features of the EDR Visit Notes are the ability to use and Customize Pop-Up lists, Short Hand, & Templates. This can save tons of time creating notes and lets you personalize the notes specifically the way you want for your practice.

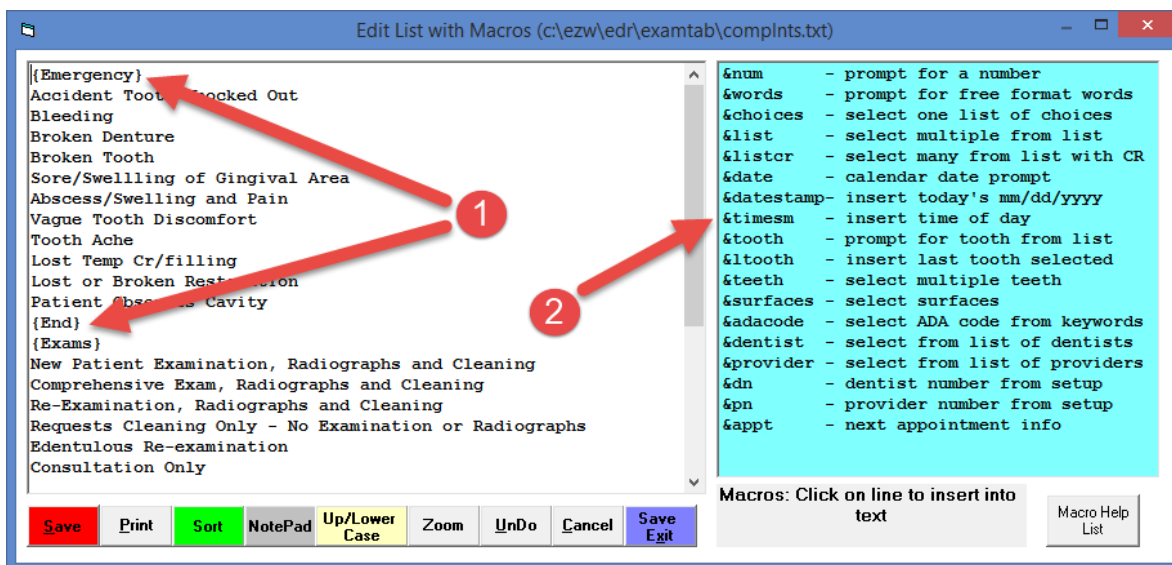
### Pop-Up Lists

From the Visit Notes screen:

- 1) Select the top toolbar *Tools* option
- 2) Select *Edit Pop Up List Definitions*
- 3) Select the *Pop Up List* you wish to edit



- 1) Simply type in the lines you want in the pop-up list. You can also create categories of List items by starting a category with *{the-category-name}*, entering the lines, and ending the category with *{end}*
- 2) Notice on the right, each line can contain macros by click the desired macro(s) from the right-hand side. Macros can prompt the users for specific information when the items are selected from the list.

