



Data Tec, Inc., P.O. Box 31576, Des Peres, MO 63131  
 Voice (636) 256-7401 Fax (636) 230-6801 [www.ezdent.com](http://www.ezdent.com)

April 2015

## April Newsflash

### Electronic Prescription Survey

The results from our survey are in. The overwhelming majority of our clients are not interested in electronic prescriptions at this time. In addition, the state of New York's electronic script requirement has been **postponed until 2016**. Sometime later this year we plan on revisiting this feature.

### Enhancements

Check out the list of our current enhancements on our website. If you want help updating your system, please give us a call.

### General Screen

If you would like to have patient's marked as "Ortho" type patients on the General screen, you can have their names highlighted on the Name Search window, then use the Primary Menu, "Options" button and check the Option called "Color Code Ortho Patient Names in Name Search". If you add the patient a second time and indicate that the second account is for Orthodontics, their names will show up as different colors on the Name Search windows.

Also, the Patient Name Search window is now larger. If this doesn't work well for your workstation, you can use the Primary Menu, "Options" button and check the option called "Disable SuperSize Name Search Screen".

The screenshot shows the 'EasyDent Name Search' window. At the top, there are search filters for 'Last Name or Account Number' (containing 'TAFF') and 'First Name'. Below these are radio buttons for 'Search by' (Name or #, Social Security, First Name, Birth Date, Telephone) and a checked 'Auto Search' option. On the right, there are 'Patient Status Criteria' (Active, All, InAct, NotPat) and a legend for 'In-Active', 'Non-Patient', and 'Deceased'. The main area is a table with columns: Name, Street, Phone #, Acct #, and Age. Several rows are highlighted in pink, including 'TAFT WILLIAM H' and 'TRACY DICK'. A red arrow points to the 'TRACY DICK' row. At the bottom, there is a 'Recent Name Selection List' showing 'TAYLOR JAMES N 00245', 'TAFT WILLIAM H 00277', 'TRACY DICK T 00250', and 'TAFF WILLIAM H 00277'. A keyboard navigation grid is also visible at the bottom left.

Name	Street	Phone #	Acct #	Age
TAFT WILLIAM H	8911 Main St.	H-816 225-1722	277	52
TAFT WILLIAM H	8911 Main St.	H-816 225-1722	243	52
TAYLOR ELIZABETH S	6023 Main St.	H-816 293-8836	244	49
TAYLOR JAMES N	8205 McGee Ave	H-713 271-2844	279	10
TAYLOR JAMES N	8205 McGee Ave	H-713 271-2844	245	10
TAYLOR ZACHARY O	6023 Baltimore Plz	H-970 608-6783	246	61
TERESA MOTHER E	8932 Broadway	H-816 875-4752	247	41
THATCHER MARGARET L	6856 Oak La.	H-913 795-0473	248	58
TIGER TONY T	9272 Mancheste. Rd	H-913 663-6546	249	24
TRACY DICK	102 Walnut St.	H-314 493-4467	278	34
TRACY DICK	102 Walnut St.	H-314 493-4467	250	34
TRAVOLTA JOHN J	8399 Holmes	H-773 680-8181	251	17
TRIMAN HARRY Y	2572 Main St	H-816 376-0026	252	46



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## Treatment Plans

A new option lets you create **Templates for Treatment Plans**. Examples might be for Ortho Treatment or Sealants. When you are on the treatment plan screen, select the top Toolbar **“Templates”** to bring up the Templates creator. On this window, you can select a template or use the **“Edit Templates”** button to create/revise the templates. You can also use the **“Utility Menu,”** then **“Treatment Plan Templates”** option to edit them.

On the Treatment Plan screen, there is a new top toolbar option called **“Re-Arrange Lines”** that lets you move individual line items around in the treatment plan without having to re-enter them.

ADA #	Tooth	Surface	Time	Charge	Prime Ins	Sec Ins	Pat Amt	L	Status	Description
1	00150	NA	NA	45.00	45.00	0.00	0.00	04092015	P	Comprehensive Oral Eval.
2	01110	NA	NA	52.00	52.00	0.00	0.00	04092015	P	Adult Prophylaxis
3	00330	NA	NA	55.00	55.00	0.00	0.00	04092015	P	Panoramic X-ray
4	02160	31	MOD	101.00	75.00	0.00	26.00	04092015	P	Amalgam 3 Surfaces
5										
6										

If you set up multiple treatment plans for a patient (up to 3), when you use the Pop-Up Treatment Plan Window during posting or while using the EDR Visit Notes screen, you can click the **“Plan #”** drop down arrow to switch between the different plans.

## Scheduling

There is a new Schedule Telephone Report format, Format 12. This format is just like Format 1 with the addition of a Primary and Secondary Insurance carriers listing.

If you activate the Scheduling option **“Activate Auto Prompt to Schedule Patients”** when you open the schedule from either the General screen or the Posting screen, it will remember what patient you were on, and when you click on an empty schedule time slot, you will be prompted if you want to add the appointment for that patient.

