

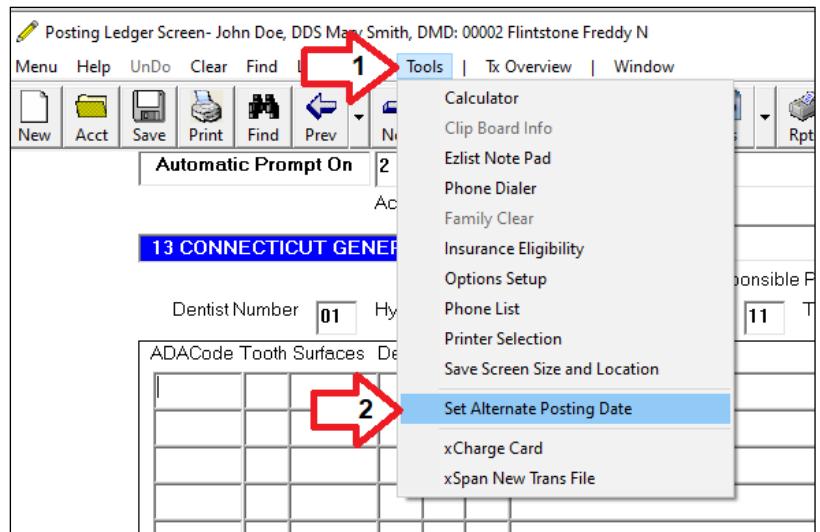
Did You Know?

March, 2022

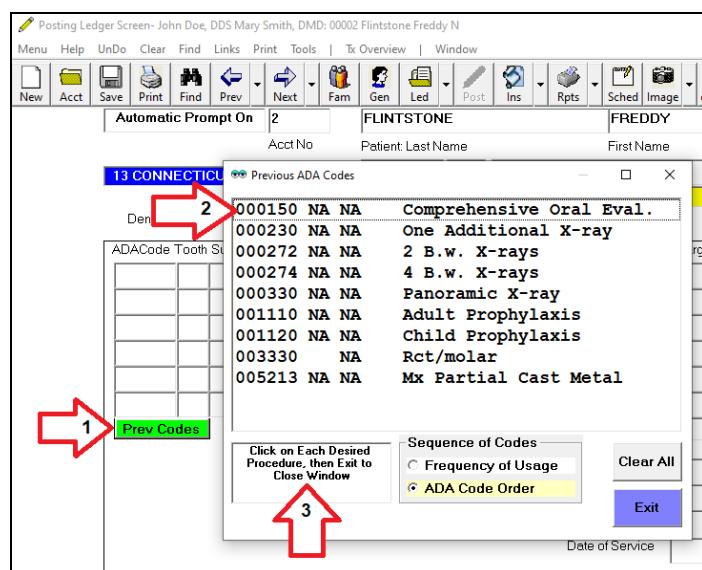
These features are available with our January 2022 (or more recent) updates installed. Please call us if you would like help installing these updates.

Posting:

1) You can easily finish posting items from the previous day before entering items for the current date. On the Posting screen, select the top toolbar “Tools” option, then click “Set Alternate Posting Date”.



2) When the patient is coming back in for similar charges, i.e. a Recall visit, you can quickly select charges by using the green “Prev Code” button beneath the ADA Codes column.



Posting:

3) Speed up Posting Charges by setting up groups of commonly-used ADA Codes. On the bottom of the Posting screen, use the “ADA Groups” button.

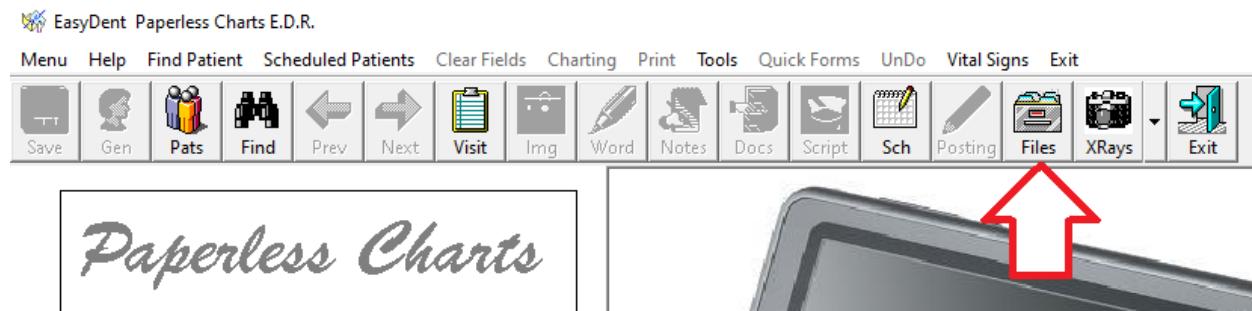
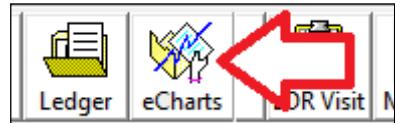


Scanning:

1) On the Patient's Documents folder, you can set an option to automatically open the document after you scan it in. Once on the Documents folder, select the top toolbar “Tools” option then click “Options Setup”, then check the option labeled “Automatically try to Display File after Scanning”.

