



“CDT 2016 & Enhancements”

Webinar will start at Noon CDT

Please use Speakers, Headset, or call Webinar Phone
Number

****Keep your Audio Muted during Webinar****

Dec. 16th, 2015

Topics



- **Updating your ADA Codes for 2016**
-

Enhancements

- **Tablet or iPad-Style Menu**
- **Tablet or iPad-Style EDR Visit Notes**
- **Scheduling:** Exporting Schedule information for texting & emails, Print Schedule in Color, New “Phone” Button
- **Posting :** New Recall Options, New Way to Link Estimated Payment Profile by Ins Carrier
- **Using a Smart Phone:** LogMeIn/RDP, Getting Phone Numbers from Schedule
- **Lab Check In - Change**
- **Update to the Patient Reminder Export Screen**
- **Electronic Orders**
- **“Question & Answer” Session**



Update EasyDent Software

- www.ezdent.com link, on Primary Menu
- Select “Support” tab, “Technical Notes” Link
- Click “[Internet Update Instructions](#)” link
- Call Data Tec for current Update Password



[Primary Menu](#)

Updating ADA Codes for 2016

Fee Schedule										0	Name	Base Fees
ADA Code	Short Hand	Dollar Amount	Procedure Description	Tooth No/Surface	Insur Print*	New Pat.	Recall	CPT Code HCFA	In Act	Note	Taxable	
010101	348	0.00	Root Canal Procedure	NA	00101						☐	
000120	12	40.00	Periodic Oral Exam	NA NA	00120						☐	
000130		15.00	Recemnet Temporary		00130				X		☐	
000140	13	55.00	Limited Oral Eval Prob Fc	NA NA	00140						☐	
000145		0.00	Oral Evaluation For A Pat		00145						☐	
000150	20	55.00	Comprehensive Oral Evalua	NA NA	000150						☐	
000160		48.00	Extensive Ex Prob. Focus	NA NA	00160						☐	
000170		0.00	Re-evaluation - Limited,		00170						☐	
000171		32.00	Re-eval Limited Prob Focu	NA	00170						☐	
000180		48.00	Comp Perio Evaluation	NA NA	00180						☐	
000190		0.00	Screening Of A Patient		00190						☐	
000191		0.00	Assessment Of A Patient		00191						☐	
000210	90	84.00	Fms Full Mouth Series	NA NA	00210						☐	
000220	22	23.00	Periapical-first Film	NA NA	00220						☐	

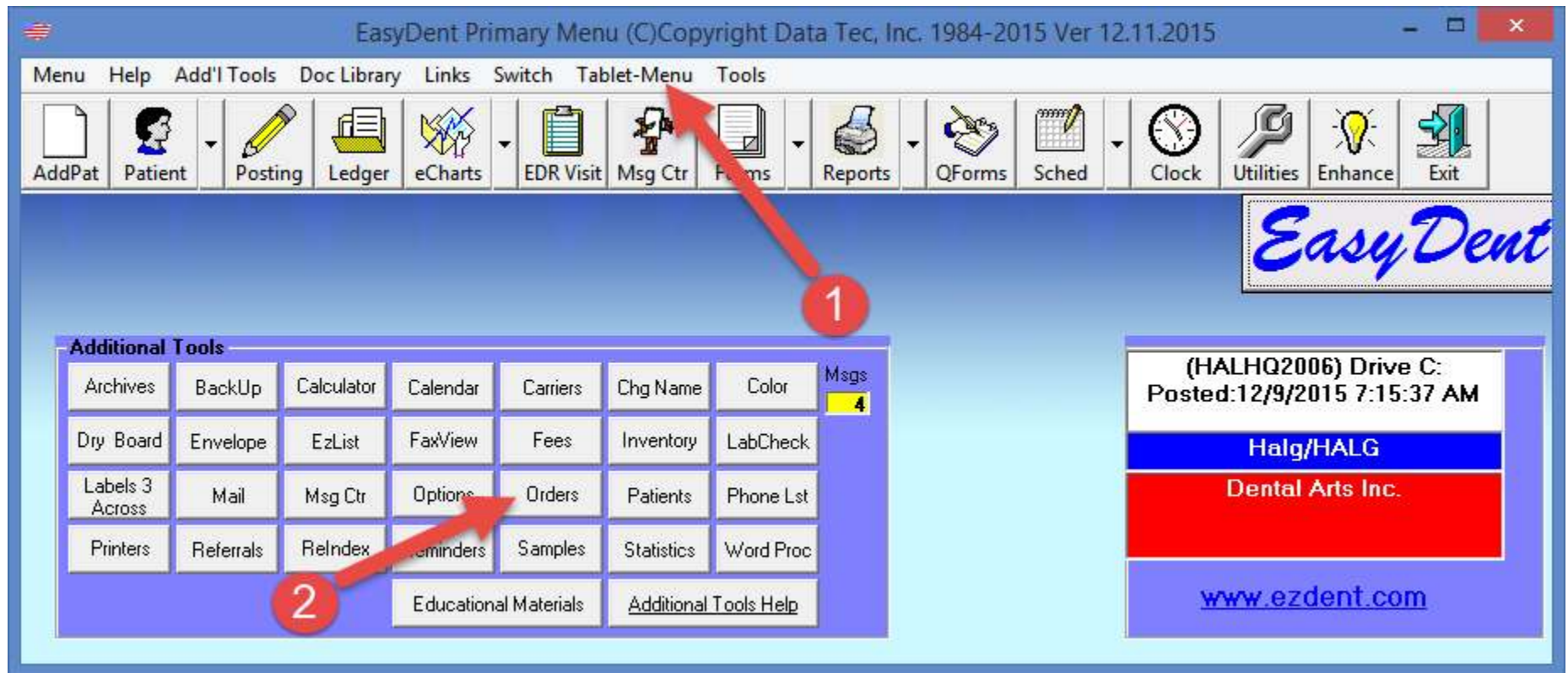
* Insur Print Column, Special Word NONE means don't send to Insurance

Save Chgs	Up	Switch Fee Schedule	ADA SORT	Add Code	Delete	Cancel	Zoom	\$FeeChg 1	Save & Exit
Search	Down	Print	%FeeChg	Check Sync	Directory	UnDo	Notes	CDT Up	

1. From the Base Fee Schedule 0, use the "CDT Up" button, follow on-screen prompts
2. Update any new codes with the fee and tooth and surfaces you want.

[Primary Menu](#)