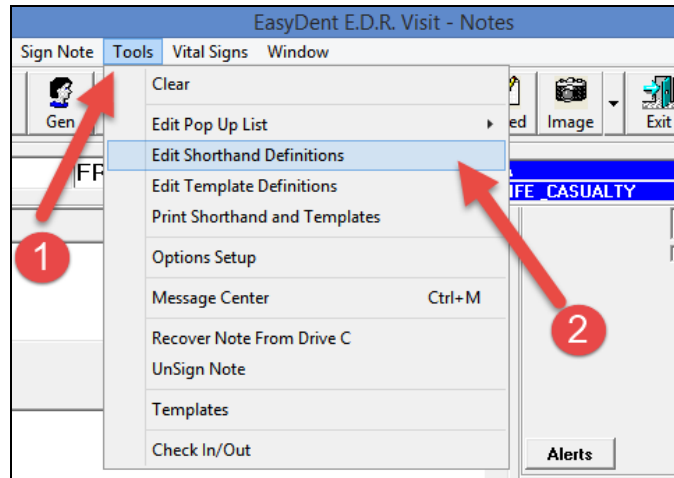


# EasyDent Electronic Dental Records “EDR”

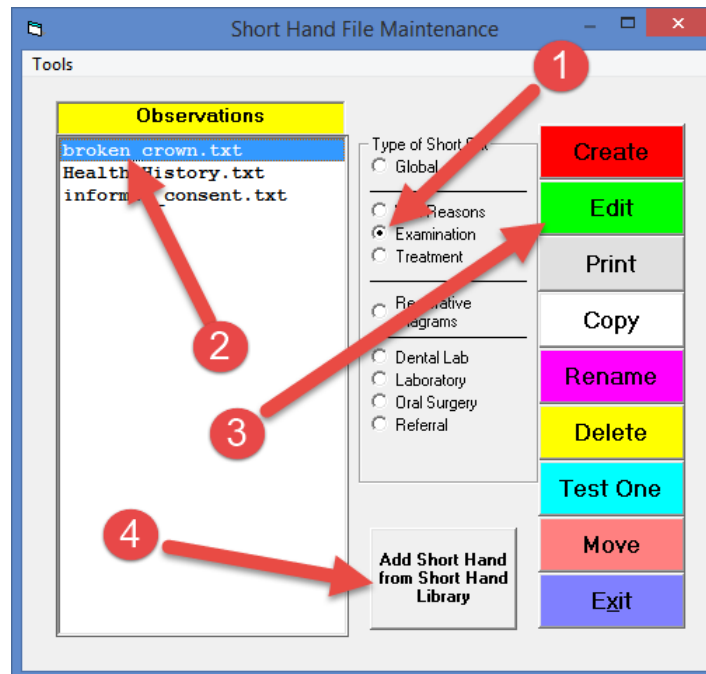
## Short Hand

Short Hand consists of sentences or paragraphs instead of single-line entries.

- 1) Select the top toolbar *Tools* option
- 2) Select *Edit Shorthand Definitions*



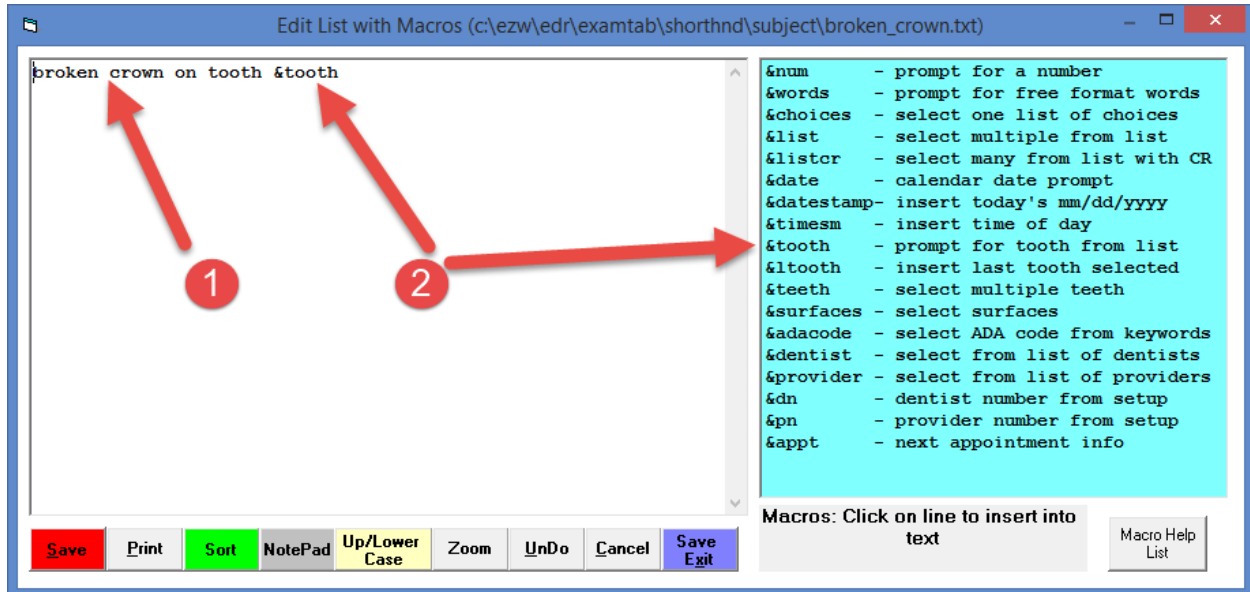
- 1) Select type Type of Short Hand, the window where the Short Hand button is
- 2) Select the Short Hand Name you wish to Edit
- 3) Select the Edit button (to create a new Short Hand, just click the Create button)
- 4) You may also add Short Hand entries from a library of pre-defined Short Hands



