

- 2) Activate a special Posting Screen option to allow the Charge Card Posting.
- From the Posting screen select the top toolbar “Tools” option, then “Options Setup”.
 - Once on the “General Options” screen
 - Fill in the “Charge Card Fee”
 - Press “Save/Exit” button

General Options

- Allow Posting of Comments
- Use New EDR Option for Chair Side
- Pass Pat Acct Num to Scheduling
- Use New X-Charge XpressLink
- Force Prompt for Dentist # PrePost
- Default to Auto Prompt OFF
- Activate Pop Up Numeric Pad
- Hide Hyg# field on Payment Line
- Multiple Doctor Fee Schedules
- Activate Hyg Pop Up List
- Unlock Qty "Quantity" Field
- Pat Final Pay - Turn Off Check #
- De-Activate Checking Chgs Dentist #
- Force Fee Schedule 00 to be Used
- Auto Fill in DOS from last DOS
- Auto Pop Up Detail Pay/Adj Window
- Disable Prompt when Clearing Scr
- Disable Dentist Num Pop Up Window
- Disable Auto Adjust Code Pop Up
- F9 Key Resets to Acct Number Field
- Payments Auto Dent/Prov # by DOS

Orthodontic Options

- Ortho Payment Tracking Prompts?
- Ortho Payment Prompt case by case Basis.....

Insurance Options

- Don't Prompt for Zero Charges
- Add Accounts with Insurance to Electronic List
- Prompt before adding to Electronic List
- Default to Primary Carrier for Ins Payments
- Add Accounts with Insurance to Paper Claims List
- Prompt before adding to Paper Claims List
- Don't Prompt for Insurance Payment Information
- Use Default Insurance Profile Prompt
- Don't Prompt for Secondary Claims Processing

Recall Options

- Prompt for Recall Date?
- Prompt for Recall Time?
- Use New Recall Date/Time Window
- Activate Recall Contact Assistant
- Clear Appt Time when Resetting Recall

Sales Tax Settings

_____ <---- 8.175% would be 8.175

Sales Tax Rate

Sales Tax ADA Code

Charge Card Fee

_____ 2.5 <---- 2.5% would be 2.5

999999 <---- ADA Code for Charges

Type of Adjustment Calculator to Use

Simple Complex

Previous or Favorite Button

Previous Favorite

Recommended Value 15

Number of Seconds before Final Posting
Yes/No question will default to No.
Blank or Zero indicates the question will
Never time out.

Warning: Change some options require Exiting the Screen to take effect.

Buttons: Save, Search Options, Display All Options, Cancel, Save/Exit

Annotations: A red arrow labeled '1' points to the 'Type of Adjustment Calculator to Use' section. A red arrow labeled '2' points to the 'Charge Card Fee' section.

Legend: Green items are the recommended options.

3) When you posting, enter the ADA procedure codes as normal, then if you enter a Charge Card Payment amount and use either "C" or "X" as type of payment, you may:

- 1. Press the "Chg Fee" button.
- 2. The "Calculate Chg Card Fee" screen will pop up.
- 3. If you want to apply the Fee, press the "Apply Fee" button.

Posting Ledger Screen- Data Tec, Dental Arts: 00014 Aykroyd Dan U

Menu Help Undo Clear Find Links Print Tools Tx Overview Window

Automatic Prompt Off 14 AYKROYD DAN U

Acct No Patient: Last Name First Name Initial

488 AETNA 01221969 55

Pat Birthdate Age Responsible Person

Dentist Number 01 Hygiene 01 Place of Service 11 Type of Posting R

ADACode	Tooth Surfaces	Dent	Hyg Qty	Description	Charge
000150	NA	NA	01 01 01	Comprehensive Oral/new Pt	186.00
001110	NA	NA	01 01 01		153.00
000274	NA	NA	01 01 01		93.00

Prev Codes 07-09-2024 Postin

Cash Only!

03/17/2024

Chg Fee

07/09/2024 33 2 00

Pre Post Post Mini Detail Post Com Next\$ ADA Codes ADA Groups Ins Final Pay PatFinal Pay

Data Tec, Dental Arts

4) You will notice the ADA Procedure for the Charge Card Fee amount being added to your list of procedures and the Charge Card dollar amount has been updated. The "PrePost" button and then the "Post" buttons are automatically press for you (otherwise the Charge Card Fee amount might be reset to zero).

Posting Ledger Screen- Data Tec, Dental Arts: 00014 Aykroyd Dan U

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Automatic Prompt Off 14 AYKROYD DAN U
 Acct No Patient: Last Name First Name Initial
 488 AETNA 01221969 55
 Pat Birthdate Age Responsible Person
 Dentist Number 01 Hygiene 01 Place of Service 11 Type of Posting R

ADACode	Tooth	Surfaces	Dent	Hyg	Qty	Description	Charge
000150	NA	NA	01	01	01	Comprehensive Oral/new Pt	186.00
001110	NA	NA	01	01	01	Adult Prophylaxis	153.00
000274	NA	NA	01	01	01	4 Bwx	93.00
999999	NA	NA	01	01	01	Charge Card Fee	1.13
							433.13

Posting Date: 07-09-2024
 Posting Codes: 03
 Cash Only!
 Payment \$ 46.13 C
 Adjustment \$
 Adjustment \$
 Date of Service 07/09/24
 Chg Fee
 Balance 339.00

Pre Post Post
 Mini Detail Post Com Next\$ ADA Codes ADA Groups Ins Final Pay Data Tec, Dental Arts
 Adj InsPro EstVw PatFinal Pay