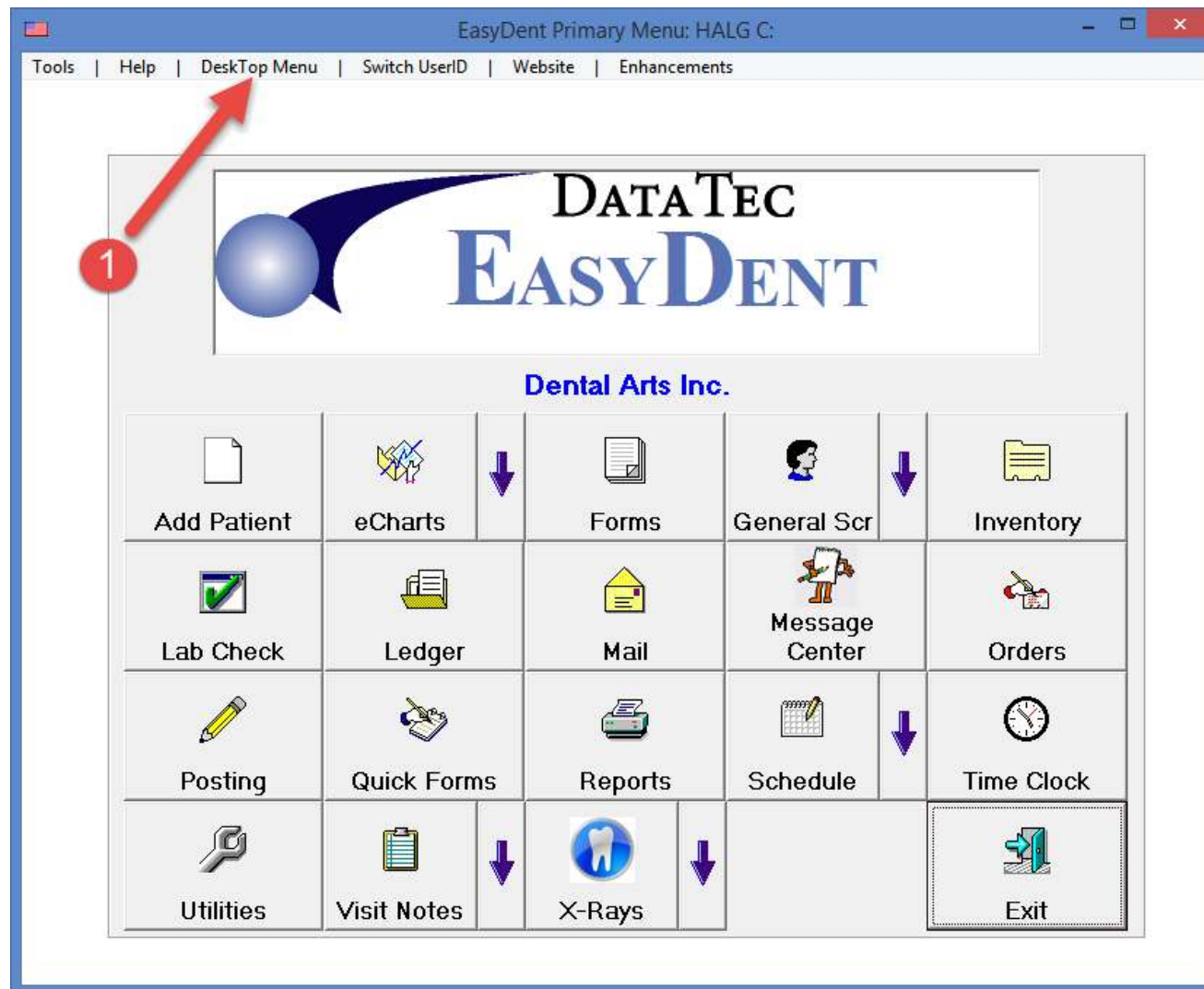
Primary Menu - New Options



1. Switch to Tablet or iPad-Style Menu
2. Electronic Orders

[Primary Menu](#)

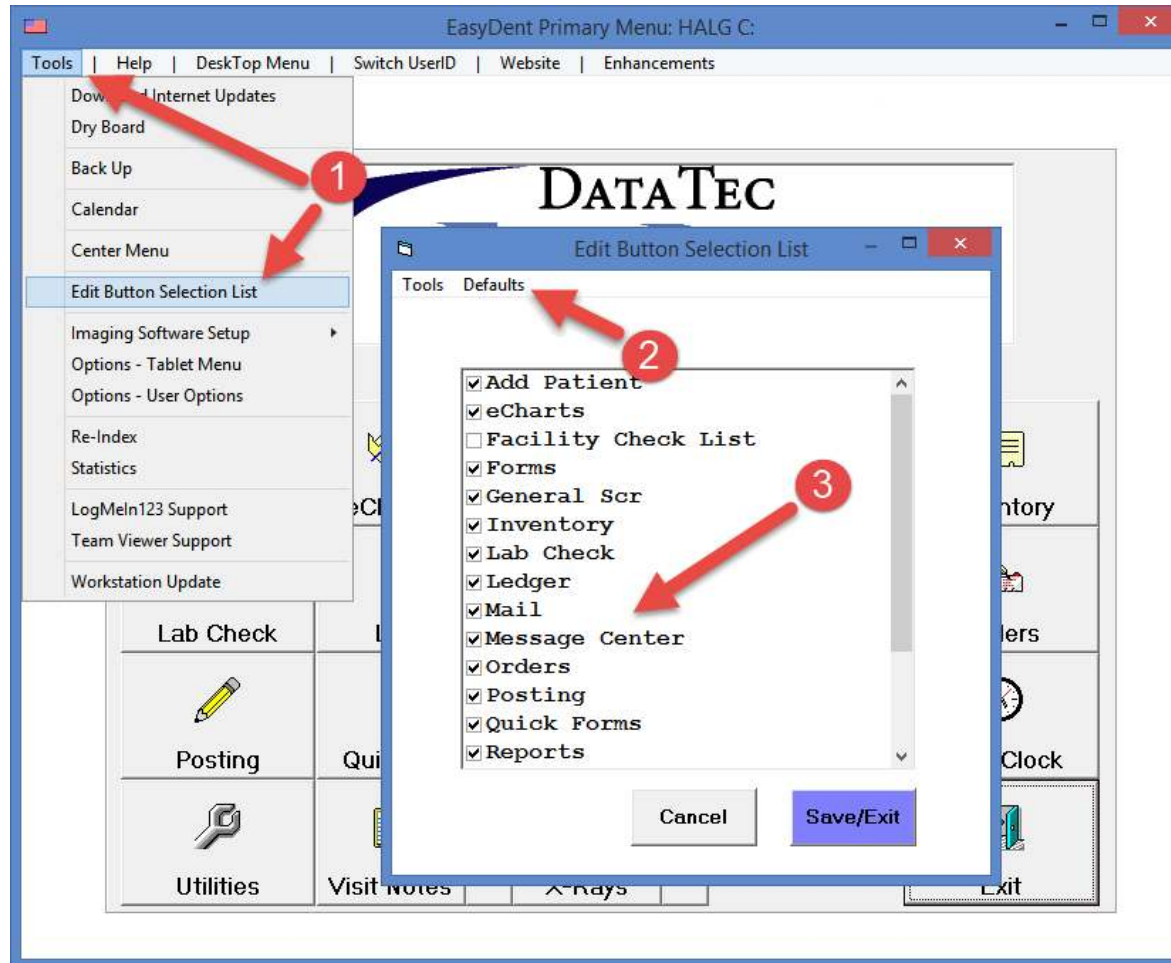
Tablet Menu



1. Switch to back to Desktop Menu

[Primary Menu](#)

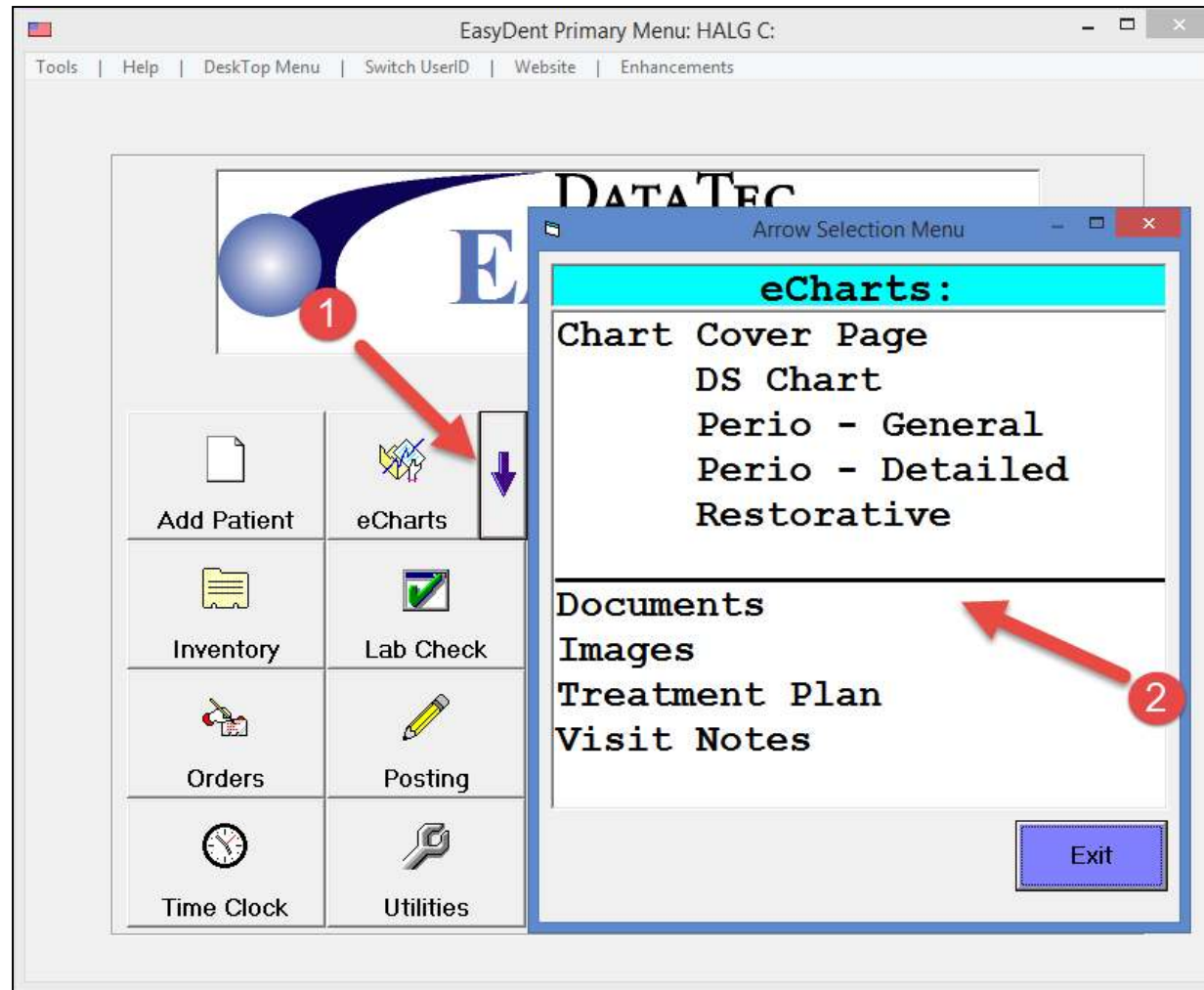
Customize Tablet Menu



1. Select *Tools* then *Edit Button Selection List*
2. Use *Defaults* tool
3. Select desired buttons

[Primary Menu](#)

