


EasyDent Patient Info Security

- 1) All patient data is stored on the in-office main computer.
- 2) When you send electronic insurance claims or patient statements the data is automatically encrypted before it's sent.
- 3) You can use the Primary Menu, Backup, then Encrypted Backup to make sure the backups you create are secure, even when you take them out of the office for safe keeping.
- 4) On the Patient's General screen the default is to automatically hide the Patient's Social Security number as seen below. This way patients cannot look over your shoulder to see someone's Social Security number.

3	Name	ADAMS	JOHN QUINCY	O	General
Acct No	Address	Grand And Main		Nickname	Type
	City	Florissant	State	MO	Zip Code 63033
Alternate #	Birthdate	03 23 1976	Soc Sec No		Sex M Age 38
1 DELTA DENTAL OF HAWAII					



If this does not work this way on your General screen, then go to the EasyDent Login Screen. Select the "Options" button, then un-check the option called: "Disable General Screen Hide SSN".

- 5) If you print schedules for in office use, be sure and click the "First Name Only" option as seen below:

<input checked="" type="checkbox"/> Daily Schedule	<input type="radio"/> Traditional Format
	<input checked="" type="radio"/> Enhanced Format
	<input checked="" type="checkbox"/> First Name Only

- 6) When upgrading to new computers, before you remove any old computers you should contact Data Tec. We can help you run a program that securely deletes all patient information from your old computers.