



Data Tec, Inc., P.O. Box 31576, Des Peres, MO 63131
Voice (636) 256-7401 Fax (636) 230-6801 www.ezdent.com

April 2015

April Newsflash

Electronic Prescription Survey

The results from our survey are in. The overwhelming majority of our clients are not interested in electronic prescriptions at this time. In addition, the state of New York's electronic script requirement has been **postponed until 2016**. Sometime later this year we plan on revisiting this feature.

Enhancements

Check out the list of our current enhancements on our website. If you want help updating your system, please give us a call.

General Screen

If you would like to have patient's marked as "Ortho" type patients on the General screen, you can have their names highlighted on the Name Search window, then use the Primary Menu, "Options" button and check the Option called "**Color Code Ortho Patient Names in Name Search**". If you add the patient a second time and indicate that the second account is for Orthodontics, their names will show up as different colors on the Name Search windows.

Also, the Patient Name Search window is now larger. If this doesn't work well for your workstation, you can use the Primary Menu, "Options" button and check the option called "Disable SuperSize Name Search Screen".

Name	Street	Phone #	Acct #	Age
TAFF	8911 Main St.	H-816 225-1722	277	52
TAFT WILLIAM H	8911 Main St.	H-816 225-1722	243	52
TAYLOR ELIZABETH S	6023 Main St.	H-816 293-8836	244	49
TAYLOR JAMES N	8205 McGee Ave	H-713 271-2844	279	10
TAYLOR JAMES N	8205 McGee Ave	H-913 663-6546	245	10
TAYLOR ZACHARY O	612 Baltimore Plz	H-970 608-6783	246	61
TERESA MOTHER E	8932 Broadway	H-816 875-4752	247	41
THATCHER MARGARET L	6856 Olk Ln	H-913 795-0473	248	58
TIGER TONY T	9272 Manchester Rd	H-913 663-6546	249	24
TRACY DICK	102 Walnut St.	H-314 493-4467	278	34
TRAVOLTA JOHN J	8399 Holmes	H-773 680-8181	251	17
TRUMAN HARRY X	9579 Main St	H-816 276-0026	252	45

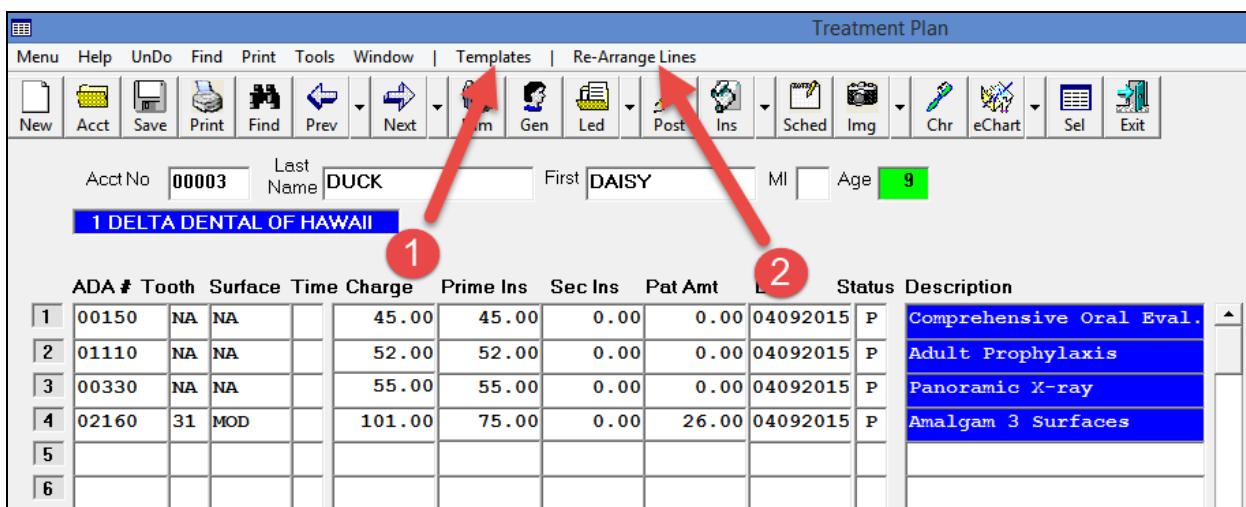


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Treatment Plans

A new option lets you create **Templates for Treatment Plans**. Examples might be for Ortho Treatment or Sealants. When you are on the treatment plan screen, select the top Toolbar “**Templates**” to bring up the Templates creator. On this window, you can select a template or use the “Edit Templates” button to create/revise the templates. You can also use the “Utility Menu,” then “Treatment Plan Templates” option to edit them.