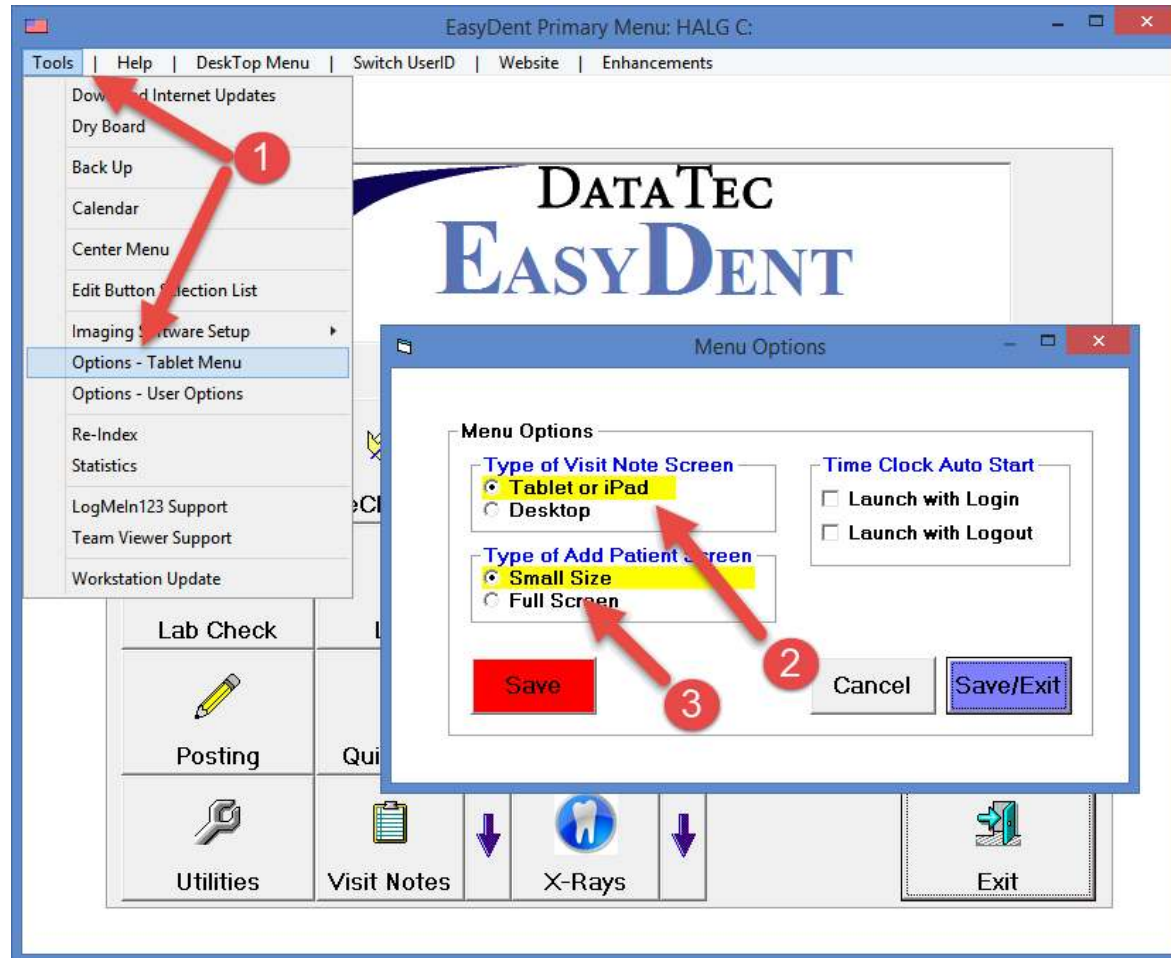
Tablet Menu 'Sub' Options



1. Click Arrow to see Extra Options
2. Then Simply Click on Desired Option

[Primary Menu](#)

Tablet Menu - Options



1. Select *Tools* then *Options – Tablet Menu*
2. Set Type of Visit Note Screen
3. Set Type of Add Patient Screen

[Primary Menu](#)

Small Add Patient Screen

Add Basic Patient Info

Last Name	SNOWMAN		First	FROSTY		In			Nickname		
Address	2900 Snowflake Ln										
City	Winterville				State	NY		Zip Code	00123		
Birthdate	08	17	1932	SSN				Sex	M	Dentist Num	01
Telephone Home	212	343	3434		212	454	5454			01	Last Doc
Cell	212	555	1212	Work							
Referred by	Santa Claus				First Visit Date	12	14	2015			
Comment											
Schedule Comment											
Email Address											

1. Automatically enters Sex based on First Name (you can override)

2. When finished click red "Add Pat" button

Add Pat **ZipCodes** **Carrier** **Referrals** **Patient** **Doctor** **Set to Search for any Duplicate Records by Name and/or Social Security Number.....** **Exit**

1. Automatically enters Sex based on First Name (you can override)
2. When finished click red "Add Pat" button

[Primary Menu](#)

Small Add Patient Screen

The screenshot displays the 'Add Basic Patient Info' screen. A red box on the left indicates 'ADDED: 7 SNOWMAN FROSTY' and 'Num in Clip Board'. The patient's information is as follows:

Field	Value
Last Name	SNOWMAN
First	FROSTY
In	
Address	2900 Snowflake Ln
Nickname	
City	Winterville
State	NY
Zip Code	00123
Birthdate	08 / 17 / 1932
SSN	
Sex	M
Dentist Num	01
Telephone Home	212 / 734 / 9834
Cell	212 / 555 / 1212
Work	212 / 434 / 4343
Last Doc	01

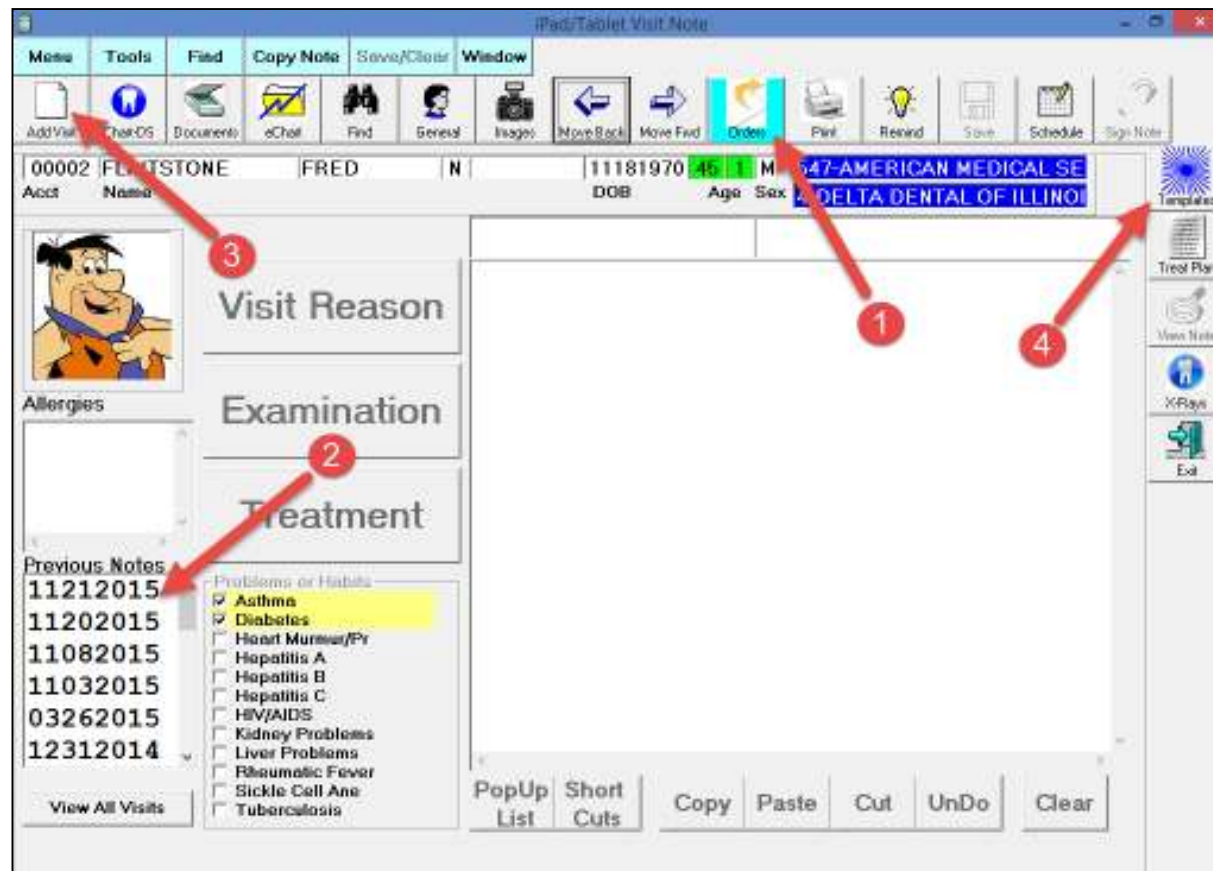
A dialog box titled 'Create Visit Note?' is overlaid on the screen, asking 'Want to Create a Visit Note for the New Patient?'. It has 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button, with a red circle containing the number '1' below it.

