DATATEC
EASYDENT

Data Tec, Inc., P.O. Box 31576, Des Peres, MO 63131
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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".

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.

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.
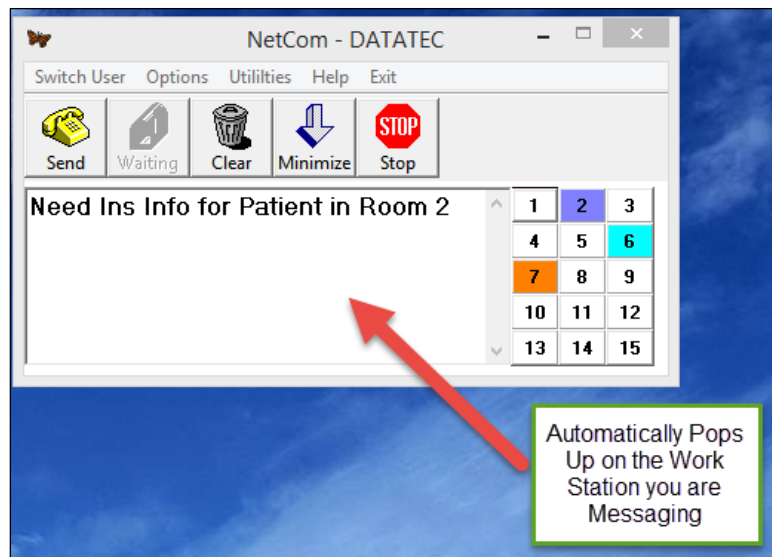
Personal Calendar

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.
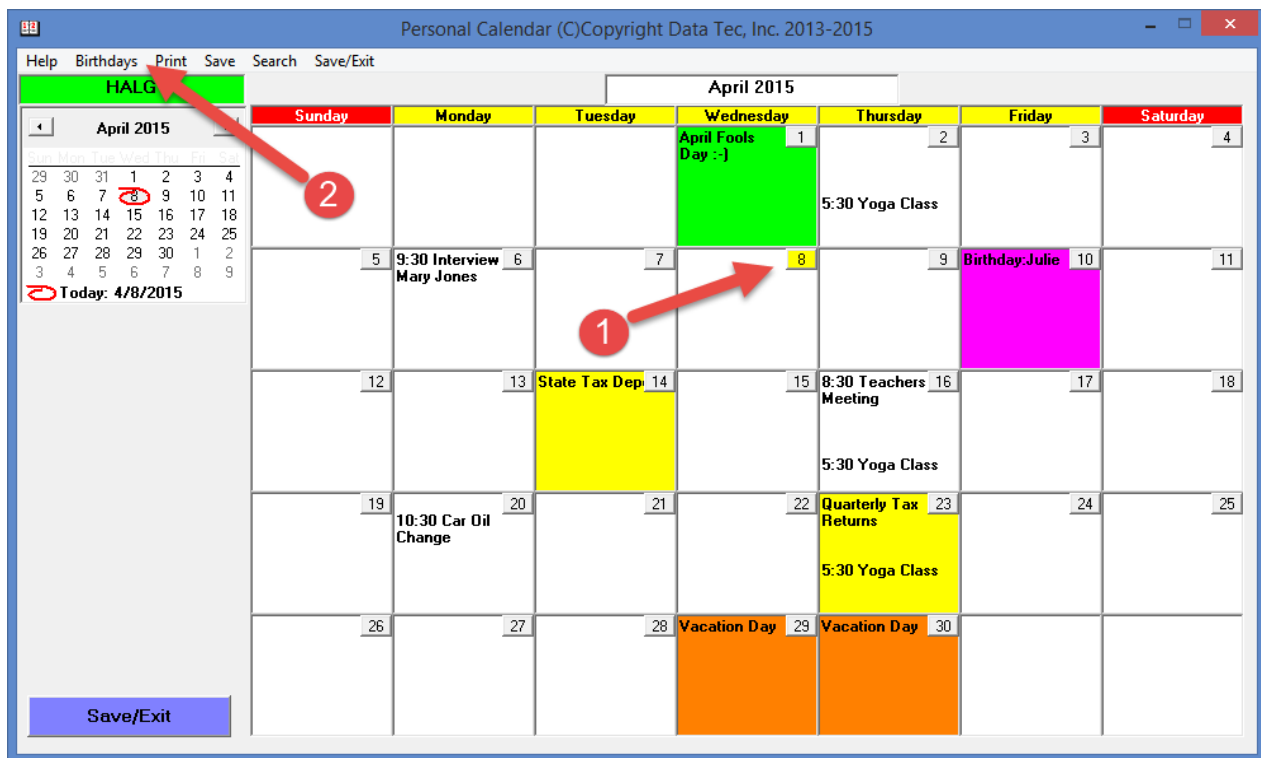

The current date will be flashing to bring it to your attention. You can put anything you like on your personal calendar, including using a cool feature to create a simple list of Birthdays, that will then fill in automatically for you.