# EasyDent Electronic Dental Records “EDR”

## Short Hand Edit Screen

- 1) For each Short Hand Entry type in one or multiple lines and/or paragraphs
- 2) You may include Macros by clicking the available macros on the right. Macros can prompt the users for specific information when the short hand entry is used



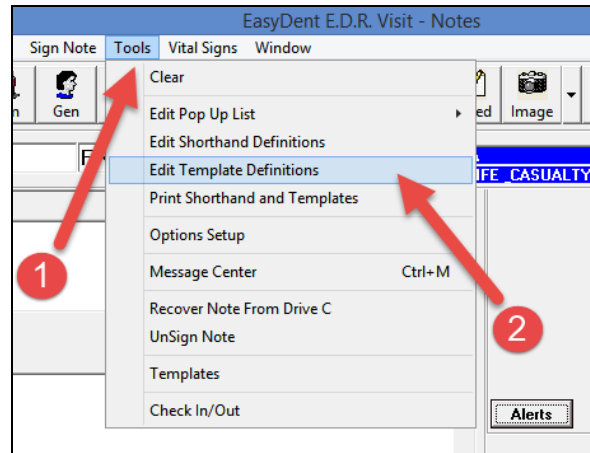


# EasyDent Electronic Dental Records “EDR”

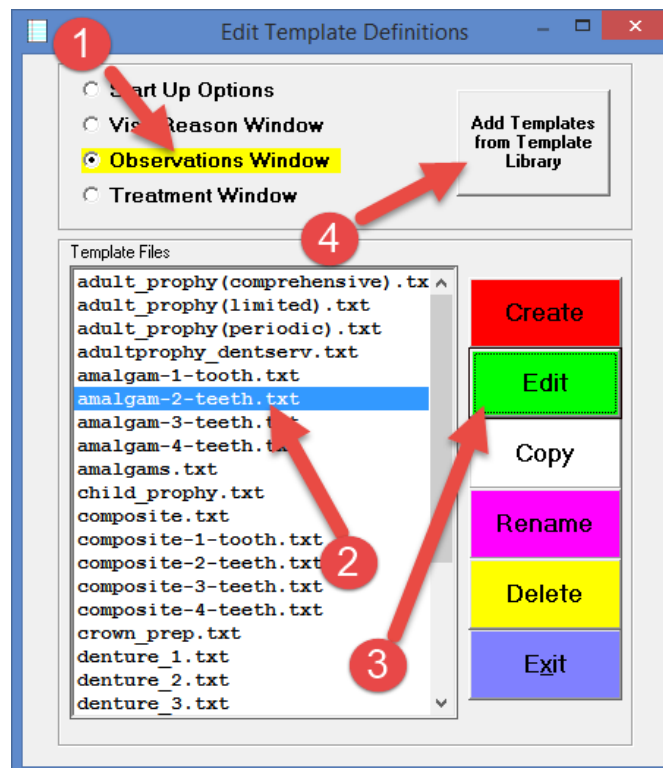
## Templates

Templates consist of lines or paragraphs for all or multiple parts of a Visit Note.

- 1) Select the top toolbar *Tools* option
- 2) Select *Edit Template Definitions*