At the bottom of the screen, there are buttons for 'Add Pat', 'ZipCodes', 'Carrier', 'Referrals', 'Patient', 'Doctor', 'Set to Search for any Duplicate Records by Name and/or Social Security Number.....', and 'Exit'.

1. After Add, you will be prompted to Create a Visit Note
2. Advanced Option – using Tools, you can specify a Start-Up Template when adding a New Note.

[Primary Menu](#)

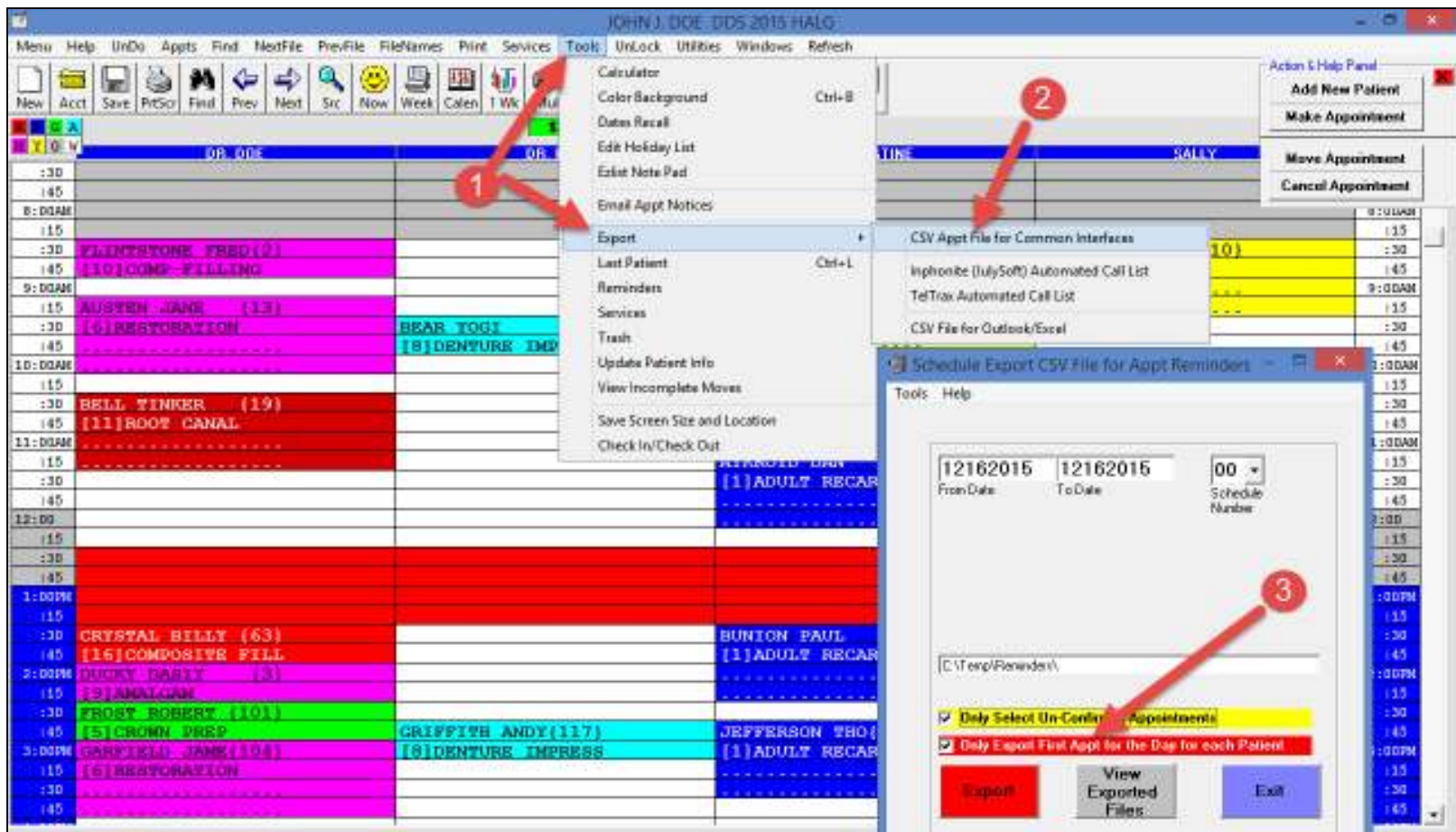
Tablet Style Visit Note Screen



1. Orders will flash if electronic orders exist for the patient
2. List of previous Visits
3. Add New Visit button
4. Start by selecting from a list of Templates

[Primary Menu](#)

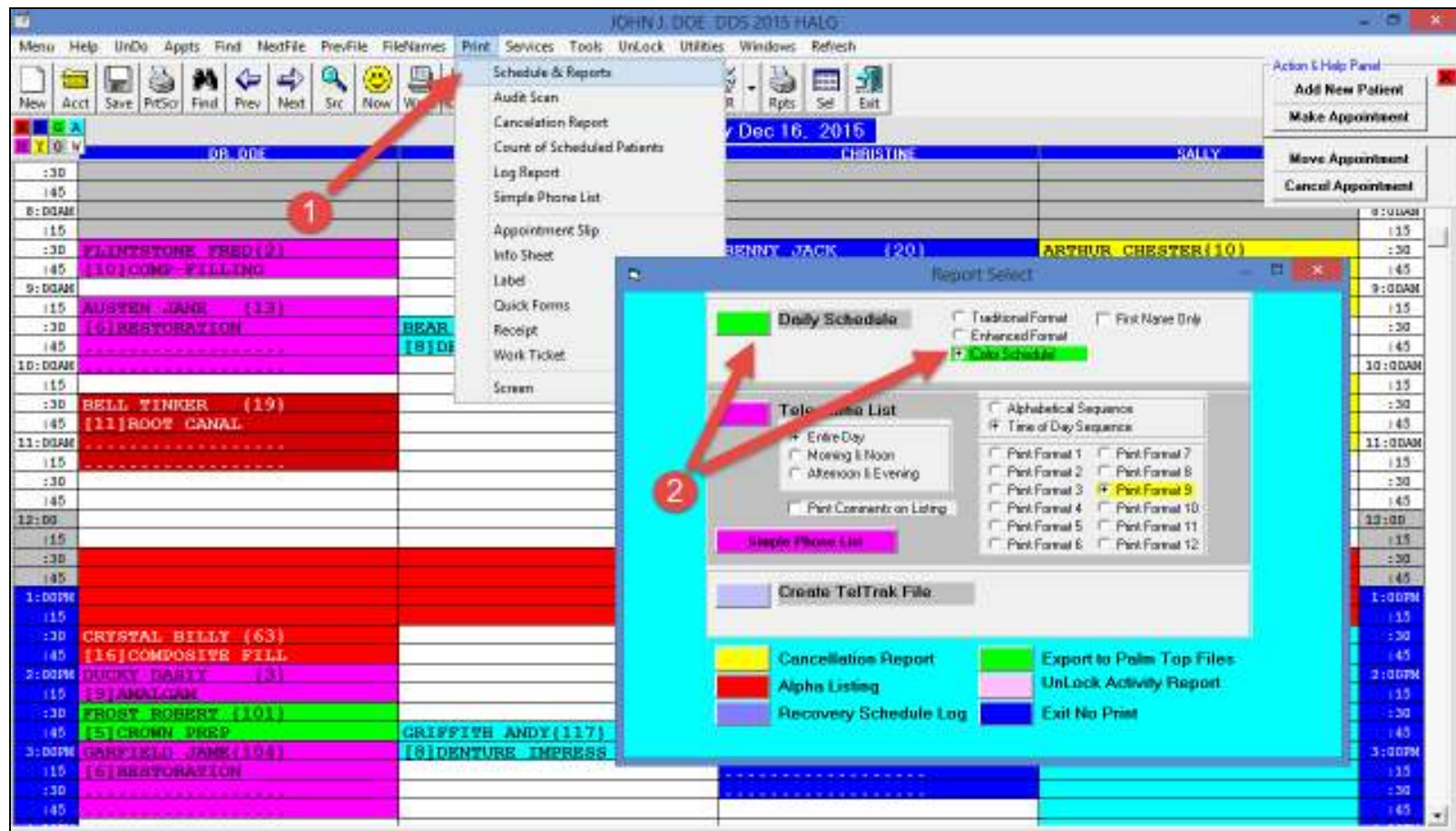
New Schedule “Export to Interface” Option