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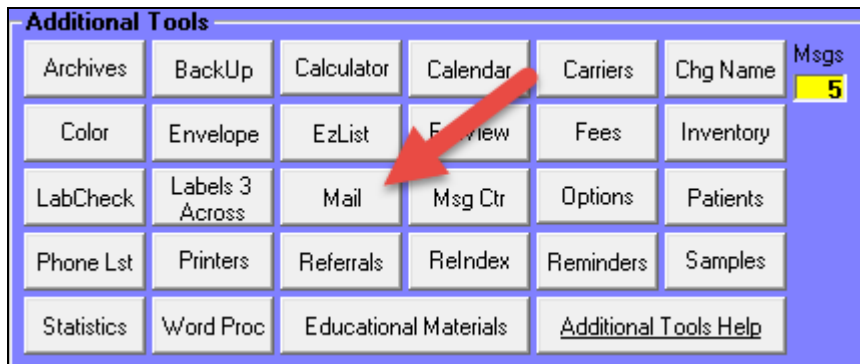
This mail does NOT go through the Internet and is totally private with-in your own office network. A cool trick is to send yourself mail: you can send the mail on Friday to remind yourself of something for next Monday. When you open your EasyDent on Monday, you will see your "Mail" button flashing…simply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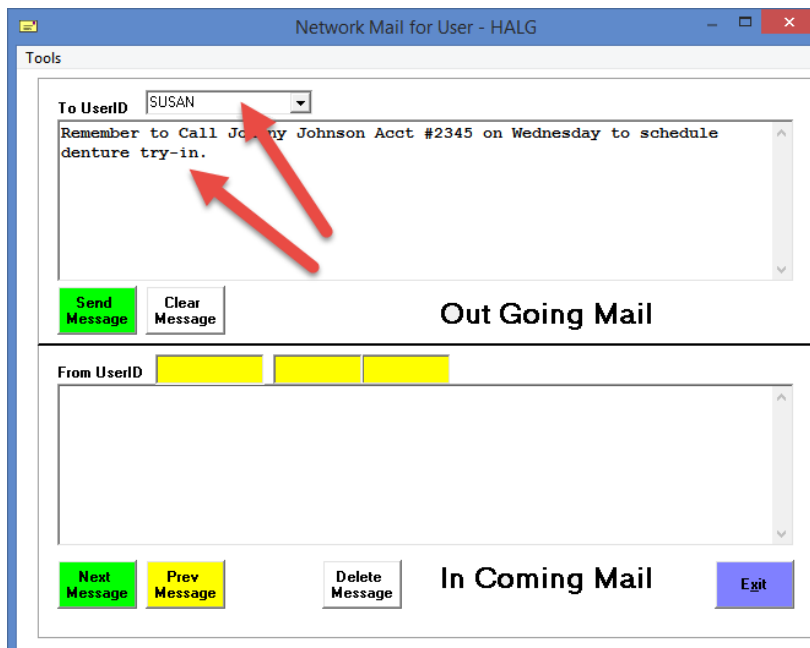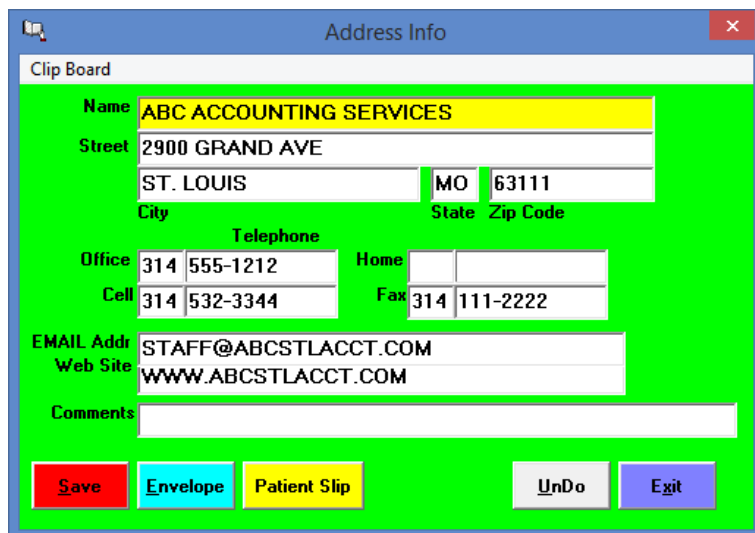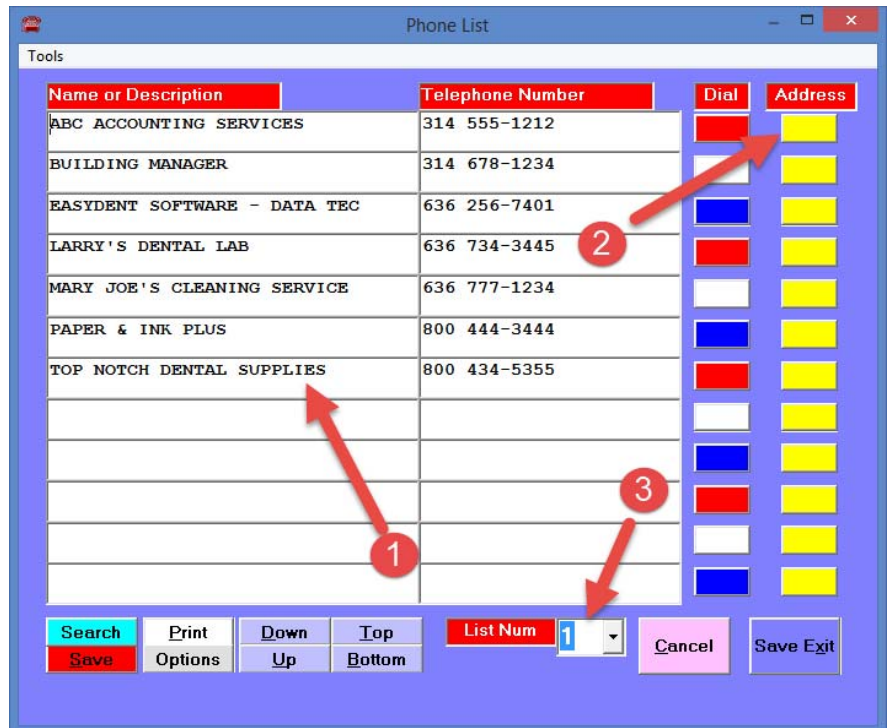
Phone List