On the Treatment Plan screen, there is a new top toolbar option called “Re-Arrange Lines” that lets you move individual line items around in the treatment plan without having to re-enter them.



If you set up multiple treatment plans for a patient (up to 3), when you use the Pop-Up Treatment Plan Window during posting or while using the EDR Visit Notes screen, you can click the “Plan #” drop down arrow to switch between the different plans.

Scheduling

There is a new Schedule Telephone Report format, Format 12. This format is just like Format 1 with the addition of a Primary and Secondary Insurance carriers listing.

If you activate the Scheduling option “Activate Auto Prompt to Schedule Patients” when you open the schedule from either the General screen or the Posting screen, it will remember what patient you were on, and when you click on an empty schedule time slot, you will be prompted if you want to add the appointment for that patient.

When you add a new patient from the schedule & print a paper copy of their information, their account number will automatically appear on the print-out.



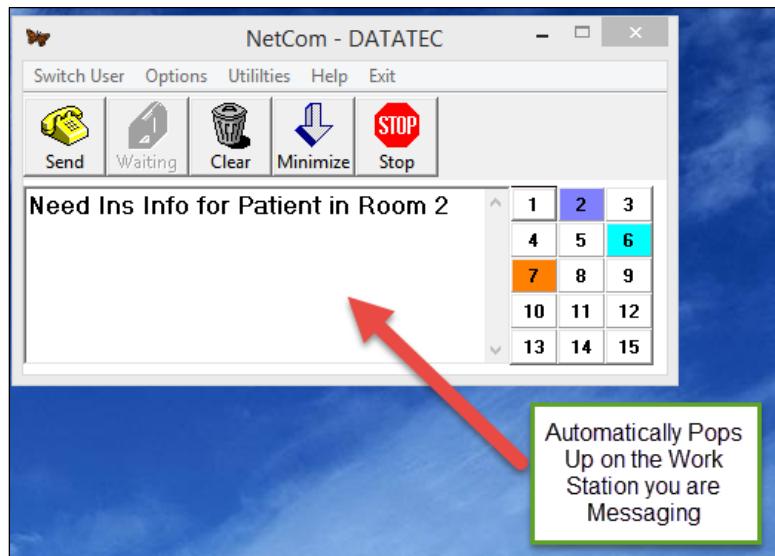
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Additional Tools

We have found that sometimes offices forget about some of the **useful, extra** tools or features in EasyDent. If you would like to learn more about any of these features and start using them in your office, please give us a call. We can assist you with installation, activation, and/or training materials.

NetCom – “Easy & Simple In-Office Messaging”

NetCom is a program in EasyDent that you can activate to send instant messages between any workstations in your office. The messages are transmitted totally within your office and do not go through the Internet. In addition, you can also use a button panel to indicate the status of different treatment rooms.