1. Select “Tools” then “Export”
2. Click “CSV Appt File for Common Interfaces”
3. Use New option “Only Export First Appt”

[Primary Menu](#)

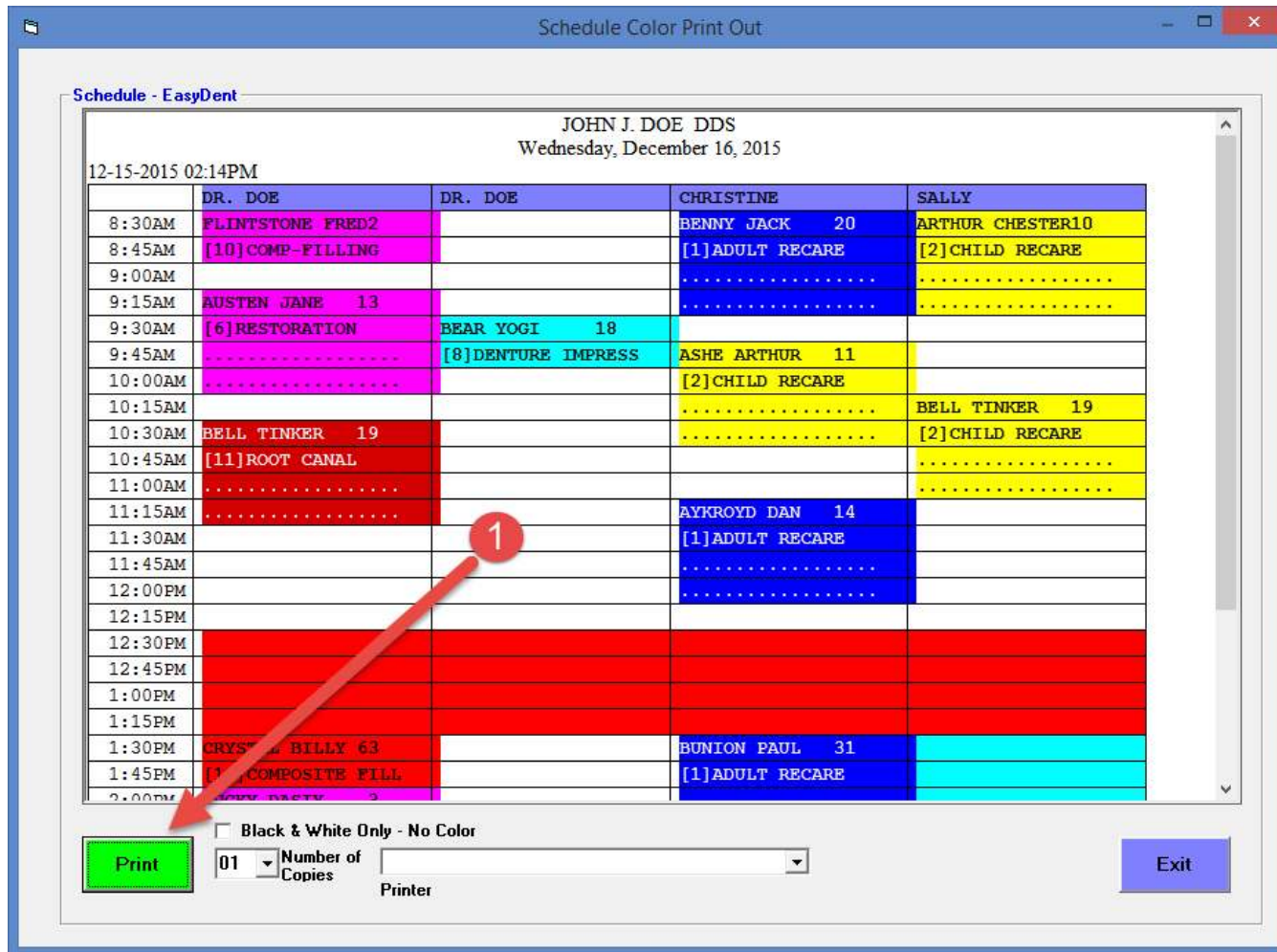
Print Entire Day in Color



1. Select "Print" then "Schedule & Reports"
2. Set the option "Color Schedule"
3. Click the Green *Daily Schedule* button

[Primary Menu](#)

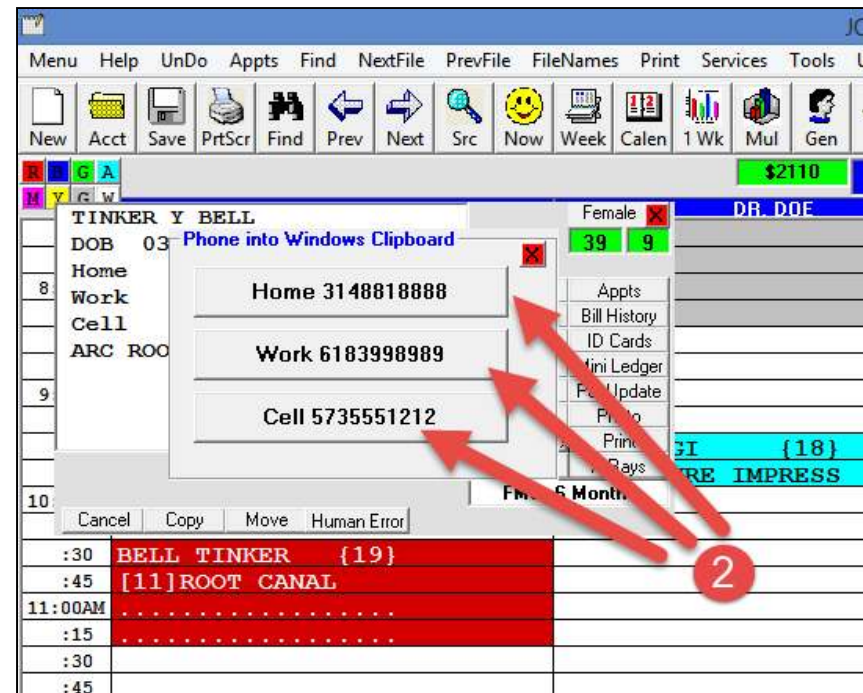
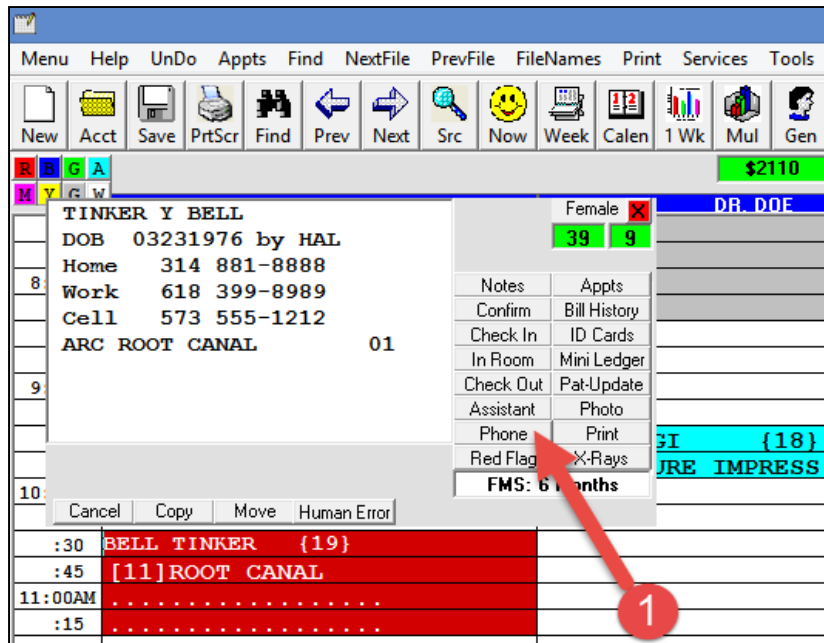
View & Print Entire Day with Color