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		
BUILDING MANAGER	314 678-1234		
EASYDENT SOFTWARE - DATA TEC	636 256-7401		
LARRY'S DENTAL LAB	636 734-3445		
MARY JOE'S CLEANING SERVICE	636 777-1234		
PAPER & INK PLUS	800 444-3444		
TOP NOTCH DENTAL SUPPLIES	800 434-5355		

Search | Print | Down | Top | List Num 1 | Cancel | Save Exit
Save | Options | Up | Bottom

Address Info

Clip Board

Name: ABC ACCOUNTING SERVICES
Street: 2900 GRAND AVE
ST. LOUIS   MO   63111
City   State   Zip Code

Telephone
Office: 314 555-1212   Home:
Cell: 314 532-3344   Fax: 314 111-2222

EMAIL Addr: STAFF@ABCSTLACCT.COM
Web Site: WWW.ABCSTLACCT.COM

Comments:

Save | Envelope | Patient Slip | UnDo | Exit

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.
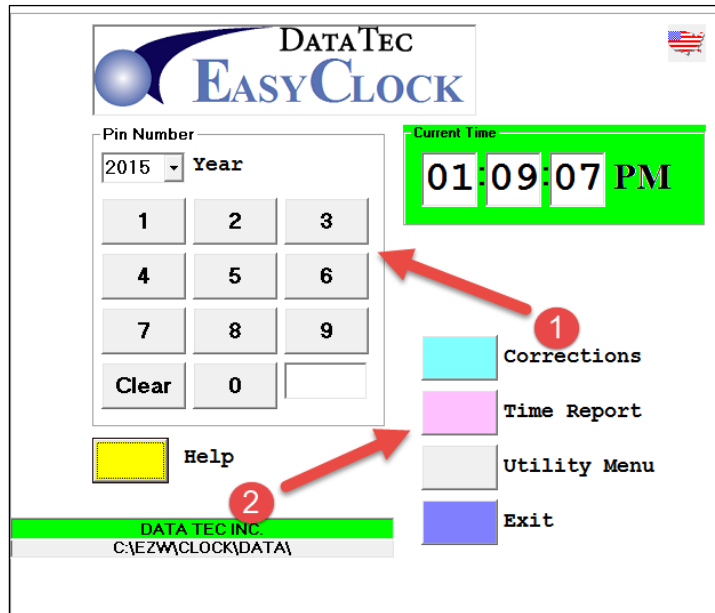

```
04-09-2015 01:06 AM          DATA TEC INC.
Mary Johnson             03/23/2015 <--> 03/27/2015

      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
-------------------------------------------------------------
Weekly Sub Total                35.58  (Rounded) 35 Hours 35 Minutes

=============================================================
04-09-2015      Total Hours =   35.57  (Rounded) 35 Hours 34 Minutes

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

End of Report
```
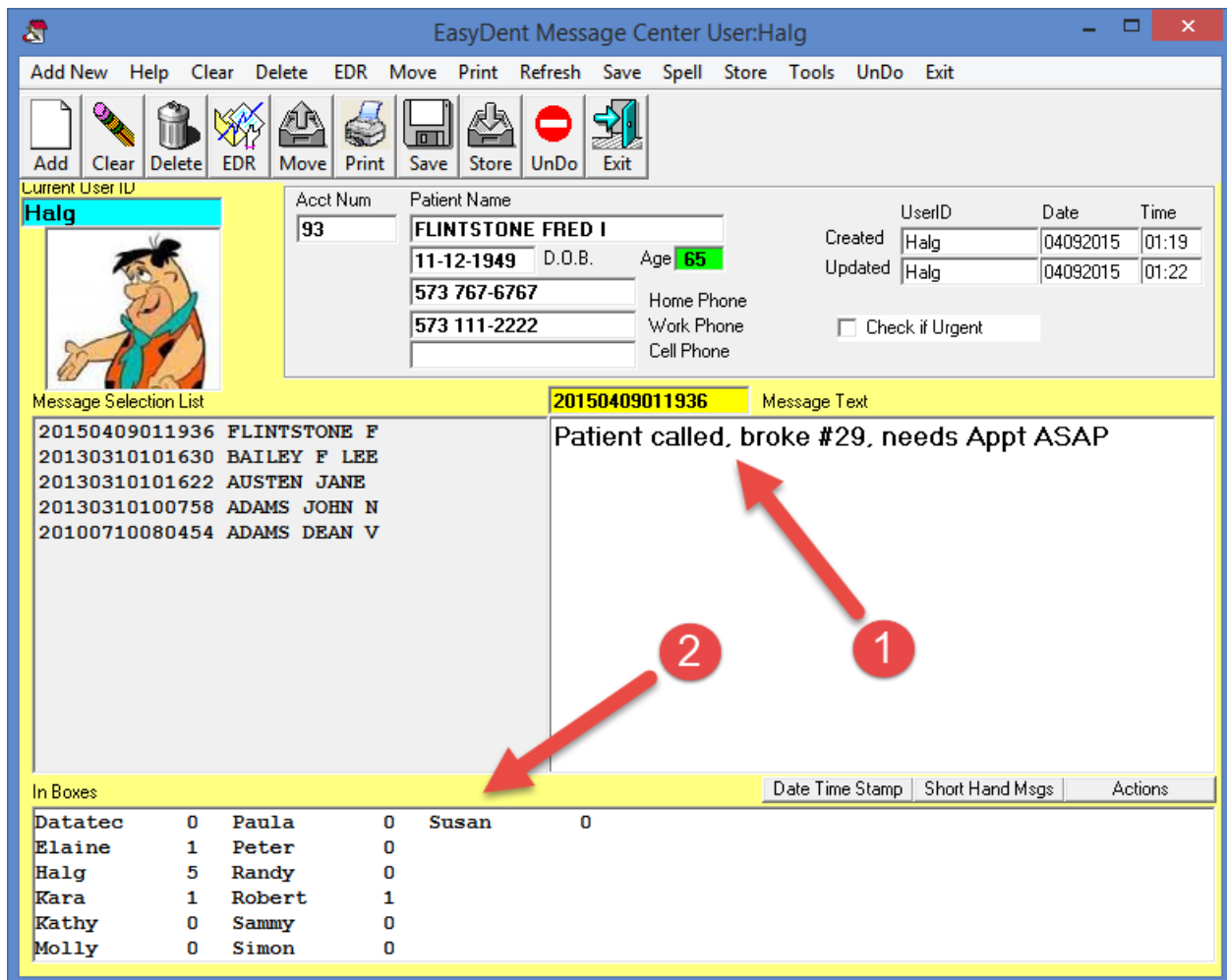
You will never have to add up hours again!

