

You may watch Internet videos from our web site: www.ezdent.com , free of charge. Scheduled Online Training sessions are free for new clients during their first year. After that there may be a charge of \$25 per ½ hour.

Basics

- Logging In, Logging Out, User Security
- Adding New Patients from Primary Menu and Scheduling
- Setting up Add Defaults and Zip Codes
- Review General Information screen, including flags
- Setting up Basic Fee Schedule
- Back Up

Scheduling Basics

- Setting up Scheduling Options
- Schedule Service Codes
- Model Days or Schedule Templates
- Moving through the schedule
- Adding New Patients from the Schedule
- Scheduling Existing and New Patients
- Scheduling Advanced
- Viewing a Week at a Time
- Multiple schedules
- Schedule Reporting

Patient Ledgers

- Posting Charges and Co-Payments
- Posting Insurance and Patient Payments
- Correcting posting mistakes
- Ledger displays and reports

Insurance Claims

- Printing Claims
- Submitting Electronic Claims
- Tracking Claims

Patient Billing

- Individual statements
- Family statements
- Paper vs. Electronic Statements
- Collection follow-up reporting Online Training

Reporting

- Daily reports
- Monthly reports
- Practice Analysis reports

Patient Communications

- Recall Cards and Email
- Recall Reporting
- Quick form letters
- Appointment Email reminders

Treatment Planning

- Setting up Alternative Treatment Plans
- Generating Estimated Claims
- Scheduling Treatment
- Posting completed Treatment
- Searching Treatment Plans

Clinical Charting

- Basic Perio Charting
- Advanced Perio Charting
- Restorative Charting

Message Center

- Creating messages
- Message shorthand
- Moving message to the responsible person
- Storing messages on the patient's electronic chart

Electronic Dental Record Basics

- Creating a patient chart
- Customizing the profile and documents pages
- Scanning and Importing documents

Electronic Dental Record Advanced

- Visit Notes
- Creating and Customizing Templates and Shorthand
- Voice Data Entry