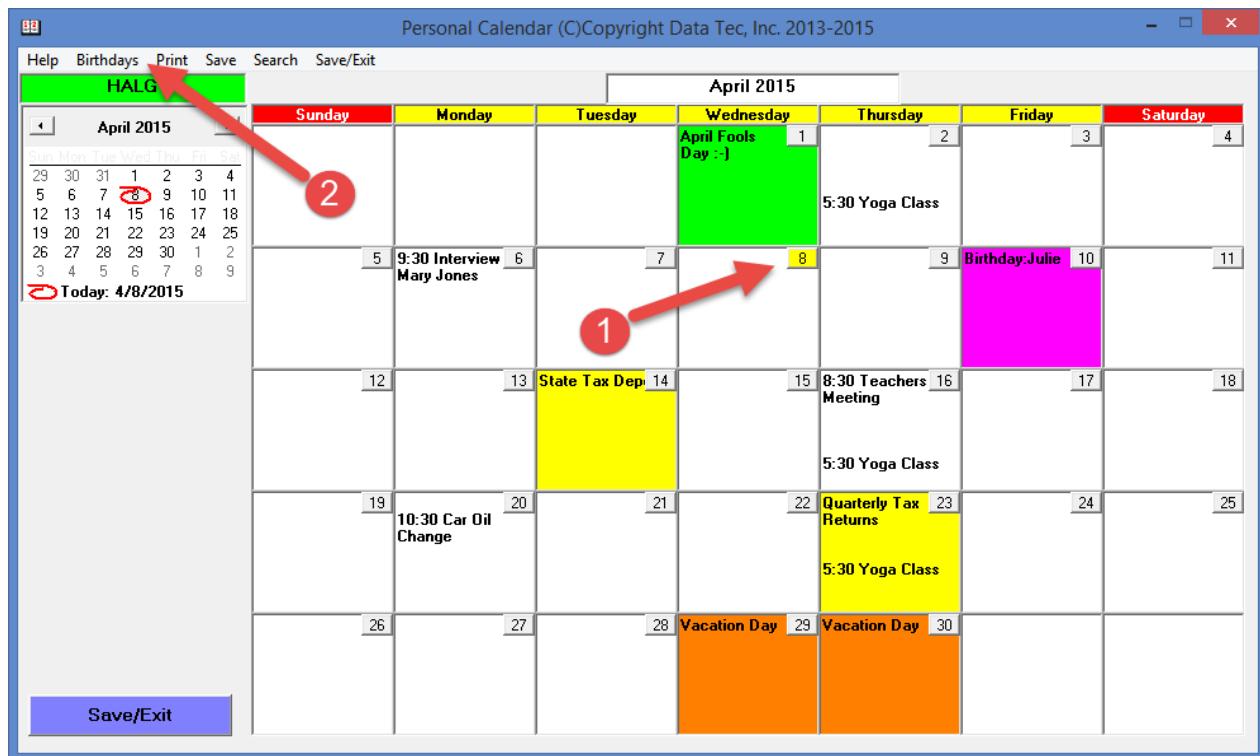




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Personal Calendar

EasyDent contains a built-in calendar for each EasyDent UserID, to help you and your staff keep track of items on a month-by-month view. You can access it easily by using the **“Calendar”** button on the **Primary Menu**. With the latest version of EasyDent, the first time a user logs in for the day, the Calendar will automatically pop up if they have something on their Personal Calendar for the day.



The current date will be flashing to bring it to your attention. You can put anything you like on your personal calendar, including using a cool feature to create a simple list of Birthdays, that will then fill in automatically for you.



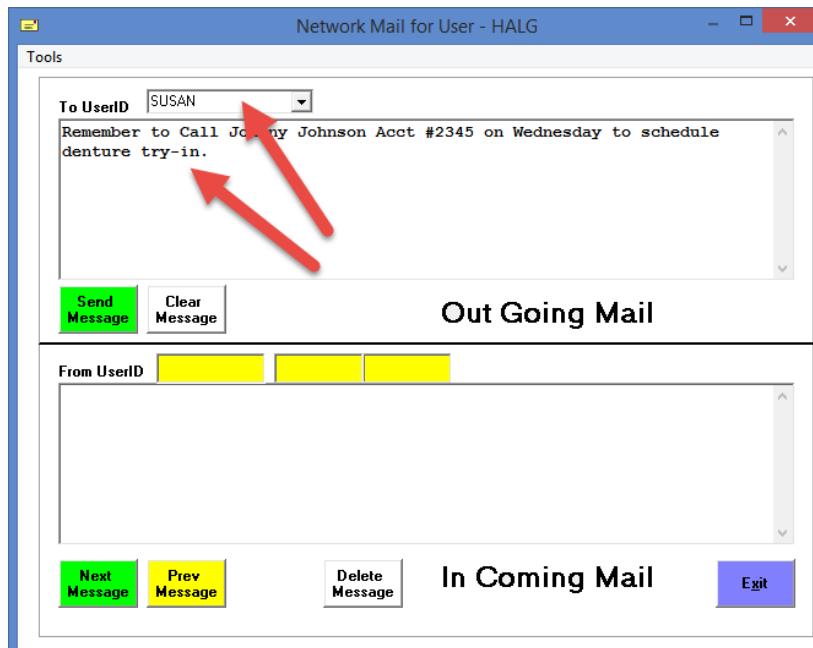
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In-Office Mail