When you add a new patient from the schedule & print a paper copy of their information, their account number will automatically appear on the print-out.



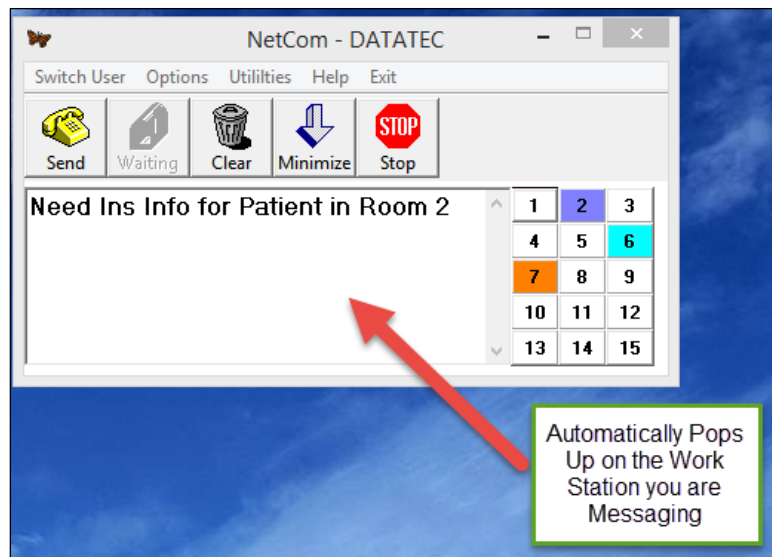
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## Additional Tools

We have found that sometimes offices forget about some of the **useful, extra** tools or features in EasyDent. If you would like to learn more about any of these features and start using them in your office, please give us a call. We can assist you with installation, activation, and/or training materials.

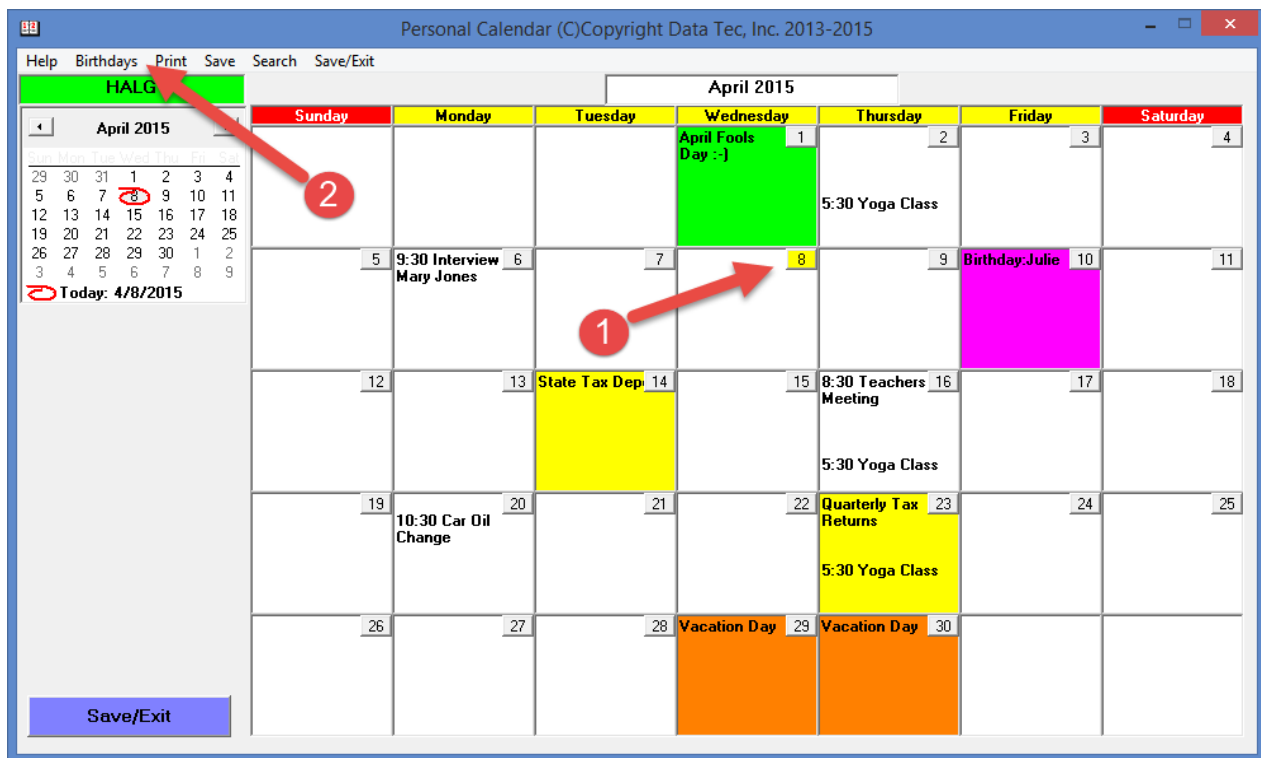
### NetCom – “Easy & Simple In-Office Messaging”

NetCom is a program in EasyDent that you can activate to send instant messages between any workstations in your office. The messages are transmitted totally within your office and do not go through the Internet. In addition, you can also use a button panel to indicate the status of different treatment rooms.