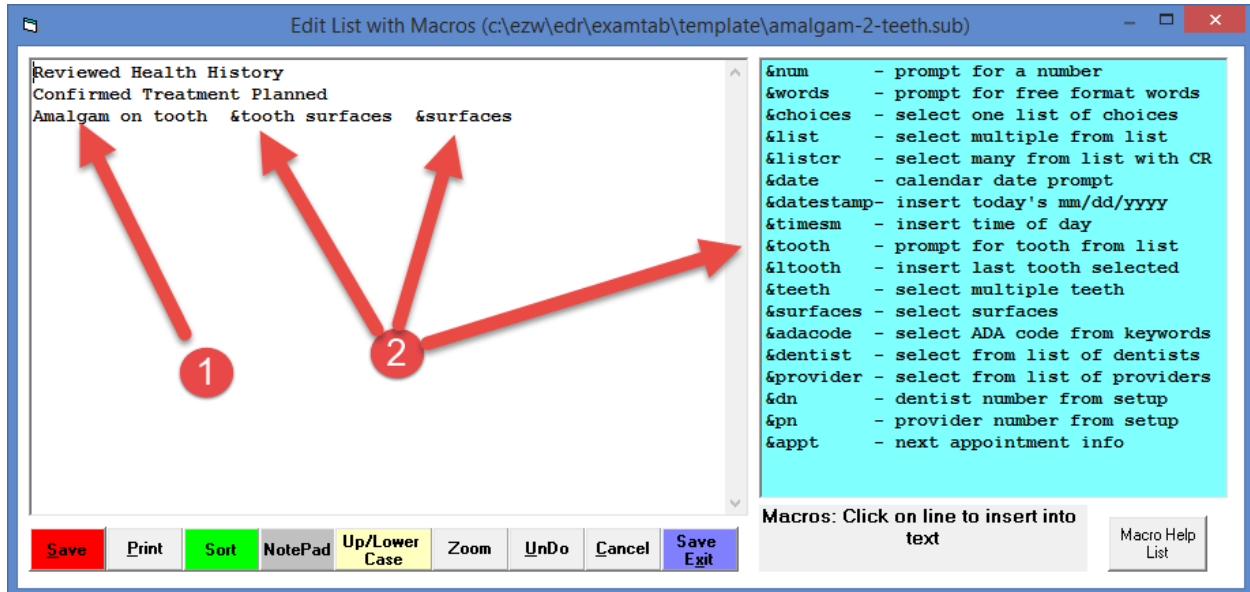
- 1) Select the section of the Visit Note you want to edit
- 2) Select the name of the Template
- 3) Select the Edit button or use the Create button for new Templates
- 4) You can even add Templates from a pre-defined template library



# EasyDent Electronic Dental Records “EDR”

## Template Edit Screen

- 1) For each Template area, type in one or multiple lines and/or paragraphs
- 2) You may include Macros by clicking the available macros on the right. Macros can prompt the users for specific information when using a template.



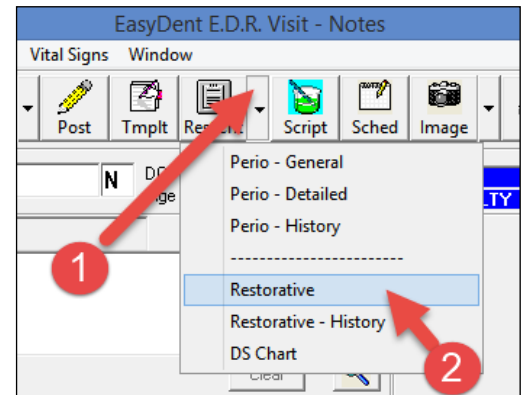
# EasyDent Electronic Dental Records “EDR”

## Charting

You can do several different types of charting with EasyDent.

### Restorative

- 1) Select the *RestCht* Icon drop down arrow
- 2) Select *Restorative*

A screenshot of the 'Restorative Chart' interface. At the top, there is a patient information header with fields for Chart Date (02032017), Acct Num (00002), Patient Name (SMITH MARY N), Sex (M), Birth Date (11181970), Age (47), and Today's Date (02032017). Below this is a dental chart with 16 tooth icons arranged in two rows. A red arrow points to the 'Type of Charting' section on the right, which has three radio buttons: 'Existing Conditions' (selected), 'Treatment Planning', and 'Completed Today'. Below this is a 'Drawing Tools' section with icons for a pencil, eraser, and a color selection tool. A 'Comments' section at the bottom right contains the text '#28 Cavity' and '#21 Watch'. At the bottom of the chart is a 'Surfaces' section with two rows of 16 boxes each, representing the surfaces of the teeth. Some boxes are colored: blue (e.g., box 3), red (e.g., box 5), and yellow (e.g., box 21).

Once on the chart you can select to document “Existing Conditions”, “Treatment Planning”, and/or “Completed Procedure” by selecting the “Type of Charting” on the right hand side of the screen. The surfaces chart at the bottom can be used to indicate conditions by color. Yellow needs watching, Red needs repair, and Blue has been completed.

