DataTec
EasyDent

Corrections Overview

EasyDent by design **does not** let you go back to previous dates and **delete** ledger entries to reduce the possibility of **embezzlement**. Although, you can change most of the fields on old entries, except the dollar amount.

If you catch the mistake the day it occurred.

1) On the ledger click the Posted Date of the Invalid Items, select the "Delete" button. This will remove the ledger entry and automatically reset the patient's total balance.

2) Post anything you need to over again, adjustments and/or payments should be posted from the "Payments" screen. If you are using a Treatment Plan you may have to manually update it.

If you don't catch the mistake the day it occurred.

1) Determine what their balance would be before the mistake happened, then from the "Post Treatment" screen, post an Adjustment to correct the overall account balance. Remember a Positive Adjustment lowers the balance a Negative Adjustment will increase the balance.

2) On the Ledger Screen click on the "H" column for the Adjustment and any associated ledger entries that the Adjustment was for. This will put a Red "H" in the column for "Hidden", this way the ledger items won't ever be shown on anything the patient or insurance carrier sees..

3) Post anything you need to over again, being sure to set the Date of Service on on any charges to the actual date of service. Remember for all insurance processing uses the Date of Service, not the Posting Date.