

# EasyDent Newsflash



June 2018



## Electronic Claims Service

If you are contacted by Change Healthcare (formerly Emdeon) and Renaissance Electronic Services (RSS), **don't switch** to their new service! We have another Electronic Claims Service provider that directly interfaces with EasyDent, providing **superior service** at an even **lower cost**. Please give us a call and we will give you their contact information.

Our Phone(636) 256-7401

## Enhancements - Second Quarter 2018

### Emails

EasyDent has the ability to send Schedule Appointment, Recall, and even Newsletter email batches. A new feature called **Desktop Email** let you send emails to **individual Patients or other Dentists**. You can even create and attach an **encrypted** zip file that contains x-rays, visit notes, and/or dental history. From the Primary Menu select the "Send Email" button. Once on the Desktop Email screen, you can select the top toolbar "Help Video" option, to view a 13-minute training video.

You can also view the video from:



[www.ezdent.com/Swf4/DesktopEmailProject.html](http://www.ezdent.com/Swf4/DesktopEmailProject.html)

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## Exporting Patient Records for Email

You can create a PDF file that contains the Patient's Individual Bill. From the Patient's General Screen, select the top toolbar "Print", then "Bill Individual", click "Export for Emailing" option. It will create a PDF file containing the patient's current individual bill into a special folder C:\Temp\EmailAttachments.

You can create a file that contains the Patient's EDR Visit Notes. From the Patient's EDR Visit Note screen, select the "View All Visits" button on the lower left-hand side of the screen, then select the top toolbar "Export for Emailing" option. It will create a PDF file in the image of the report and tell you the special folder it places the file in C:\Temp\EmailAttachments.

You can create a file that contains the Patient's Ledger Dental History (procedures only). From the Patient's General screen, select the top toolbar "Print", then "Dental History", and then select the top toolbar "Export for Emailing" option. It will create a PDF file in the image of the report and tell you the special folder it places the file in C:\Temp\EmailAttachments.

## Insurance

You can now easily swap a patient's Primary and Secondary insurance carrier information, if needed. From the Patient's Insurance screen, select the top toolbar "Tools" option then select "**Swap Primary and Secondary Carrier Info**".

## Posting

When Posting Charges, if you leave the Date of Service field blank, today's date will automatically be filled in.

If you are posting a payment and the On-Screen Dentist Number doesn't match the Dentist Number of the last charge posted, you will receive a warning asking if you wish to change the Dentist Number to the dentist of the last charge posted.

There is a new Posting Option you can set called "Force Fee Schedule 00 to be used"; this will make the posting screen use the Base Fee Schedule "00" regardless of the Fee Schedule Number you have on the patient's General Screen. This could be used to have one fee schedule used for treatment planning and the base fee schedule used for the actual posting. This was a special request and is **NOT recommended**.

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## Reporting

A new criteria has been added to the “Patient Search by Criteria” report. If you check the criteria labeled “**Dependent Active/Resp Not Active**” you can get a list of all Active Dependents where their Responsible Party Account is Not Active.

The New Patient List from the Monthly Reports Menu and new features.

- You can specify a specific Dentist Number to search for, or use Dentist 00 for all
- You can check an option called “Export CSV Email List” to create a list of patient info in a file to be used for emailing. The info includes patient name, email address, and cell phone number for texting.

## Quick Forms

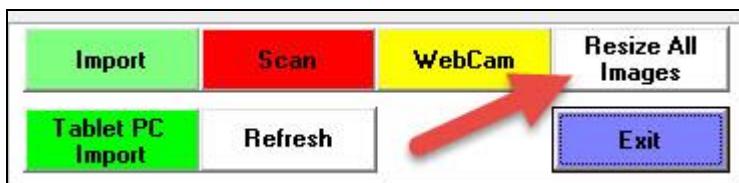
Quick Forms has been enhanced. When you are prompted to enter data for a custom symbol, you only have to enter it once, even if the symbol is used multiple times throughout the document.

