

EasyDent Newsflash



Oct. 2018

Dear Doctors & Staff,

Increase revenue!

This time of year, you can **easily create reminder cards, emails, or letters** for patients that haven't been in and have insurance benefits remaining. You can also easily evaluate what percentage of fee-for-service your insurance plans are paying! If you need help doing these tasks, just give us a call! We will be glad to help you.

Enhancements

Reminders

The Daily Pop-up **Reminder screen** has a new option so that when you login at the beginning of the day, will review all Patients that have a **Monthly Payment Amount** on their General Screen, have a **Balance**, and haven't made a **personal payment in 45 days** (you can control the # of days) and display a message on the Reminder screen. To activate this option, use the “**Reminders**” button from the Primary Menu, then check the option called “**Double-check Patients with Monthly Payments Amts**”.

Lab Tracking

The “**LabCheck**” feature from the Primary Menu has a new field you can use to specify to “**Skip Labs Older than:**” a specified **number of months**. You can easily eliminate labs older than 3 months, 6 months, 12 months, 18 months, etc.

Orthodontic

There is a new Orthodontic Picture Layout feature that lets you organize sets of orthodontic pictures on one page, as many different sets as you like, based on date. From the Primary Menu, use the EDR DropDown arrow and select “**Orthodontic Picture Layout**” or from the Images display window using the new “**Ortho Layout**” button.

Scheduling

The Schedules Wait List feature has been improved. You can access this feature from the schedule using the top toolbar “**Appts**” option then selecting “**Wait Lists**” or use the “**Ctrl-W**” keys.

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Employee Time Clock

There is a new **Employee Time Clock reminder** option you can activate! If an employee tries to Time Out (during a regular day) with a time period of more than 5 ½ hours, they will be asked if they forgot to time out for lunch and given the opportunity to do so. To activate this option, from the **Time Clock Menu** select the top toolbar **“Tools”**, then **“Options”**, then check the option labeled **“Activate Lunch Timeout Double Check”**, and save and exit.

Management Reports

The Management Report for the **Over Due 24 Month Recall** report has a new option labeled: **“Create Excel CSV Format Output File”**. This will create a file you can open with Excel containing the data.

General Screen

By default the **General Screen** times out after 10 minutes of inactivity and returns to the Primary Menu. You can now control how long the timeout period is! From the General Screen, select the top toolbar **“Tools”** then **“Options”**, then **“General Screen Custom Options”**. You can **fill in the number of Minutes** for the **Automatic In-Activity Timeout**, up to 999 minutes (16.65 hours).

Electronic Dental Records “EDR”

On the EDR Audio Notes screen, there is new top toolbar option **“Import Audio File”** you can use to import audio files you have created outside of the Audio Notes recording window.

On the EDR eCharts, if you try to open the **“Notes”** tab and someone else has it open for the same patient, the warning now gives you a choice to browse or view the text.

On the EDR Visit Note screen, you can click to top **“Window”** option, then select a new option **“View eChart Notes”** to **browse** the eCharts Notes Tab Window text. This lets you browse the text even if another user has the text window open.

When using the EDR Visit Notes screen if you try to open notes for a patient that another user is current accessing, you will be given an option to **Browse** the patient's visit Notes.

We hope you all have a Fantastic Fall 😊

Cordially,

Hal Goodall &

and all Your EasyDent Staff

