DataTec EASYDENT

Newsflash

CDT ADA Codes for 2022

Beginning Jan. 1, 2022 there are 16 New ADA Codes and 5 Deleted Codes. Learn how easy it is to update your codes: Read about it at: **www.ezdent.com/technote/CDTADACodes.pdf**
             Watch a 3 Minute Video at: **www.ezdent.com/MP4/CTDADACodeUpdates.mp4**

Increase End-of-Year Revenue?

It's easy to generate a list of active patients that haven't been seen recently! Create recall reports, or send End-of-the-Year Post Cards, Emails, and/or Text messages. If you would like help doing this, please give us a call and schedule a short free online training session.

New Enhancements
***NOTE: You must be updated to the latest version.
Call us at (636) 256-7401 for assistance***

Reports:

The *Referral Doctor Analysis #1* report from the *Monthly Reports Menu* has been enhanced to let you specify "*Include Returning Patients*". You can see all patients that generated any revenue during the reporting period, even if they weren't first-time patients.

Both the "*Recall Individuals*" and "*Recall Family Style*" report has a new option to use the Generated Account Number file. This gives you more control to create these reports using the "*Patient Search by Criteria*" and "*Patient Recall Search*" reports.

Scheduling:

Scheduling: When canceling an appointment, if you use the "*Leave on Screen Mark as NoShow color Red*" light red button, any service listed on time slot 2 will remain on the screen preceded with "NoShow". Also, if the appointment takes up 3 slots or more the cancelation code number will be included in time slot 3, i.e., "NoShow #3". This works better if you have the schedule set to use "*More Characters per Time Slot*". You can activate this option by selecting the top toolbar "Utilities", then "Utility Options Menu, then "Set Scheduling Options", and then checking "*More Characters per Time Slot*".

There is a new scheduling option that will place the Patient's Primary Insurance Carrier Name on the schedule screen when making an appointment, if the appointment takes up 3 or more time slots. You can activate this option by opening the top toolbar "*Utilities*", then select "*Utility Options Menu*". Next select "*Set Scheduling Options*", then click the option labeled "*Place Ins Carrier Name on Screen*".

Electronic Claims:

When sending batch electronic claims, you can specify up to two 80-character comments that would be sent with each claim. Use the new *Comment Lines* fields on the bottom of the screen.

When Posting Comment Entries (using *PostCom* button) there is a new button "*Pop Up List*" you can use to make it easier to post repetitive comments.

Scanning:

There is a new feature that lets you easily scan in batches of patient records to different patients much easier. First, run the *Reports Menu*, "*Patient Search by Criteria*" option to create an account number work file of the patients you wish to scan documents for. From the *Advanced Utility Menu* select the new option "*Batch Scan*".

Exporting:

The Patient EDR Export feature has added the following options:
- Export Dexis X-Rays
- Export the Patient's Ledger Procedure History

Letters:

The referral letter with x-rays has been enhanced to automatically list ledger procedures making selection of x-rays easier. You can access this from the General screen, then select the top "*Print*" option, then "*Endo Letter*". Call Data Tec if you would like to use this option. We can help you customize the letter for your type of practice.

Time Clock:

Employee Time Clock enhancements:
- If an employee times in, then within 2 minutes times in again, they will be given a warning to double-check it wasn't by accident.
- If an employee forgets to time out from the day before, they will be allowed to time out for the previous day without having to supply the time override password (even if one exists).

Patient Billing:

The Billing Statements screen, "*Individual Statement for Multiple Patients*" option has 2 new options:
- "*Don't Bill if the Patient was Billed since the 1st of the month*"
  If you check this and you have sent a patient a bill during the current month, they will not get a second bill. For example: let's say as soon as a patients' insurance pays, you print them an individual bill and mail, they wouldn't get a second bill that month.
- "*Don't Bill if Patient made minimum payment of*" *XXXX.XX* "*since 1st of the month*"
  This would cause the billing program to skip any patients that had made a payment any time prior that month, based on a minimum amount of payment you specify.

Adding New Patients:

When adding new patients from the schedule, you can optionally fill out the "Responsible Person" field. This is the "Resp Person" field on the General screen which can be used for the patient's Professional Name, Parent's Name, or Guardian's Name.

Backup:
There is a new option when doing an un-encrypted backup to an external drive you can use to create a different backup set based on the week of the month. It will create up to 5 separate backup sets. The new option is labeled "Add Week Suffix".

The first time you use the option for each week, it will take a longer time to run because it will be doing a complete backup from scratch. Thereafter, it will run a lot faster the next time you run the option for the same week of the month, as long as you use the /D option to only backup up changed files.

Quick Forms:
When using Quick Forms, 3 new symbols are available: &firstname &lastname and &midinitial
These variables provide the upper and lower case versions of &fname and &lname

Treatment Plan:
From the Full Treatment Plan screen you can select the top toolbar "Windows" option then "Mini Documents" to access the patients EDR Documents folder without leaving the Treatment Plan screen.

Security:
There is a new security option you can activate for specific User IDs. When updating someone's User ID, check the option "_Eliminate Access to Posting Screen_" to prevent them from using the Posting screen.

We wish you all an early, Happy Thanksgiving!

Cordially,

Peter Goodall

Peter Goodall
& All the Staff at Data Tec, Inc.