## Personal Calendar

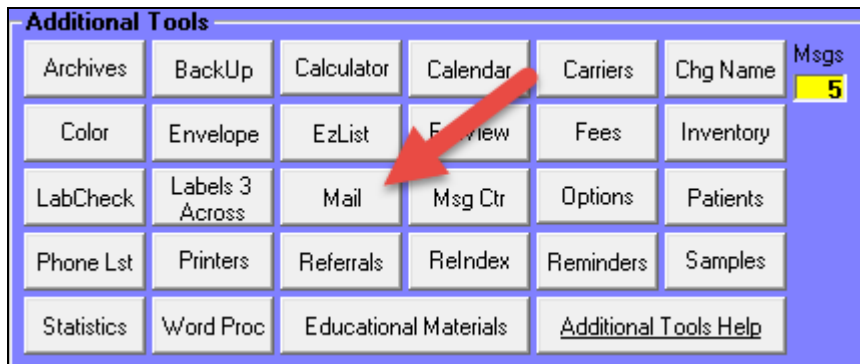
EasyDent contains a built-in calendar for each EasyDent UserID, to help you and your staff keep track of items on a month-by-month view. You can access it easily by using the “**Calendar**” button on the **Primary Menu**. With the latest version of EasyDent, the first time a user logs in for the day, the Calendar will automatically pop up if they have something on their Personal Calendar for the day.



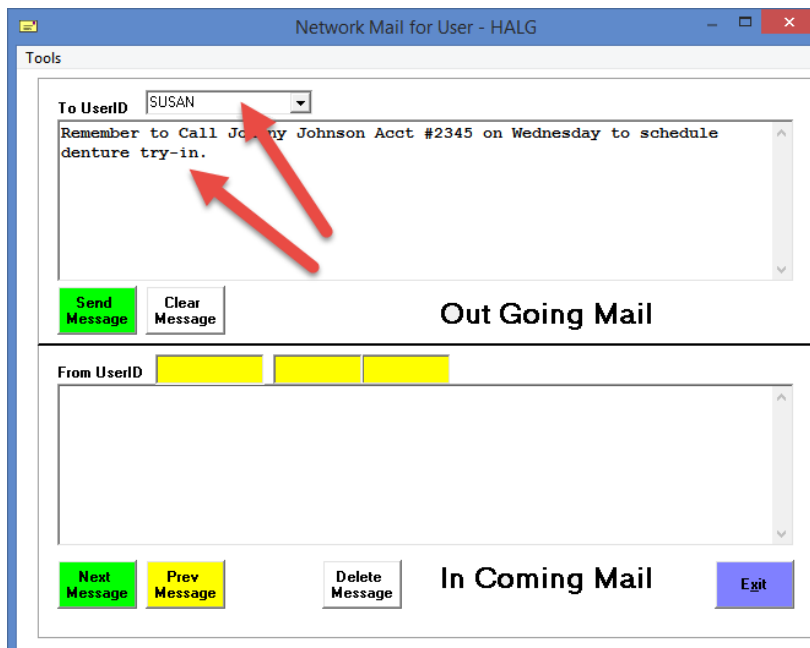
The current date will be flashing to bring it to your attention. You can put anything you like on your personal calendar, including using a cool feature to create a simple list of Birthdays, that will then fill in automatically for you.

## In-Office Mail

You can send direct mail messages to any EasyDent user in your office by using the **Primary Menu** then select the **“Mail”** button. If you have mail waiting for you, when you are on the Primary Menu, the **“Mail”** button will be flashing.



This mail does NOT go through the Internet and is totally private with-in your own office network. A cool trick is to send yourself mail: you can send the mail on Friday to remind yourself of something for next Monday. When you open your EasyDent on Monday, you will see your **“Mail”** button flashing...simply press it to read your reminder.

