

# **EasyDent** Internet Training

Session 3 – Approximately 2 Hours

## **Review:**

1. Posting and Corrections
2. Scheduling

## **New Topics:**

1. Monthly Reports
  - Practice Analysis
  - Collections
    - Aging reports
    - Finance Charges
    - Payment Plans
  - Referral Tracking
2. Patient Statements
  - single style statements
  - family style statements
  - electronic statements
3. Recall
  - Recall Dates, automatic and manual
  - Bumping Recall Dates
  - Recall Cards, current and overdue
  - Recall Reports, current and overdue
  - Recall Letters
4. Treatment Planning
  - Creating Treatment plans
  - Printing contracts
  - Estimates or Pre-determinations
  - Tracking Treatment Plan activity
5. Prescriptions
  - Creating Scripts
  - Printing or Faxing Scripts
6. Practice Analysis
  - Transaction Ledger Overview Reports
  - ADA Code production analysis
  - Referral report analysis
7. Review All Topics