You can send direct mail messages to any EasyDent user in your office by using the **Primary Menu** then select the “**Mail**” button. If you have mail waiting for you, when you are on the Primary Menu, the “Mail” button will be flashing.



This mail does NOT go through the Internet and is totally private with-in your own office network. A cool trick is to send yourself mail: you can send the mail on Friday to remind yourself of something for next Monday. When you open your EasyDent on Monday, you will see your “Mail” button flashing...simply press it to read your reminder.





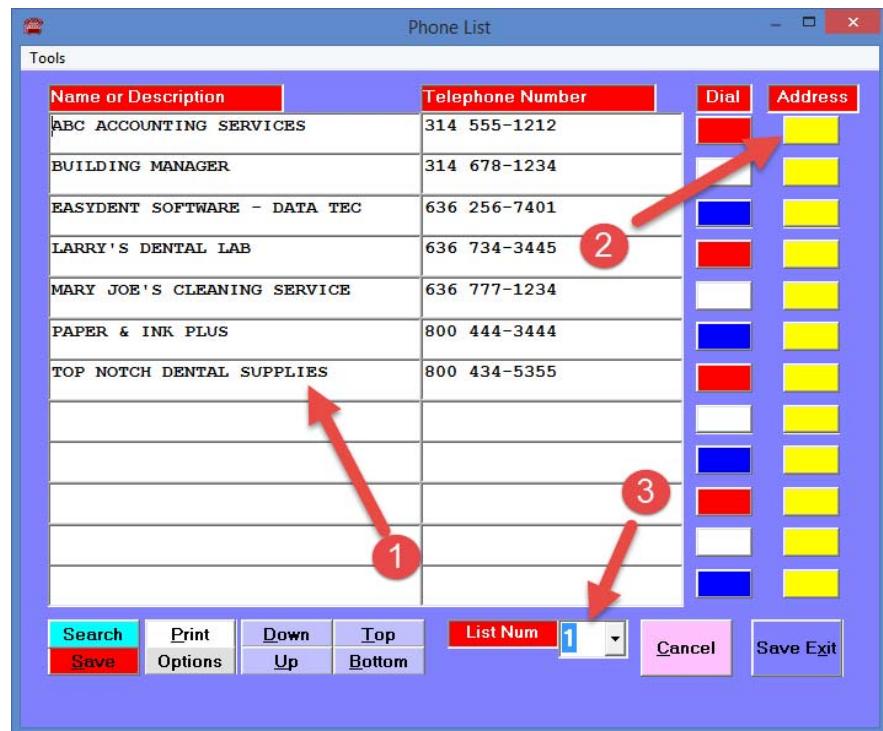
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Phone List

Keep track of all those phone numbers in an easy-to-use interface at your fingertips. From the **Primary Menu**, select the "**Phone Lst**" button. It automatically alphabetizes the list of telephone numbers.

You can click an "**Address**" button to fill in details about each entry. Use the "**List Num**" drop down arrow to keep 4 totally separate lists. Most offices use List 1 for frequently called numbers, and List 2 for employee numbers.

It's like a super easy-to-use electronic Rolodex!