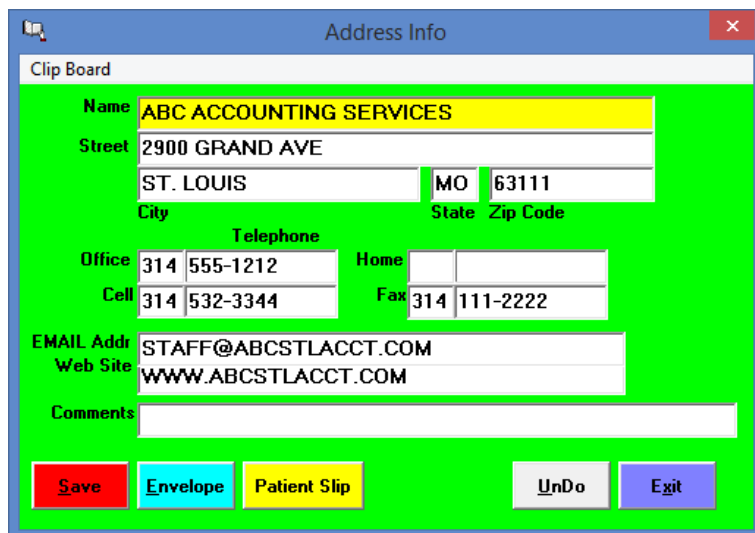
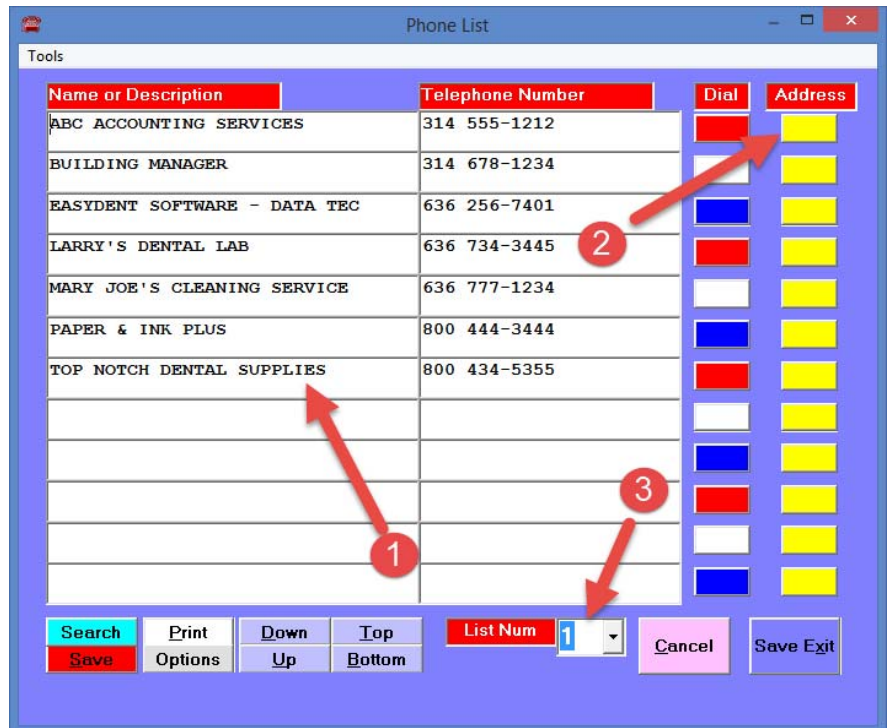


## Phone List

Keep track of all those phone numbers in an easy-to-use interface at your fingertips. From the **Primary Menu**, select the **“Phone Lst”** button. It automatically alphabetizes the list of telephone numbers.

You can click an **“Address”** button to fill in details about each entry. Use the **“List Num”** drop down arrow to keep 4 totally separate lists. Most offices use List 1 for frequently called numbers, and List 2 for employee numbers.

It’s like a super easy-to-use electronic Rolodex!





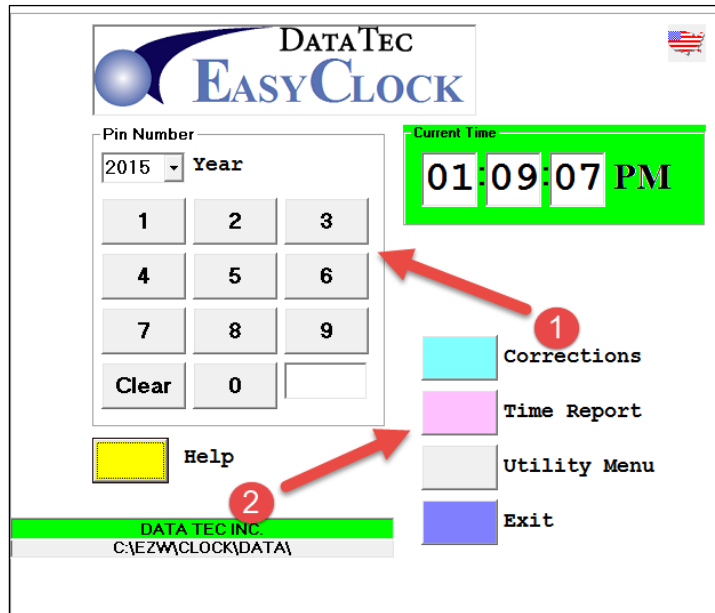
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## Employee Time Clock

Our **new version** of the Employee time clock is **faster than ever**. The employee simply enters a unique 4 digit-code to time in or out. They can even pick the code they wish to use.

Then use the **“Time Report”** option to view the time clock reports for any period of days.

Track all types of hours; Regular, Holiday, Vacation, & Sick Leave.