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.

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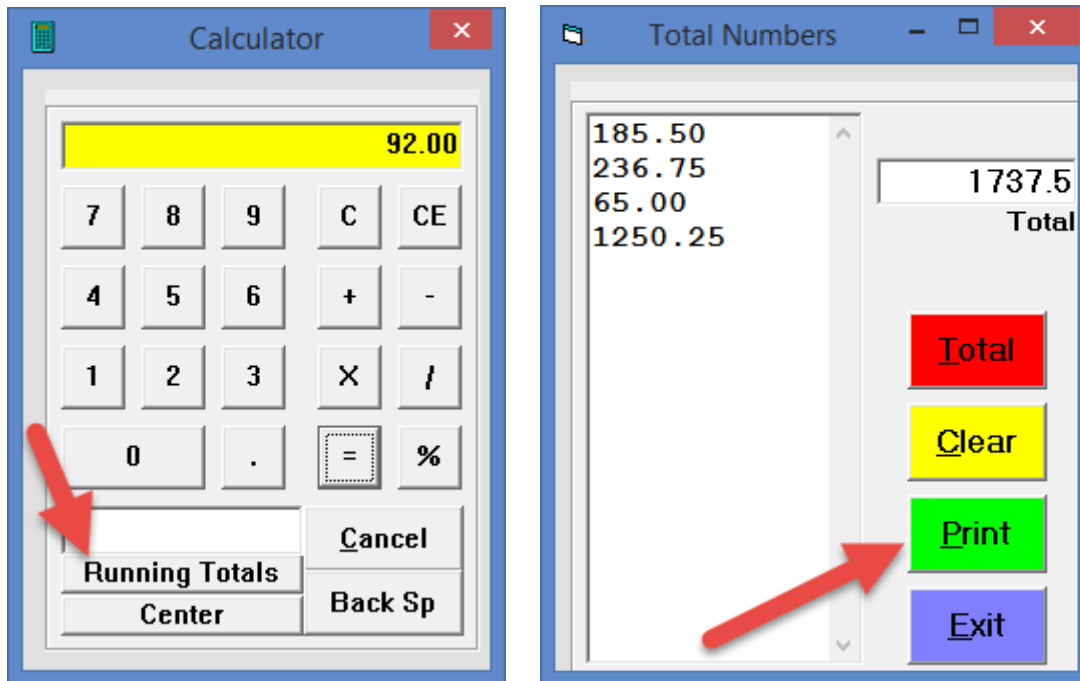
In the "**Total Numbers**" mode (on the right) you can use your numeric pad and enter numbers pressing the "**Enter**" key to add them up. If you make a mistake, you can enter the wrong number again preceded with a minus (-) symbol.

