



June 2020

## Newsflash

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Dear Doctors & Staff,

EasyDent has many new features you may not be aware of! If you have questions, please give us a call at (636) 256-7401.

Here are some great, new enhancements:

### Enhancements

#### Receiving Patient Texts

In addition to sending text messages, you now can **easily receive text messages** from patients and respond to them. On the bottom left side of the Primary Menu there is a new button "**Texting**". This opens the Texting main screen, which lets you view and/or respond to text messages sent to your office. The cost is the same to send as to receive (less than a cent per message).

#### Patient Letters

A new option from both the General and EDR Visit screens lets you access the patient's EDR Letters folder. From the top toolbar "**Window**", select "**Mini Letters**" option.

#### Outward Referrals

The Outward Referrals screen has a new **Quick Forms** button, which lets you easily generate letters to the "Referred to" Doctor. These letters are automatically saved in the patient's EDR "Letters" folder. To open the Outward Referrals screen, use the top toolbar "**Window**" then "**Outward Referrals**" option on the General and EDR Visit screens.

#### Insurance

The Overdue Insurance Claims report now lets you specify if the Dentist Number used is pulled from either the patient's General Screen *OR* from the last charge posted on their ledger. In other words, the report can be based upon the Dentist of Record or the last Dentist that saw the patient.

You can now print an insurance claim easily from the schedule. Click on the patient's name slot, click the magenta "**AddOptions**" button and then click the "**Print Insurance Claim**" button.

There is a new Management report that lets you analyze payments from patients based on their primary insurance carrier, including both insurance and patient payments. From the Reports Menu, select Management Reports then "**Insurance Total Revenue Analysis**".

## Insurance

There is a new Insurance Tracking Report to help find both overdue insurance payments and charges that may have not been submitted to insurance. From the “*Reports Menu*” select the “**Insurance Tracking**” option and then “**Charges Without Ins Payments**”.

## Posting screen

On the posting screen, if you click on the top Dentist Number field, a window will pop up letting you easily select from a list of Dentists. You can update this list by simply changing it and clicking the red Save Changes button. If you don't like this new feature you can deactivate as follows: From the top of the Posting screen, select the top toolbar “**Tools**” option, then “**Options Setup**”, then check the option labeled “**Disable Dentist Num Pop Up Window**”.

## General Info screen

The “**Mon Pay**” field on the General screen will have a light blue background when it's filled in. This field will automatically display on patient statements, pending having other billing comments on the patient's Billing History window. The statement would look something like  
“Monthly Payment = \$50.00”

In addition to retrieving archived patient information from the Full Add Patient screen, you can retrieve *archived patient information* while on the patient's General screen. From the General screen, select the top toolbar “**Tools**” option and then select “**Archive Retrieval**”. You can easily search for the patient by name and, once you select the desired patient, click the “**Select Displayed Patient**” button to bring their archived information into their General screen.

## Patient Search report

The Patient Search by Criteria report has a new criteria, “**Monthly Payment on General Scr**”. This will let you find patient that have the “**Mon Pay**” field on their General screen filled in.

## Scheduling

On the Scheduling screen, you can use the Up and Down Arrow keys to move one slot at a time up or down. You can also use the Enter key to move one slot to the right.

**Thank you for your continued support and ideas!**

Cordially,

*Peter Goodall*

**and all Your EasyDent Staff**