Date	TimeIn	TimeOut	Hours	Type
04-09-2015 01:06 AM DATA TEC INC.				
Mary Johnson 03/23/2015 <--> 03/27/2015				
Mon	03/23/2015 8:28am	12:26pm	3.97	Reg
	03/23/2015 1:30pm	5:00pm	3.50	Reg
			Day Total=	7.47
Tue	03/24/2015 8:30am	1:05pm	4.58	Reg
	03/24/2015 2:05pm	5:00pm	2.92	Reg
			Day Total=	7.50
Wed	03/25/2015 8:30am	12:42pm	4.20	Reg
	03/25/2015 2:00pm	4:59pm	2.98	Reg
			Day Total=	7.18
Thu	03/26/2015 8:29am	12:45pm	4.27	Reg
	03/26/2015 1:45pm	4:04pm	2.32	Reg
			Day Total=	6.59
Fri	03/27/2015 8:26am	12:00pm	3.57	Reg
	03/27/2015 12:50pm	4:06pm	3.27	Reg
			Day Total=	6.84
<b>Weekly Sub Total</b>			<b>35.58</b>	<b>(Rounded) 35 Hours 35 Minutes</b>
<b>04-09-2015 Total Hours =</b>			<b>35.57</b>	<b>(Rounded) 35 Hours 34 Minutes</b>
<b>Total Regular</b>	<b>Hours =</b>	<b>35.57</b>	<b>Days =</b>	<b>4.45</b>
<b>Total Vacation</b>	<b>Hours =</b>	<b>0.00</b>	<b>Days =</b>	<b>0.00</b>
<b>Total Holiday</b>	<b>Hours =</b>	<b>0.00</b>	<b>Days =</b>	<b>0.00</b>
<b>Total Sick</b>	<b>Hours =</b>	<b>0.00</b>	<b>Days =</b>	<b>0.00</b>
<b>End of Report</b>				

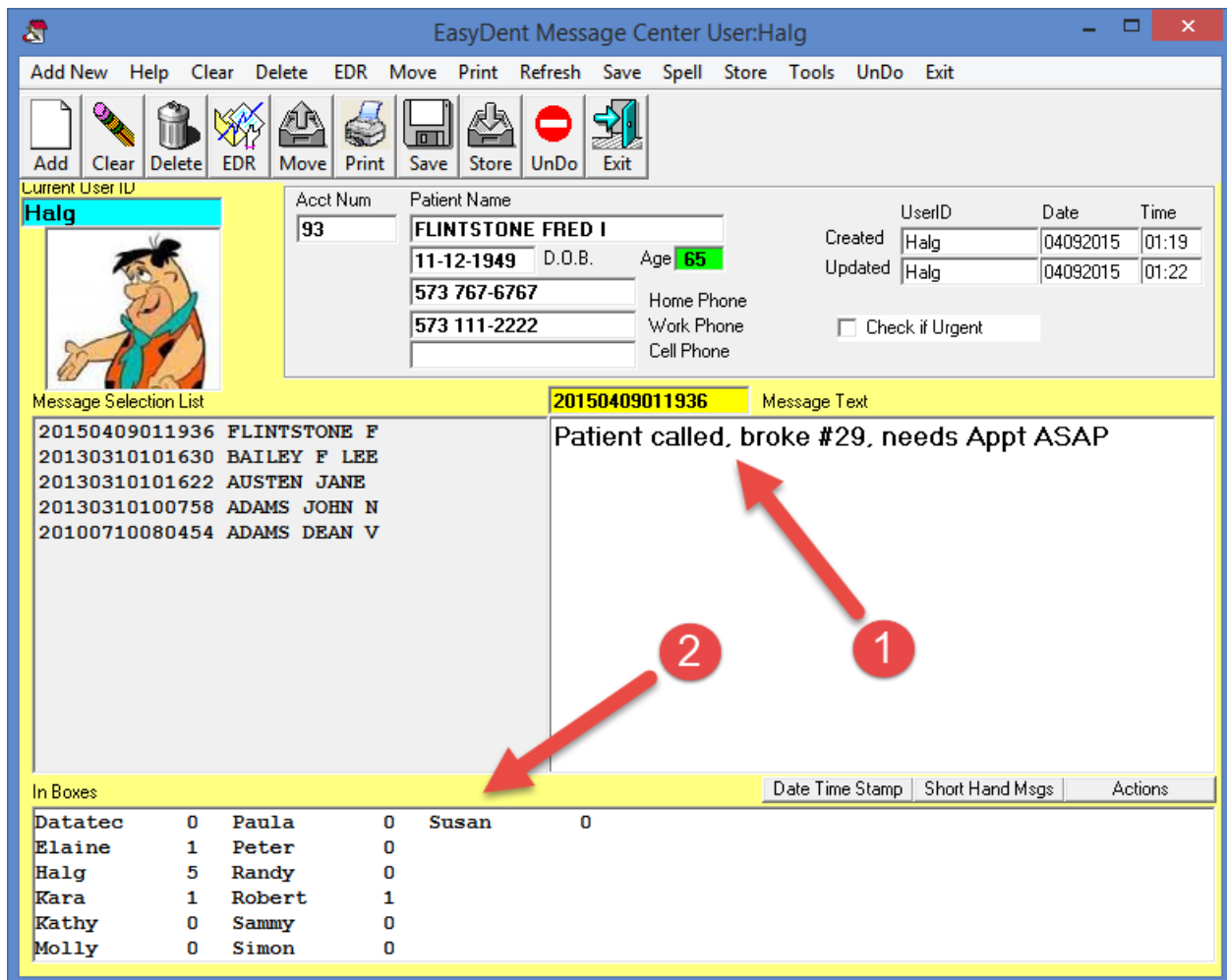
You will never have to add up hours again!