1. You can then View the Day on the Screen
2. Select *Number of Copies*
3. Click the Green *Print* button

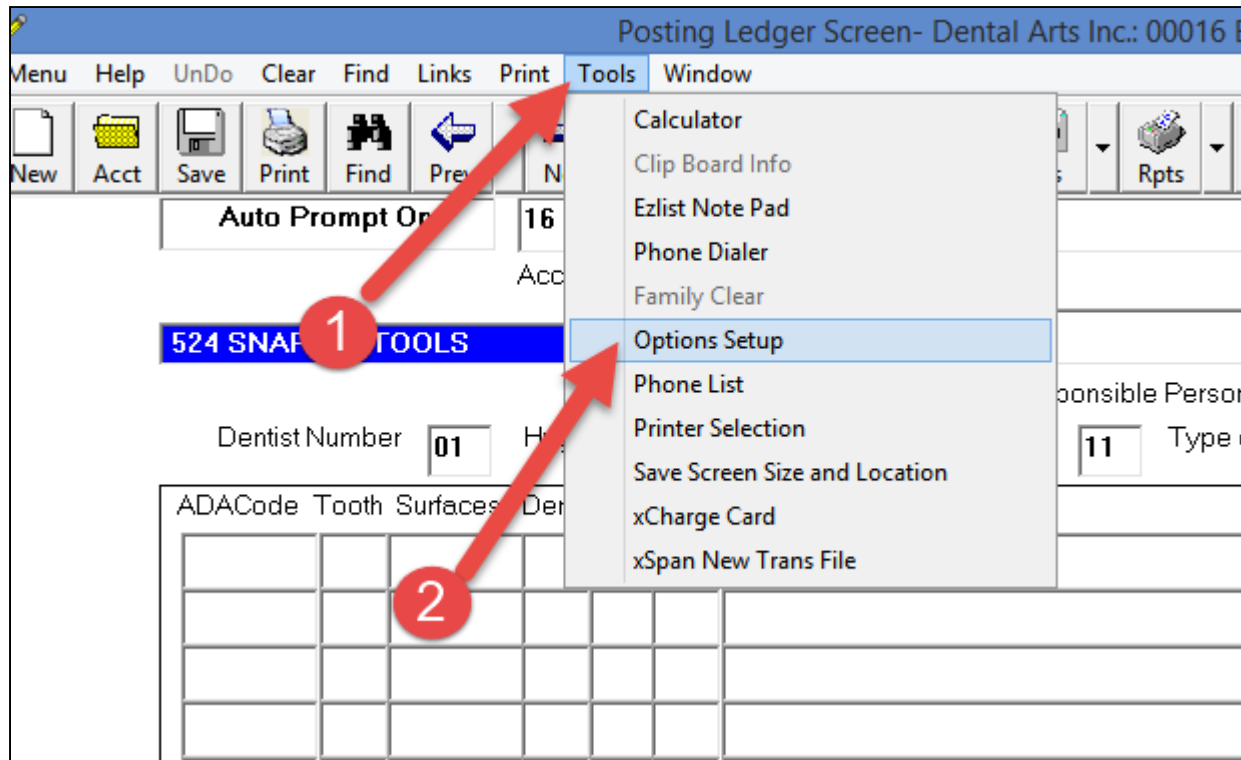
[Primary Menu](#)

Get Patient Phone Number for Smartphone



1. On Patient Name Pop-Up Window, click *Phone* button
2. When you click the desired Phone Number, it will place the number in the Windows Clipboard – Then you can Pick Up from your Smartphone

New Posting Recall Options



1. Select *Tools*
2. Click *Options Setup*

New Posting Recall Options

General Options

- ☒ Allow Posting of Comments
- ☒ Use New EDR Option for Chair Side
- ☒ Pass Pat Acct Num to Scheduling
- ☒ Use New X-Charge XpressLink
- ☐ Force Prompt for Dentist # PrePost
- ☐ Default to Auto Prompt OFF
- ☐ Activate Pop Up Numeric Pad
- ☐ Hide Hyatt field on Payment Line
- ☐ Multiple Dentist Fee Schedules
- ☐ Activate Pop Up List
- ☐ Unlock Qty Quantity Field
- ☐ Pat Final Pay - Turn Check #
- ☐ De-Activate Checking Chgs Dentist #

Insurance Options

- ☒ Don't Prompt for Zero Charges
- ☒ Add Accounts with Insurance to Electronic List
- ☒ Prompt before adding to Electronic List
- ☒ Default to Primary Carrier for Ins Payments
- ☐ Add Accounts with Insurance to Paper Claims List
- ☐ Prompt before adding to Paper Claims List
- ☐ Don't Prompt for Insurance Payment Information
- ☐ Use Default Insurance Profile Prompt
- ☐ Don't Prompt for Secondary Claims Processing

☐ Default Adjustment Code

Type of Adjustment Calculator to Use
☐ Simple ☐ Complex

Sales Tax Settings

<---- 8.175% would be 8.175

Sales Tax Rate

Sales Tax ADA Code

Recall Options

- ☒ Prompt for Recall Date?
- ☒ Prompt for Recall Time?
- ☒ Use New Recall Date/Time Window
- ☐ Activate Recall Contact Assistant
- ☐ Clear Appt Time when Resetting Recall

Orthodontic Options

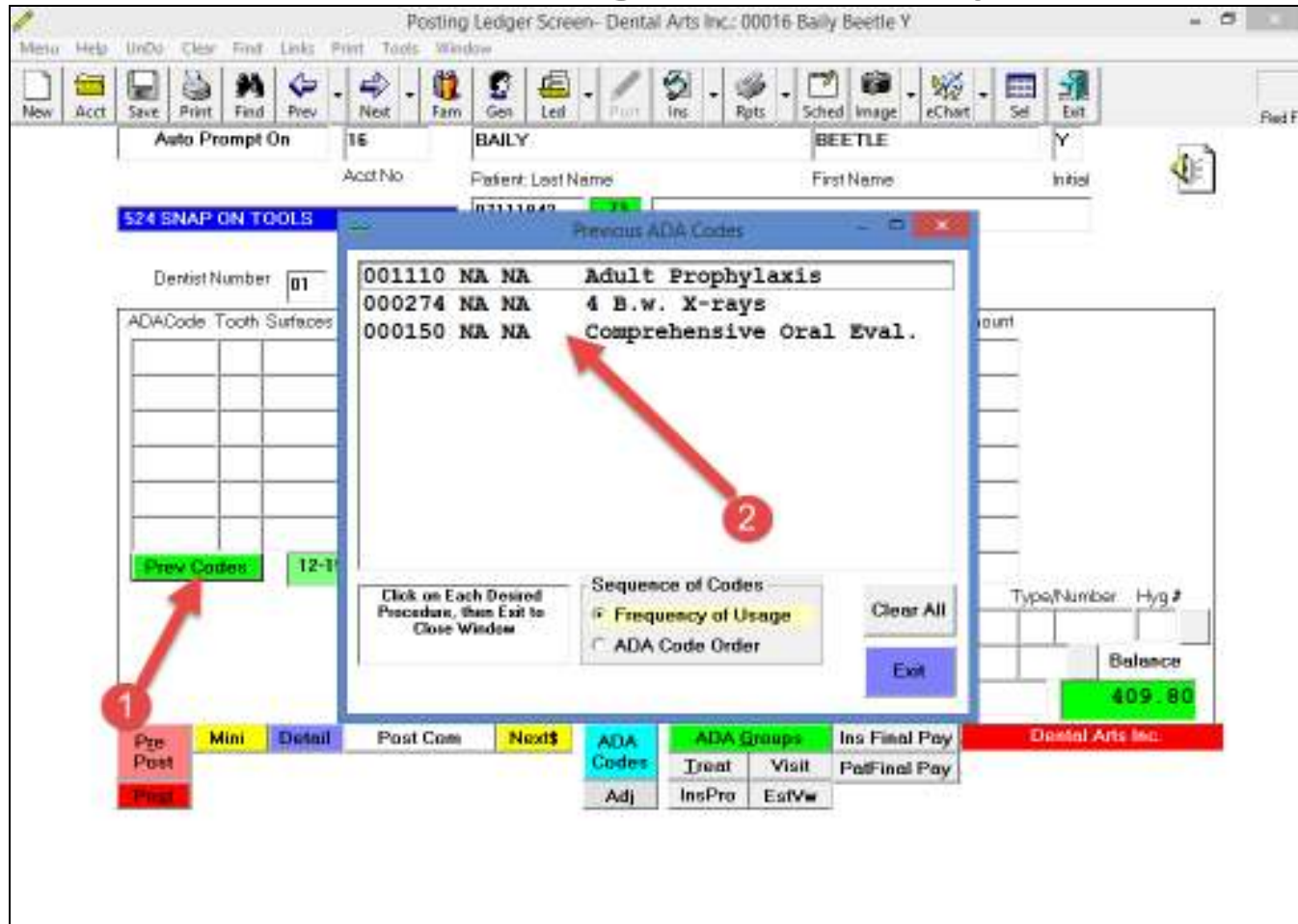
- ☐ Ortho Payment Tracking Prompts?
- ☐ Ortho Payment Prompt case by case Basis.....