Name or Description	Telephone Number	Dial	Address
ABC ACCOUNTING SERVICES	314 555-1212	Red	Yellow
BUILDING MANAGER	314 678-1234	White	Yellow
EASYDENT SOFTWARE - DATA TEC	636 256-7401	Blue	Yellow
LARRY'S DENTAL LAB	636 734-3445	Red	Yellow
MARY JOE'S CLEANING SERVICE	636 777-1234	White	Yellow
PAPER & INK PLUS	800 444-3444	Blue	Yellow
TOP NOTCH DENTAL SUPPLIES	800 434-5355	Red	Yellow

Search Print Down Top List Num Cancel





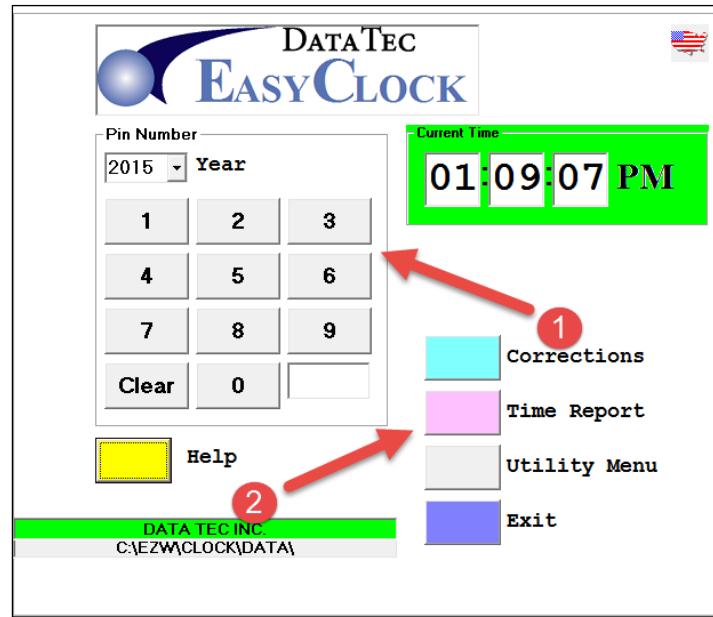
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Employee Time Clock

Our **new version** of the Employee time clock is **faster than ever**. The employee simply enters a unique 4 digit-code to time in or out. They can even pick the code they wish to use.

Then use the **“Time Report”** option to view the time clock reports for any period of days.

Track all types of hours; Regular, Holiday, Vacation, & Sick Leave.



04-09-2015 01:06 AM DATA TEC INC.				
Mary Johnson 03/23/2015 <--> 03/27/2015				
Date	TimeIn	TimeOut	Hours	Type
Mon 03/23/2015	8:28am	12:26pm	3.97	Reg
03/23/2015	1:30pm	5:00pm	3.50	Reg
				Day Total= 7.47
Tue 03/24/2015	8:30am	1:05pm	4.58	Reg
03/24/2015	2:05pm	5:00pm	2.92	Reg
				Day Total= 7.50
Wed 03/25/2015	8:30am	12:42pm	4.20	Reg
03/25/2015	2:00pm	4:59pm	2.98	Reg
				Day Total= 7.18
Thu 03/26/2015	8:29am	12:45pm	4.27	Reg
03/26/2015	1:45pm	4:04pm	2.32	Reg
				Day Total= 6.59
Fri 03/27/2015	8:26am	12:00pm	3.57	Reg
03/27/2015	12:50pm	4:06pm	3.27	Reg
				Day Total= 6.84
<hr/>				
2 Weekly Sub Total 35.58 (Rounded) 35 Hours 35 Minutes				
<hr/>				
04-09-2015 Total Hours = 35.57 (Rounded) 35 Hours 34 Minutes				
<hr/>				
Total Regular Hours = 35.57 Days = 4.45				
Total Vacation Hours = 0.00 Days = 0.00				
Total Holiday Hours = 0.00 Days = 0.00				
Total Sick Hours = 0.00 Days = 0.00				
<hr/>				
End of Report				

You will never have to add up hours again!



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Message Center

Use this to record all patient interactions, including telephone calls and correspondence. From the **Primary Menu**, select the “**Msg Ctr**” button. You can also move the message to anyone’s message box for them to handle the message.

Once you’ve recorded everything that was done, you can use the “**Store**” button to save it on the patient’s record.