## Message Center

Use this to record all patient interactions, including telephone calls and correspondence. From the **Primary Menu**, select the **"Msg Ctr"** button. You can also move the message to anyone's message box for them to handle the message.



Once you've recorded everything that was done, you can use the "Store" button to save it on the patient's record.

The screenshot shows the 'EasyDent Message Center User:Halg' window. The menu bar includes: Add New, Help, Clear, Delete, EDR, Move, Print, Refresh, Save, Spell, Store, Tools, Undo, Exit. The toolbar contains icons for Add, Clear, Delete, EDR, Move, Print, Save, Store, Undo, and Exit.

**Current User ID:** Halg

**Patient Information:**  
 Acct Num: 93  
 Patient Name: FLINTSTONE FRED I  
 11-12-1949 D.O.B. Age: 65  
 573 767-6767 Home Phone  
 573 111-2222 Work Phone  
 Cell Phone  
 Created: Halg 04092015 01:19  
 Updated: Halg 04092015 01:22  
 Check if Urgent

**Message Selection List:**

20150409011936	FLINTSTONE F
20130310101630	BAILEY F LEE
20130310101622	AUSTEN JANE
20130310100758	ADAMS JOHN N
20100710080454	ADAMS DEAN V

**Message Text:** 20150409011936  
 Patient called, broke #29, needs Appt ASAP

**In Boxes:**

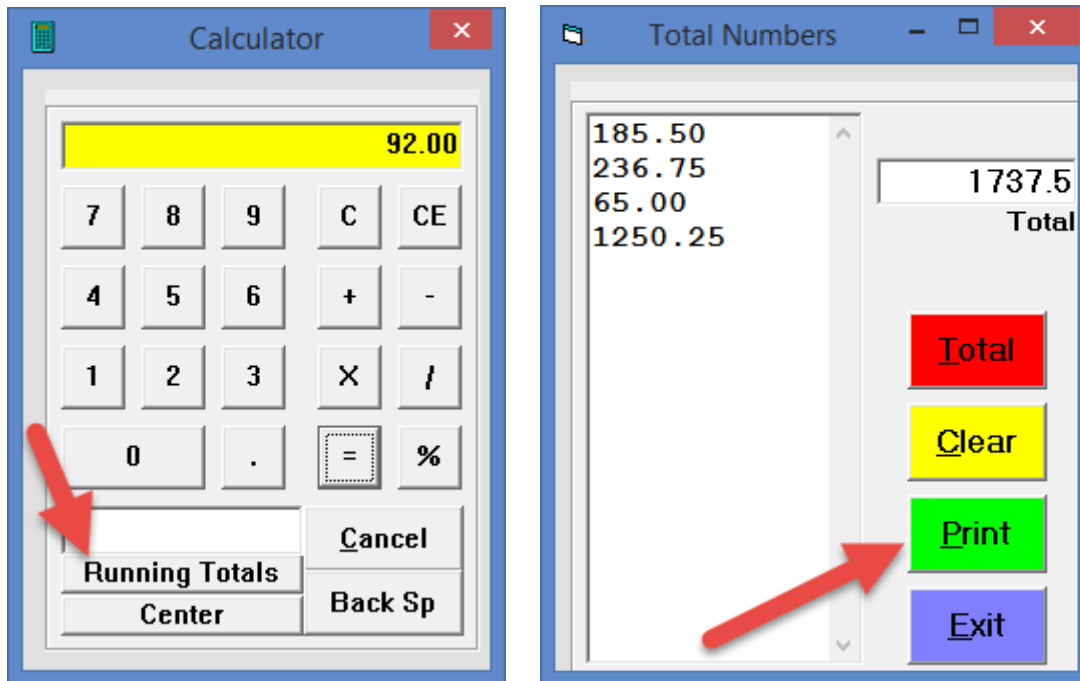
Datatec	0	Paula	0	Susan	0
Elaine	1	Peter	0		
Halg	5	Randy	0		
Kara	1	Robert	1		
Kathy	0	Sammy	0		
Molly	0	Simon	0		

Red arrows labeled '1' and '2' point to the 'Message Text' field and the 'In Boxes' table, respectively.