Buttons: Save, Cancel, Save/Exit

Green items are the recommended options

1. *Pass Pat Acct Num to Scheduling (every time)*
2. *Use New Recall Date/Time Window*

New Posting Recall Options



1. To Enter Codes, try new “Prev Codes” button
2. Select Codes to use

New Posting Recall Options

Posting Ledger Screen- Dental Arts Inc.: 00016 Baily Beetle Y

Menu Help Undo Clear Find Links Print Tools Window

New Acct Save Print Find Prev Next Fam Gen Led Post Ins Rpts Sched Image eChart Sel Exit

Auto Prompt On 16 BAILY BEETLE Y

Acct No Patient: Last Name First Name Initial

524 SNAP ON TOOLS 07111942 73

Pat Birthdate Age Responsible Person

Dentist Number 01 Hygiene Num 01 Place of Service 11 Type of Posting R

ADACode	Tooth	Surfaces	Dent	Hyg	Qty	Description	Charge Amount
001110	NA	NA	01	01	01	Adult Prophylaxis	52.00
000274	NA	NA	01	01	01	4 B.w. X-rays	50.00
000150	NA	NA	01	01	01	Comprehensive Oral Eval.	45.00
							147.00

Prev Code 1 12-15-2015 Posting Date

Payment \$ Type/Number Hyg #

Adjustment \$ Balance

Date of Service 12/07/2015 409.80

Pre Post Mini Detail Post Com Next\$ ADA Codes ADA Groups Ins Final Pay Dental Arts Inc. PatFinal Pay

Post Adj InsPro EstVw

1. Press *Pre-Post*
2. Press *Post*, follow on-screen prompts

Posting Ledger Screen- Dental Arts Inc.: 00016 Baily Beetle Y

Menu Help Undo Clear Find Links Print Tools Window

New Acct Save Print Find Prev Next Fam Gen Led Post Ins Rpts Sched Image eChart Sel Exit

Auto Prompt On 16 BAILY BEETLE Y

Acct No Patient: Last Name First Name Initial

524 SNAP ON TOOLS 07111942 73

Pat Birthdate Age Responsible Person

Dentist Number 01 Hygiene Num 01 Place of Service 11 Type of Posting R

ADACode Tooth Surfaces Dent Hyg Qty Description Charge Amount

Prev Codes 12-15-2015 Post

Recall Update

Recall Date 06/06/2016 Recall Time 09:30

Schedule Appointment Save/Exit

12/07/2015 Date of Service

Payment \$ Adjustment \$ Balance 409.80

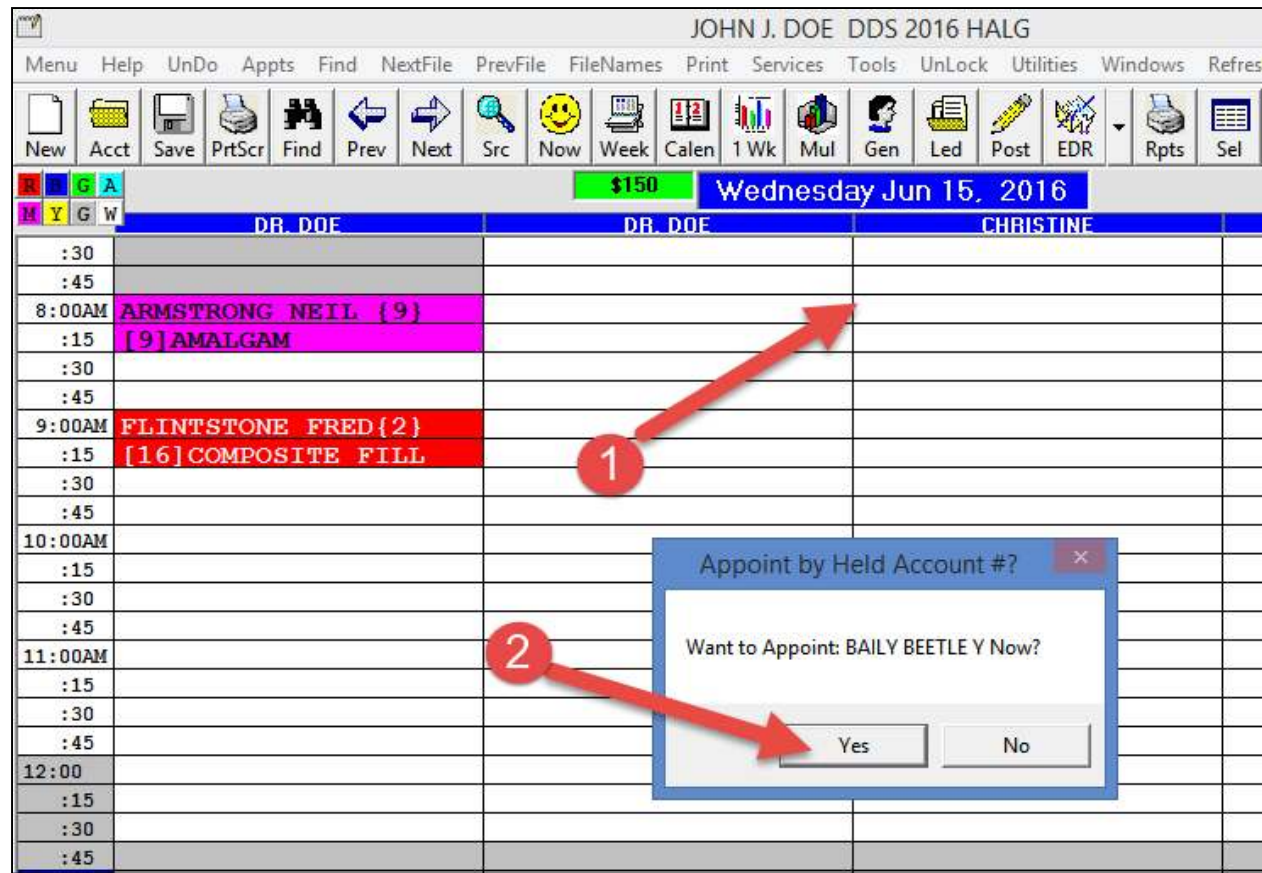
Type/Number Hyg #

Pre Post Mini Detail Post Com Next\$ ADA Codes ADA Groups Ins Final Pay Dental Arts Inc. Pat Final Pay

Post Adj InsPro EstVw

- 21

New Posting Recall Options



1. You will be placed on schedule 6 Months Ahead (based on the Patient's Recall)
2. Click on desired time slot
3. Reply Yes to Schedule the patient; it's that easy!