## Scheduling

The Scheduling Email Appointment Feature has a new field “Schedule Number” that lets you specify which schedule to select Emails from. The default is Schedule “00” which automatically uses all the schedules.

## Images Folder

There is a new feature to Re-size your Jpg Images in the **Images Photo Folder**. This can reduce the size of the stored Jpg images up to 10 times smaller, saving lots of space and making your photos display much faster. On the Images screen, press the new button “**Resize All Images**”. This will display a screen that lets you resize all the photos into a work file and then copy them back replacing any original image that's larger with the resized smaller one.



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## Lab Tracking

The Patient Lab Tracking screen will now allow you to print lab slips from any of the 5 lab entries on the screen, not just the top entry.

The LabTrack screen has a new button “View/Re-Print Lab Slips” to display or re-print lab slips.

Lab Tracking

00002	FLINTSTONE FRED N						
Acct No	Name						
Line #	Lab Number	Date Sent Out	Date Promised	Date Returned	Try In Date	Date Finished	Amount \$
1	3 BETTER TEETH, INC.	04242018	05162018				
2	2 MONSANTO LABS	05122018	05252018				
3							
4							
5							

Store Copy of Printed Lab Form in EDR Documents Folder

1

The LabCheck (Lab Check-In) window from the Primary Menu has improved.

- Click on the patient name or acct # to display their LabTrack window
- Click on the New “View Lab Slips” buttons to view and/or re-print lab slips.
- Select the sort sequence or order of the entries

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## Treatment Planning

The Treatment Plan Report has several enhancements:

- Selecting a Date Range is easier
- You can specify to display the Detailed ADA procedures along with the patient
- You can specify to Skip patients in Collections
- The report displays the total dollar value of the treatments plans listed
- The report displays adds the patient's Cell Phone number
- When viewing the report click on a Patient's name to open their Treatment Plan

**Treatment Plan Search**

Dentist Number or  00 for all  Only Select Active Patients  List Detailed Procedures  
 Skip Patients in Collections

**Which Patients to Select:**

- Select All Patients with Treatment Plans
- Select Based On ADA Codes Below

All Dates  Last 12 Months  Last 3 Months  Last 18 Months  Last 6 Months  Last 24 Months  Last 9 Months  Manual Date Range

From Date  04192017 To Date  12312999

**ADA Codes for Option 2:**

**Treatment Plan Report Display**

**TREATMENT PLAN LISTING**  
John Doe, DDS Mary Smith, DMD Dates:01011980<-->12312999 All Dates  
04-19-2018 08:09AM Dentist:00 (Active) (Skip Collection Accts)  
Patient Name Acct# Dollars # Proc Age Home Phone Work Phone Cell Phone Comments

JANE AUSTEN	13	133.00	4	68	573 767-6767 573 111-2222 816 777-1234	OOT WITH THE MILITARY
			00150	NA NA	Comprehensive Oral Eval.	
			01120	NA NA	Child Prophylaxis	
			00274	NA NA	4 B.w. X-rays	
			02780	31 NA	Crown 3/4 Cast High Noble	
DORIS DAY	66	132.00	4	35	314 111-2222 573 222-3333	
			00150	NA NA	Comprehensive Oral Eval.	
			01120	NA NA	Child Prophylaxis	
			00272	NA NA	2 B.w. X-rays	
YANKEE DOODLE	77	133.00	3	68	573 767-6767 573 111-2222	
			00150	NA NA	Comprehensive Oral Eval.	
			01120	NA NA	Child Prophylaxis	

Total Patients Searched = 276  
Total Patients Matched = 4  
Percentage Matched = 1.45%  
Total Dollars = \$ 630.00  
End of Report

**Print** **Click on Patient Name Line to View Patient's Treatment Plan Window** **Account Number Work File was Generated** **Exit**

Sincerely,

*Peter Goodall &*

*All Your EasyDent Staff* 