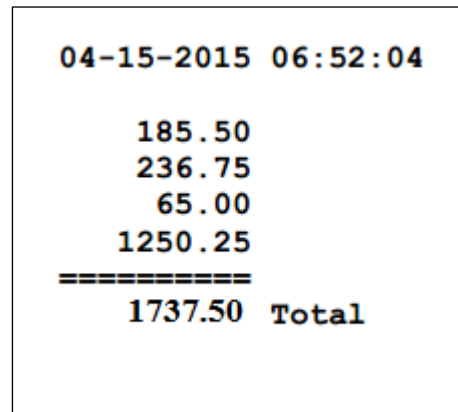
## Calculator

From the Primary Menu, select the “**Calculator**” button. This provides an on-screen Calculator. In addition, if you click the “**Running Totals**” button it will become an on screen **Adding Machine**.



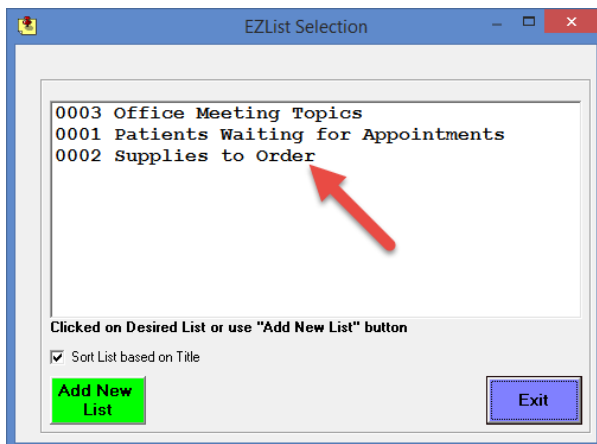
In the “**Total Numbers**” mode (on the right) you can use your numeric pad and enter numbers pressing the “**Enter**” key to add them up. If you make a mistake, you can enter the wrong number again preceded with a minus (-) symbol.

You can also use the “**Print**” key to print out a ticker-tape-like report including a date and time stamp, the numbers you entered and the grand total.

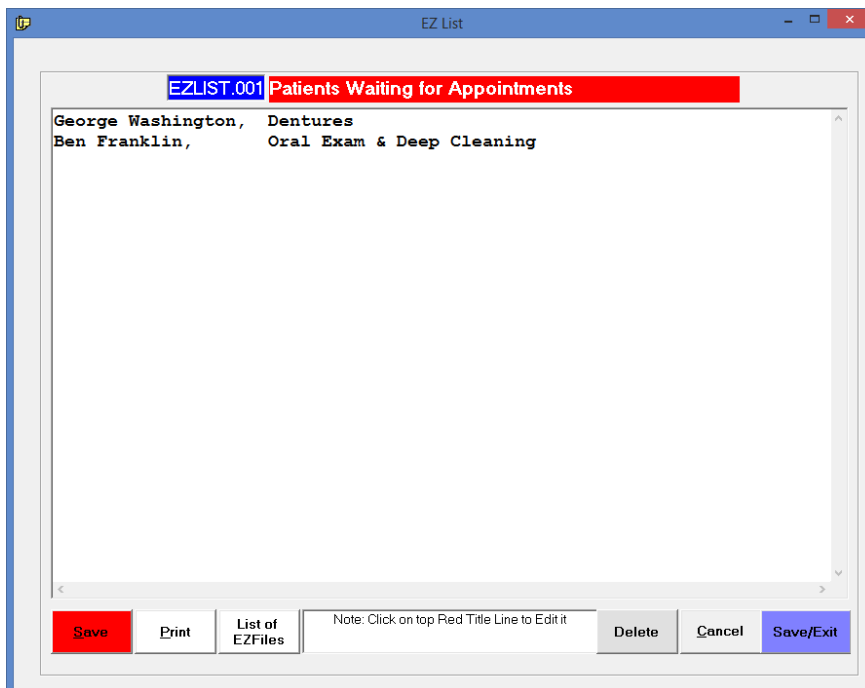


## EZList

From the Primary Menu, you can click the “EZList” button to create or update simple text lists to share with everyone in the office. You can also access these lists from the Schedule using the top toolbar “Tools” option then select “EZList Note Pad”.



Each list is given a name and a number. Click on the name of an existing list to access or update, next, Click the green “Add New List” button to create a new list.





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## Inventory

From the Primary Menu, select the “**Inventory**” button. This feature lets you easily add Inventory Items and track them, including their vendors and re-order points. On this screen, use the top toolbar “**Help**” option to learn how to use the inventory program.

The screenshot shows the 'Inventory Records' window with a menu bar (Help, List, Search, Report) and a toolbar. The main area displays a table with the following data:

Rec Number	Product Name	Quantity On Hand	Date	Reorder Quantity		
0001	GLOVES	128	04122015	34		
Purchased	Initials	Quantity	Unit/Price	Ven#	Vendor Name	Vendor Info
03192015	HAL	100	5.00	2	JOHNSON & JOHNSON PRODUCT	Vendor Info
02162015	HAL	10	10.00	3	OFFICE DEPOT	Vendor Info
10282014	HAL	13	100.00	2	JOHNSON & JOHNSON PRODUCT	Vendor Info
08122014	HAL	10	25.00	1	ABC COMPANY	Vendor Info
06122014	HAL	26	12.85	2	JOHNSON & JOHNSON PRODUCT	Vendor Info
04122014	HAL	5	15.34	3	OFFICE DEPOT	Vendor Info
						Vendor Info
						Vendor Info

Below the table is a 'Comments' section with a text area. At the bottom, there is a toolbar with buttons for Search, Save, Add New, Get Num, Products, Delete, Quantity On Hand, Reduce, Increase, Report, Ven List, VenUpdte, and Exit.