Procedures you indicate are for Treatment Planning automatically update the Treatment Plan screen.

Procedures you chart as being completed today are automatically carried over to the Posting or Charge Entry screen.

# EasyDent Electronic Dental Records “EDR”

**Restorative Chart**

Chart Date 02032017	Acct Num 00002	Patient Name SMITH MARY N	Sex M	Birth Date 11181970	Age 47	Today's Date 02032017
------------------------	-------------------	------------------------------	----------	------------------------	-----------	--------------------------

1 2 3 4 5  
32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

10 11 12 13 14 15 16

Surfaces  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  
32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

**Adult Tooth**  
**Child Tooth**

Cavity  
Amalgam Filling  
Composite Filling  
Gold Filling

Ceramic Crown  
Metal Crown

Extraction  
Implant  
No Root  
Post  
Root Canal  
Sealants  
Veneer

False Teeth  
Missing Tooth  
Normal Tooth

Draw Bridge  
Draw Line

**UnDo** **Print** **Save**  
**Cancel** **Draw** **Save Exit**

**Type of Charting**  
☒ Existing Conditions  
☐ Treatment Planning  
☐ Completed Today

**Drawing Tools**

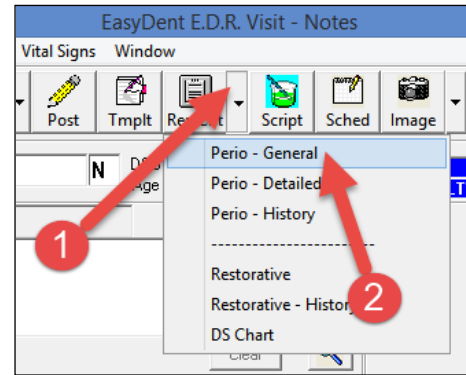
**Comments**  
 #28 Cavity  
 #21 Watch

Simply click on the tooth or area of the chart and select the type of information you wish to chart from the popup list. If the procedure involves tooth surfaces and or specific ADA Codes; popup windows will guide you through the process.

## ***EasyDent* Electronic Dental Records “EDR”**

## General Perio Chart

- 1) Click the *RestCht* icon drop-down arrow
- 2) Select the *Perio - General* option

[illegible]

Once on the Perio Charting screen you can use your numeric key pad to enter pocket depths or use the panel show below to quickly enter values with your mouse or Tablet PC stylus. As you are entering data the pocket depths fields will automatically be advanced for you. You may also click on any tooth to enter additional information.

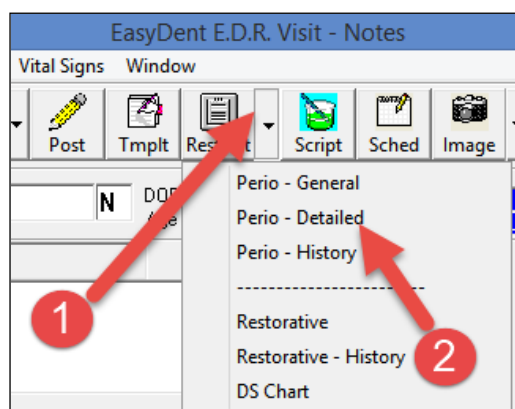
Quick Entry - Pocket Depths

01	F	0	1	2	3	4	5	6	7	8	9	10	11	12	
Tooth	Side	Bleeding	Recession	Mobility	Furcation	Missing Tooth	Implant	Skip Tooth	For Pocket Depths use the Mouse or Numeric Pad Number Keys						

# EasyDent Electronic Dental Records “EDR”

## Detailed Perio Charting

- 1) Select the *RestCt* icon drop-down
- 2) Select *Perio - Detailed*



## Create a complete detailed Perio Chart

- 1) Selectin Facial or Lingual
- 2) Documenting each tooth

**Perio Charting**

00002 FLINTSTONE FRED N

Acct Patient: Last First Name Initial

Right Left

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

**Facial**

Click to Change View

1 2

Missing

View Quad Next Tooth F8

Save Prev Tooth F7

	D	M
Pocket	2 3	1
Bleeding		B
Recession	1 2	3
Furcation		
Mobility	1	

Suppuration

FGM

MGJ

Attachment 2 3 2

**Tooth 1**

Print

HELP

Cancel

Exit