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
```
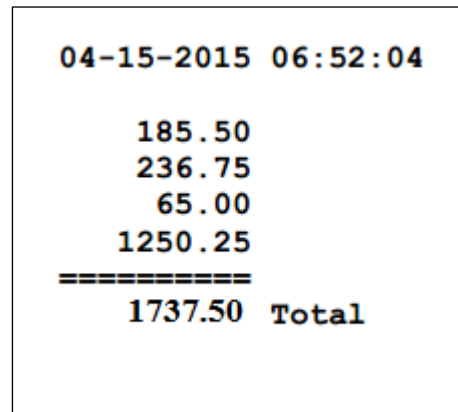
EZList

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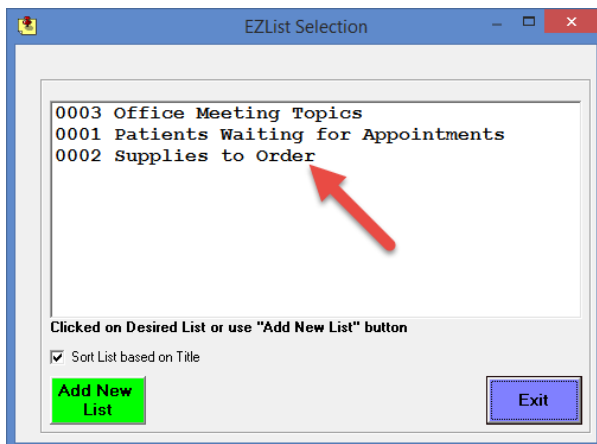
Each list is given a name and a number. Click on the name of an existing list to access or update, next, Click the green "**Add New List**" button to create a new list.
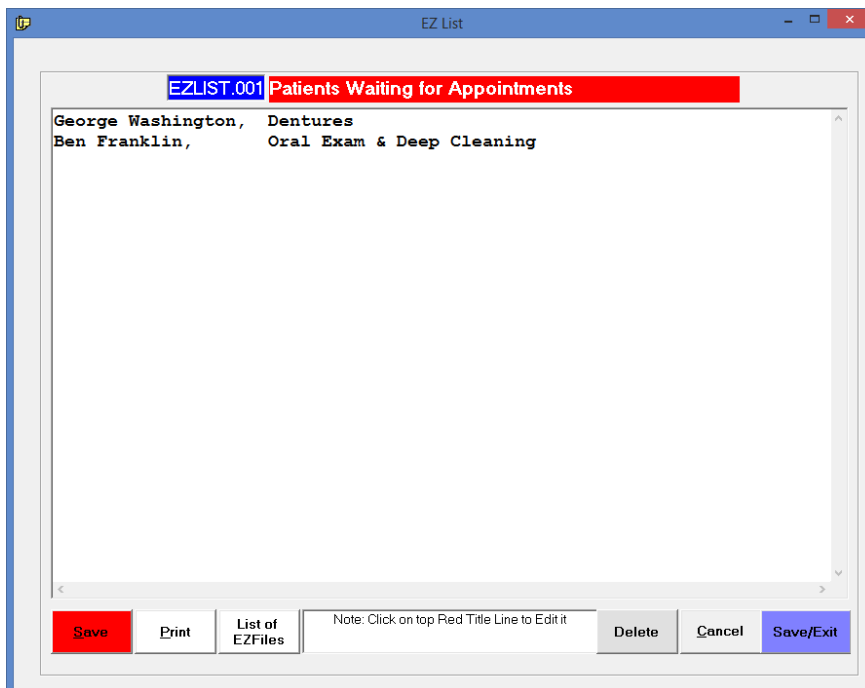
Inventory

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.

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.

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Here is an example Lab Request printout:

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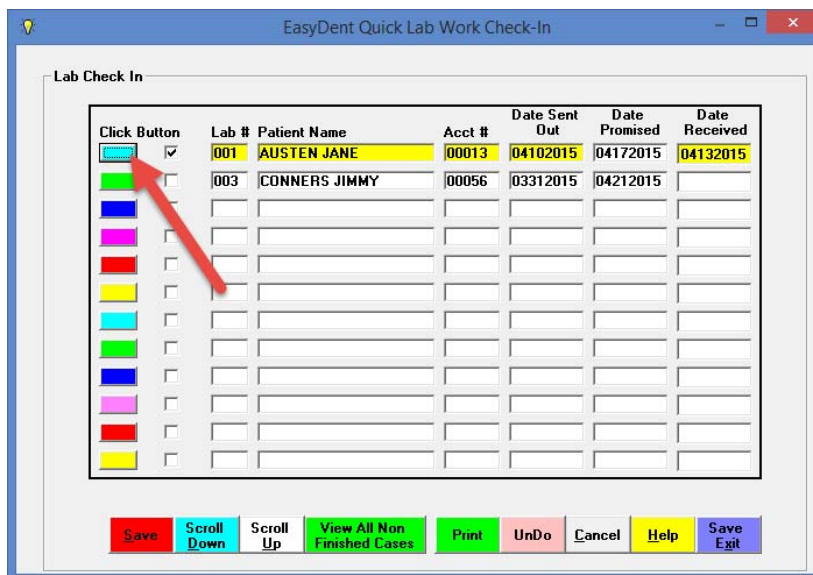
FaxView

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.