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## LabTrack

From the Patient's **General** screen you can select the top toolbar option "**Window**" then "**Lab Track**". You can record lab requests and even print lab slips.

Laboratory Tracking Acct# 00056 CONNERS JIMMY J Acct# 00056 CONNERS JIMMY J Acct# 00056 ...

Tools Help Undo Clear

00056  
Acct No

Lab Number		Date Sent Out	Date Promised	Date Returned	Try In Date	Date Finished	Amount \$
3	BETTER TEETH, INC.	03312015	04212015				

Store Copy of Printed Lab Form in EDR Documents Folder

Save Add New Entry Line **Print Lab Slip** Update Lab File Cancel Save/Exit

Print Lab Slip

JOHN SMITH, DDS 858673  
Dentist Name Lab Slip Number

#5 PFM CROWN DELIVERY  
Material Type of Restoration

Disinfected  Yes  No 2  Print Social Security Number On Form  
Num Copies

Instructions  
TOOTH #5 PFM CROWN, AS SOON AS POSSIBLE

Print Now Save Clear Instructions Cancel



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Here is an example Lab Request printout:

**Dental Laboratory Work Authorization 04-12-2015**

Patient: JIMMY J CONNERS Acct#: 00056 Lab: BETTER TEETH, INC.  
 289 WALNUT ST 103  
 ST. LOUIS, MO 63111

Dentist: JOHN SMITH, DDS  
 2908 Grand Ave  
 Kansas City, MO 64108

Material: #5 PFM CROWN Type of Restoration: DELIVERY  
 Date Promised: 04212015

Shade Guide  
 Indicate Characteriations  
 PONTIC Design (Circle)  
 Modified Ridge Lap Conical Hygienic

Maxillary Mandibular

Prosthetic Identification as follows: Name: JIMMY J CONNERS SSN: Other:

Location	Material	Shade	Guide	Mold
Max Ant				
Max Post				
Man Ant				
Man Post				

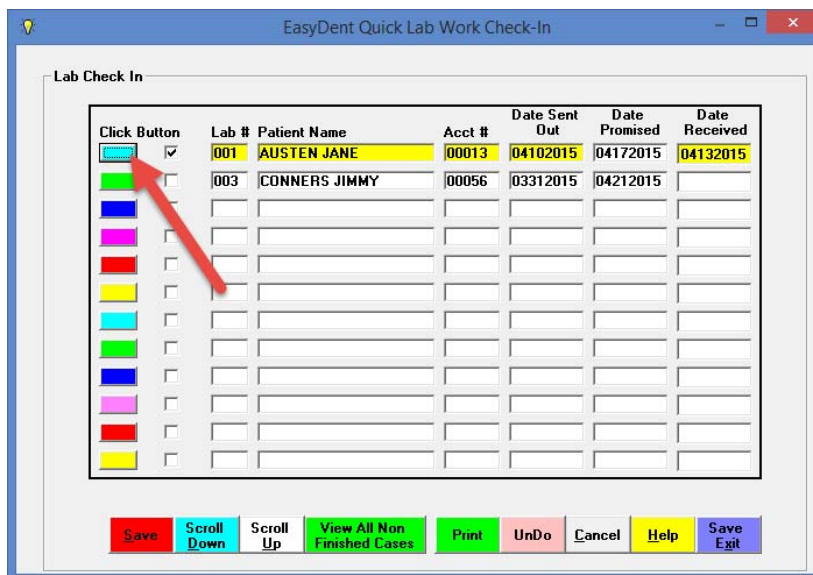
Return Date: \_\_\_\_\_  
 Try in Date: \_\_\_\_\_  
 Finish Date: \_\_\_\_\_

**INSTRUCTIONS**  
 Case has been Disinfected - Yes  No   
 TOOTH #5 PFM CROWN, AS SOON AS POSSIBLE

Doctor's Signature \_\_\_\_\_ DDS/DMD License # \_\_\_\_\_ Date 04-12-2015

A copy of this form must be retained in the dental laboratory office and the dentist's office for a period of 2 years.

From the **Primary Menu**, you can use the “**LabCheck**” button to track labs, and easily check them in.



## FaxView

You can install software like Snappy Fax from [www.snappyfax.com](http://www.snappyfax.com) and automatically receive faxes on your computer. From the **Primary Menu**, you can use the “**FaxView**” button to view the faxes and store them directly into the patient’s documents folder.