EasyDent Message Center User:Halg

Add New Help Clear Delete EDR Move Print Refresh Save Spell Store Tools UnDo Exit

Add Clear Delete EDR Move Print Save Store UnDo Exit

Current User ID: Halg

Acct Num: 93 Patient Name: FLINTSTONE FRED I
11-12-1949 D.O.B. Age: 65
573 767-6767 Home Phone
573 111-2222 Work Phone
Cell Phone

UserID: Halg Date: 04092015 Time: 01:19
Updated: Halg Date: 04092015 Time: 01:22

Check if Urgent

Message Selection List: 20150409011936 Message Text: Patient called, broke #29, needs Appt ASAP

20150409011936 FLINTSTONE F
20130310101630 BAILEY F LEE
20130310101622 AUSTEN JANE
20130310100758 ADAMS JOHN N
20100710080454 ADAMS DEAN V

In Boxes: 20150409011936

Date Time Stamp | Short Hand Msgs | Actions

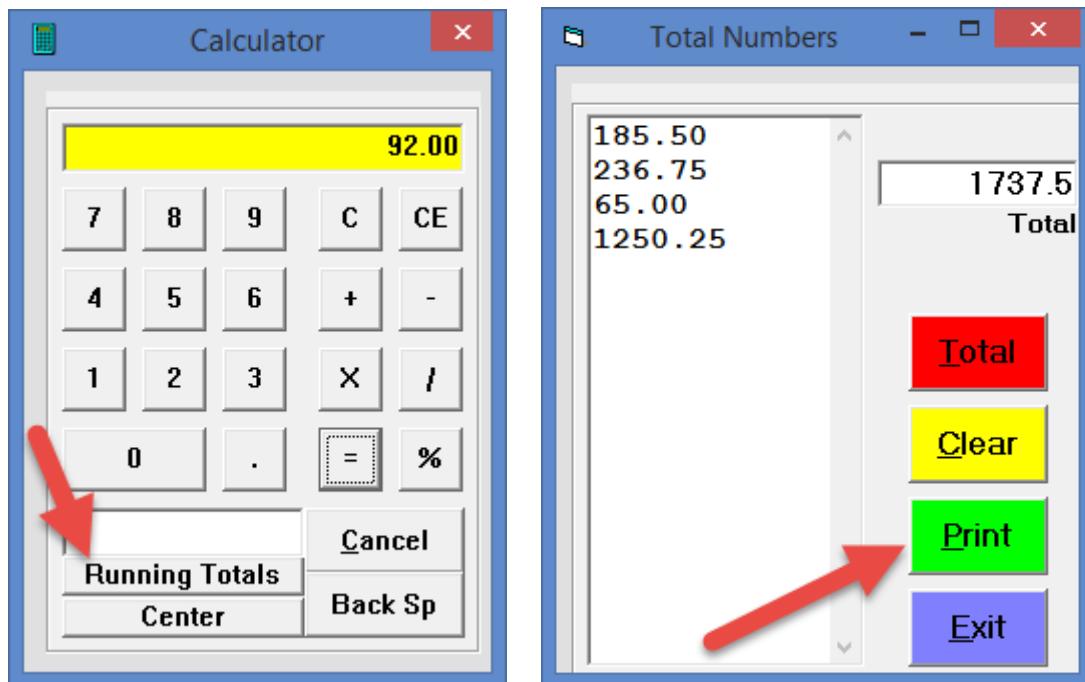
	Datatec	0	Paula	0	Susan	0
Elaine	1	Peter	0			
Halg	5	Randy	0			
Kara	1	Robert	1			
Kathy	0	Sammy	0			
Molly	0	Simon	0			



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Calculator

From the Primary Menu, select the “Calculator” button. This provides an on-screen Calculator. In addition, if you click the “Running Totals” button it will become an on screen **Adding Machine**.



In the “Total Numbers” mode (on the right) you can use your numeric pad and enter numbers pressing the “Enter” key to add them up. If you make a mistake, you can enter the wrong number again preceded with a minus (-) symbol.