New Insurance Payment Profile Option

Carrier Number: 00547

Carrier Name: AMERICAN MEDICAL SECURITY

Address: PO BOX 19032
GREENBAY WI 54307-9032

City: GREENBAY State: WI Zip Code: 54307-9032

Telephone 1: 800 232-5432

Telephone 2:

EMAIL Addr:

Web Site:

Comments:

Check if this Insurance Carrier is to be Ignored on Family Style Patient Statements

Contact Person: [Empty]

Color: Blue

Pay Profile Num: 1

Active: YES Inactive: [Empty]

Payer ID#: CX001

Submit Electronic Claims Yes/NO? YES

Do you want to comments to be automatically listed on Posting Screen? [Empty]

Buttons: Save, List, Get Num, Add One, Literals, Provider Numbers, Delete, UnDo, EXIT

1. You can assign Payment Profile Number to Carrier
2. You can now color-code Carrier Names!

Posting with Insurance Payment Profile

Posting Ledger Screen - Dental Arts Inc.: 00002 Flintstone Fred N

Menu Help Undo Clear Find Links Print Tools Window

New Acct Save Print Find Prev Next Fam Get Left Print Ins Rpts Sched Image eChart Sel Exit

Auto Prompt On 2

Acct No: 547 AMERICAN MEDICAL S
4 DELTA DENTAL OF IL

Patient: Last Name: FLINTSTONE FRED N
Pat Birthdate: 11181970 Age: 46 Responsible Person: [Yellow Box]

Dentist Number: 01 Hygienist Num: 01 Place of Service: 11 Type of Posting: R Car Profile # 1

ADA Code	Tooth Surfaces	Dent	Hyg	Qty	Description	Charge Amount	Insurance
000150	NA NA	01	01	0	Comprehensive Oral Eval.	45.00	45.00
001110	NA NA	01	01	0	Adult Prophylaxis	52.00	52.00
000274	NA NA	01	01	01	4 B.w. X-rays	50.00	50.00
002160	31 MD	01	01	01	Amalgam 3 Surfaces	101.00	80.00

Prev Codes: 12-15-2015 Posting Date: 12/15/2015

Payment \$: 240.00 Type/Number: 20.20 Hyg #: [Blank]

Adjustment \$: [Blank] Balance: 30.00

Date of Service: [Blank]

Pre-Post Mini Detail Post Code Next\$ ADA Codes Treat Visit Ins Final Pay Post Final Pay Adj InsPro EstVw

Dental Arts Inc.

1. Notice Carrier we put Payment Profile Number on
2. Profile Name is listed preceded with "Car"
3. Pre-Post lists Estimated Payment Amounts
4. Estimated Total the Payment should pay is listed



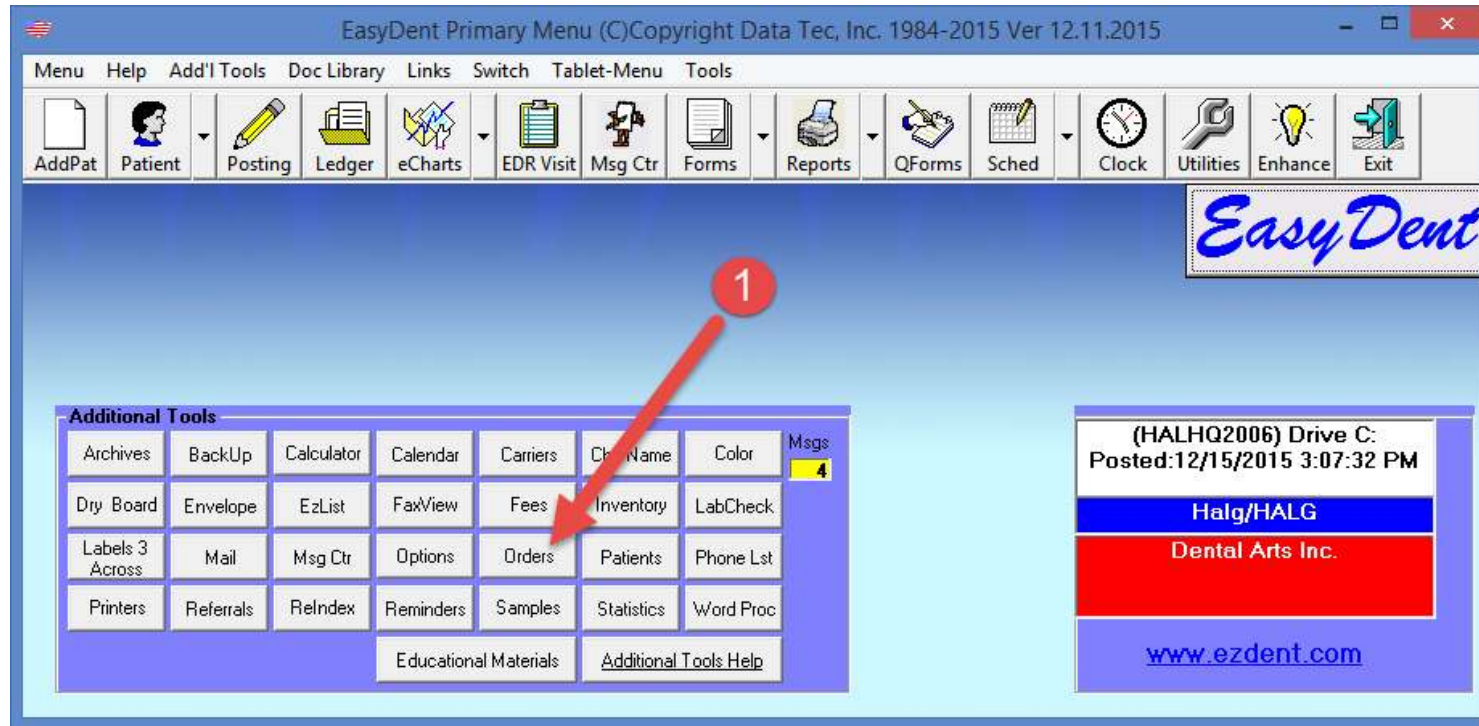
Using your Smartphone

“what’s under your tree?”



1. You can connect to one of your office computers , the server, or Cloud system using your Smartphone by using Team Viewer, LogMeIn, or Windows Remote Desktop (RDP).
2. Once connected, you can open your schedule and click on any patient’s name entry, then click the new “*Phone*” button, and select the number you want.
This will place the phone number into Windows Clipboard.
3. On your Smartphone, open your phone dialer and then hold your finger down in the phone number field for a few seconds. You should be given a “Paste” option, then select it.

Electronic Orders



1. You can create and track orders electronically.
This includes Dental Lab Orders, Oral Surgery Orders, and Outward Referrals.
(Can access "Orders" from Primary Menu or Patient screens)

Electronic Orders

CPOE Menu Year **2015**

Computerized Provider Order Entry Menu

Category: **All** Priority: **All** Assigned To: **HALG** Status: **Open** Company: **All**

12-15-2015 10:40 PM eOrders Listing

Category: All Priority: All Status: Open UserID: HALG

Num	Category	Priority	Assigned:	Acct#	Patient	Scheduled	Status	LastUserID
00002	Laboratory	Normal	HALG	00002	FLINTSTONE FRED	11032015	Open	HALG
00003	Oral Surgery	Normal	HALG	00002	FLINTSTONE FRED	11032015	Open	HALG
00007	Dental Lab	Normal	HALG	00013	AUSTEN JANE	11172015	Open	HALG
00008	Oral Surgery	Normal	HALG	00014	AYKROYD DAN	11242015	Open	HALG
00009	Dental Lab	Normal	HALG	00017	BALL LUCILLE	11242015	Open	HALG
00010	Dental Lab	Normal	HALG	00099	FRANKLIN BEN	11242015	Open	HALG
00011	Dental Lab	Normal	HALG	00285	JONES MARIA	12072015	Open	HALG

☐ Newest Order Listed First

1. List of open orders, click on the line to update the Order status.
2. Use red "Create New Order" button to add an Order.

Electronic Orders

CPOE New Orders

Tools

Create New Order

 **00002** **FLINTSTONE FRED N**
Acct No Patient Name

HALG **Normal** **01**
Assigned To: Priority Location Doctor

Dental Lab
Category

Open **12152015**
Status Date of Service

UserID Date Time
Created **HALG** **12152015** **224245**

12152015
Scheduled Date Scheduled Time

12152015 10:42PM HALG:
Dental Lab Request: ACME DENTAL LAB
Date Sent: 12152015
Dentist: JOHN SMITH, DDS
Material: 3 UNIT PFM BRIDGE
Slip Num: 858673
Type Restoration: DELIVERY
Disinfected: Yes

4%

Dental Lab Request Action
Short Cuts Time Stamp Print Order Print Label Mark Complete Cancel Save/Exit

1. Click drop-down arrow to specify the “Order” Category.
2. Enter Order details, and/or use buttons for structured information and/or templates.

Q & A Session

Please use your Message Window
to type in a question and we will
repeat it so everyone can hear it,
and then try to answer it.



Thank you 😊

The End

