

EasyDent Internet Training

Session 2 – Approximately 2 to 3 Hours

Review:

1. Adding New Patients
 - From the Schedule
 - Full Add Screen
2. Back Up

New Topics:

1. POSTING
 - Discuss buttons and all Data Fields
 - Help options
 - Show how to Post Charges
 - ___ ADA Code Double Click ___ Shorthand Code
 - ___ ADA Codes List ___ Groups of ADA Codes
 - ___ Previous codes or Fav Codes
 - How to Post Payments, patient and insurance
 - How to Post Adjustments
2. Print walk out receipts
 - Individual
 - Family
3. Patient Financial Ledger Screen
 - Data areas and scrolling.
 - Deleting an entry
 - Making Corrections
4. Daily Reports
 - Audit - Day Sheet - Bank Deposit - Schedule Cross Reference
 - Nightly Call Sheet
5. Utility Menu
 - Company Name and Address
 - Adjustments Code Updates
 - ADA Fee Schedule Updates
 - Insurance Carrier Updates
 - Insurance Payment Profiles
6. Printing Insurance Claims
 - Individual
 - Batch
 - Estimates or Pre-Determinations

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7. Electronic Insurance
 - Primary and Secondary Claims
 - Estimates
 - Resubmitting claims

8. Insurance Reporting
 - Daily Log
 - Non-Submitted Claims
 - Overdue Claims

9. Patient Forms
 - Quick Form Letters
 - New Patient Information Sheets
 - **Work Tickets**

10. Referral Tracking
 - Referrals from other doctors, patients, & marketing
 - Outward referral tracking

11. Employee Time Clock
 - Defining Employees
 - Timing In and Out
 - Corrections
 - Time Reports

12. Review all Topics