You can also use the “Print” key to print out a ticker-tape-like report including a date and time stamp, the numbers you entered and the grand total.

04-15-2015 06:52:04

185.50
236.75
65.00
1250.25

=====

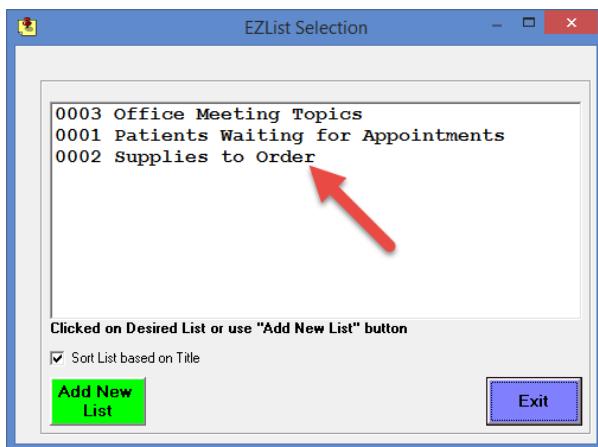
1737.50 Total



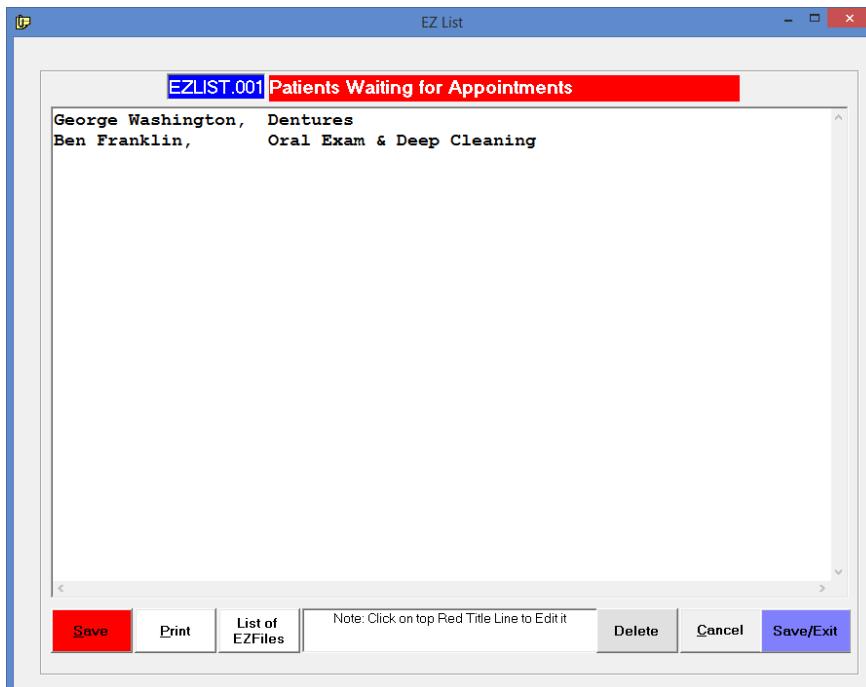
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EZList

From the Primary Menu, you can click the “EZList” button to create or update simple text lists to share with everyone in the office. You can also access these lists from the Schedule using the top toolbar “Tools” option then select “EZList Note Pad”.



Each list is given a name and a number. Click on the name of an existing list to access or update, next, Click the green “Add New List” button to create a new list.





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Inventory

From the Primary Menu, select the "Inventory" button. This feature lets you easily add Inventory Items and track them, including their vendors and re-order points. On this screen, use the top toolbar "Help" option to learn how to use the inventory program.

