

EasyDent Internet Training

Session 3 – Approximately 2 Hours

Review:

1. Posting and Corrections
2. Scheduling

New Topics:

1. Monthly Reports
 - Practice Analysis
 - Collections
 - Aging reports
 - Finance Charges
 - Payment Plans
 - Referral Tracking
2. Patient Statements
 - single style statements
 - family style statements
 - electronic statements
3. Recall
 - Recall Dates, automatic and manual
 - Bumping Recall Dates
 - Recall Cards, current and overdue
 - Recall Reports, current and overdue
 - Recall Letters
4. Treatment Planning
 - Creating Treatment plans
 - Printing contracts
 - Estimates or Pre-determinations
 - Tracking Treatment Plan activity
5. Prescriptions
 - Creating Scripts
 - Printing or Faxing Scripts
6. Practice Analysis
 - Transaction Ledger Overview Reports
 - ADA Code production analysis
 - Referral report analysis
7. Review All Topics