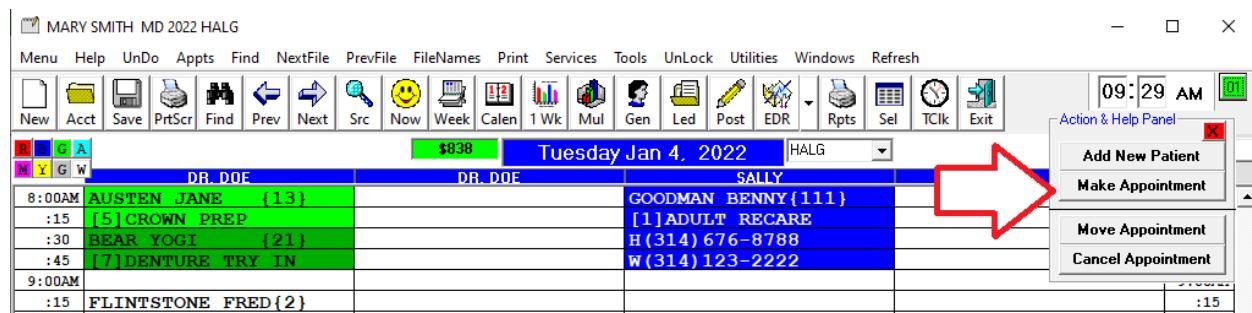
2) Save tons of disk space! The best scanning resolution is generally 200 DPI. If you scan using a higher number, you will be wasting a lot of disk space. Typically, you would only need to use 300 DPI with very light original documents, like hand-writing.

3) Scan and organize EOB's that include multiple patients on the same EOB. From the Primary Menu, select the “eCharts Icon”. Then select the “Files” icon.



Scheduling:

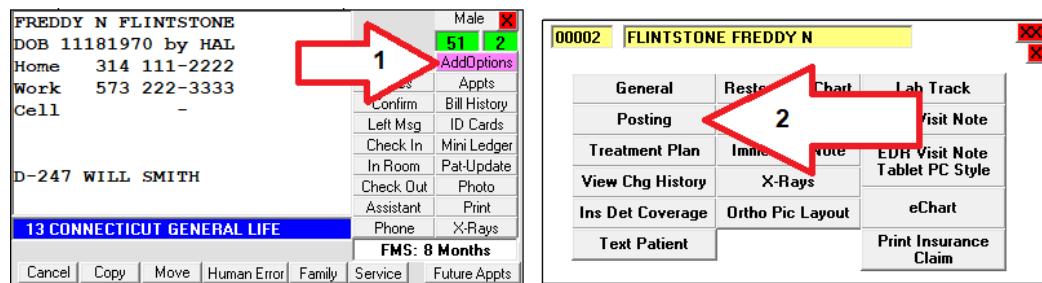
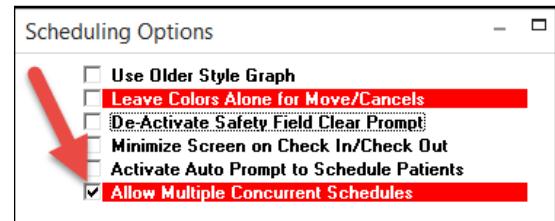
1) Make scheduling easier: display a quick action menu on the upper right-hand side of the scheduling screen. To activate this option from the Schedule, select the top toolbar “Utilities” option, then “Utility Options Menu”, then click the “Set Scheduling Options” button. Check the “Activate Action & Help Panel ‘Novice Mode’” option.



Scheduling:

2) Make time slots contain **twice as many characters**. To activate this option from the Schedule, select the top toolbar “*Utilities*” option, then “*Utility Options Menu*”, then click the “*Set Scheduling Options*” button. Check option “*More Characters Per Time Slot*”.

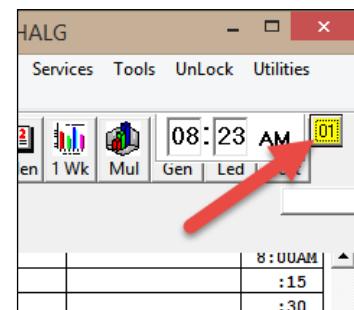
3) You can **open and use patient screens** without leaving the schedule! For example; Posting, General, and Ledger screens etc. Once you click on the patient's name slot, click the magenta “AddOptions” button.



4) You can open **two schedules** at the same time. From the Schedule screen, select the top toolbar “*Utilities*”, then “*Utilities Option Menu*”, then “*Set Schedule Options*”, and then check the option labeled “*Allow Multiple Concurrent Schedules*”.

Next, open the first schedule and size its screen. Then open the second schedule, by either clicking on the top right hand yellow button or just opening it from the EasyDent Menu.

You can even size and move the two schedules alongside each other. The schedules will remember their screen size and location, even if you close them. You could use this feature, for example, to have schedule one and schedule two open at the same time.



We hope this information is useful. ☺

Cordially,

www.ezdent.com

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