Inventory Records

Help List Search Report

Rec Number Purchased	Product Name Initials	Quantity Unit/Price	Vent#	Vendor Name	Quantity On Hand	Date	Reorder Quantity	
03192015	HAL	100	5.00	2	JOHNSON & JOHNSON PRODUCT	128	04122015	34
02162015	HAL	10	10.00	3	OFFICE DEPOT			Vendor Info
10282014	HAL	13	100.00	2	JOHNSON & JOHNSON PRODUCT			Vendor Info
08122014	HAL	10	25.00	1	ABC COMPANY			Vendor Info
06122014	HAL	26	12.85	2	JOHNSON & JOHNSON PRODUCT			Vendor Info
04122014	HAL	5	15.34	3	OFFICE DEPOT			Vendor Info
								Vendor Info
								Vendor Info

Comments

Search Save Add New
Get Num Products Delete

Quantity On Hand Reduce Increase

Report Yen List YenUpdate Exit



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LabTrack

From the Patient's **General screen** you can select the top toolbar option "**Window**" then "**Lab Track**". You can record lab requests and even print lab slips.

Laboratory Tracking Acct# 00056 CONNERS JIMMY J Acct# 00056 CONNERS JIMMY J Acct# 00056 ... - □ x

Tools Help Undo Clear

00056
Acct No

Lab Number	Date Sent Out	Date Promised	Date Returned	Try In Date	Date Finished	Amount \$
3 BETTER TEETH, INC.	03312015	04212015				

Store Copy of Printed Lab Form in EDR Documents Folder

Save **Add New Entry Line** **Print Lab Slip** **Update Lab File** **Cancel** **Save/Exit**

Print Lab Slip

JOHN SMITH, DDS 858673 + -
Dentist Name Lab Slip Number

#5 PFM CROWN DELIVERY
Material Type of Restoration

Disinfected Yes No 2 Print Social Security Number On Form
Num Copies

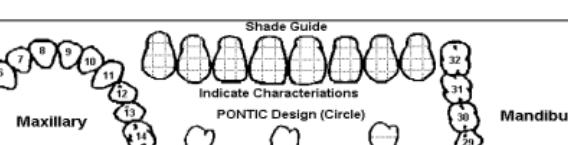
Instructions
TOOTH #5 PFM CROWN, AS SOON AS POSSIBLE

Print Now **Save** **Clear Instructions** **Cancel**



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Here is an example Lab Request printout:

Patient: JIMMY J CONNERS	Acct#: 00056	Dental Laboratory Work Authorization 04-12-2015																										
Dentist: JOHN SMITH, DDS 2908 Grand Ave Kansas City, MO 64108		Lab: BETTER TEETH, INC. 289 WALNUT ST 103 ST. LOUIS, MO 63111																										
Material: #5 PFM CROWN		Type of Restoration DELIVERY																										
Date Promised: 04212015																												
																												
Prosthetic Identification as follows: Name: JIMMY J CONNERS SSN: _____ Other: _____																												
Teeth, Facings or Pontics <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Location</th> <th>Material</th> <th>Shade</th> <th>Guide</th> <th>Mold</th> </tr> </thead> <tbody> <tr> <td>Max Ant</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max Post</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Man Ant</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Man Post</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Location	Material	Shade	Guide	Mold	Max Ant					Max Post					Man Ant					Man Post				
Location	Material	Shade	Guide	Mold																								
Max Ant																												
Max Post																												
Man Ant																												
Man Post																												
INSTRUCTIONS																												
Case has been Disinfected - Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																												
TOOTH #5 PFM CROWN, AS SOON AS POSSIBLE																												
Doctor's Signature _____		DDS/DMD License # _____	Date 04-12-2015																									
A copy of this form must be retained in the dental laboratory office and the dentist's office for a period of 2 years.																												

From the **Primary Menu**, you can use the “**LabCheck**” button to track labs, and easily check them in.

EasyDent Quick Lab Work Check-In

Lab Check In

Click Button	Lab #	Patient Name	Acct #	Date Sent Out	Date Promised	Date Received
	001	AUSTEN JANE	00013	04102015	04172015	04132015
	003	CONNERS JIMMY	00056	03312015	04212015	
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						

Save Scroll Down Scroll Up View All Non Finished Cases Print Undo Cancel Help Save Exit



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FaxView

You can install software like Snappy Fax from www.snappyfax.com and automatically receive faxes on your computer. From the Primary Menu, you can use the "FaxView" button to view the faxes and store them directly into the patient's documents folder.

