

Introduction to Denticon - Clinical

Understanding Appointments



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Viewing an Appointment Summary

Step 1

Select **Scheduler** from the toolbar or click the **Scheduler** icon.

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Step 2

Hover over an icon in the appointment to view: a confirmation or same-day status; responsible party type; preferred language; insurance eligibility status; medical alerts; lab tracking information; and new patient placeholder.

Note: The insurance icon changes color depending on the patient's insurance eligibility. It will be green if the patient is eligible for insurance, red if they are not eligible, and gray if their eligibility status is unknown. The insurance icon will not be present for patients without insurance.

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Viewing Appointment Details

Left-click on the **appointment block** to open the appointment details window.



A pop-out window will open, containing: the patient's name, age and date of birth; telephone numbers; current and preferred provider; responsible party type; preferred language; appointment time; procedure details; when the appointment was created; who created the appointment; when the appointment was last modified; and estimated patient responsibility for services linked to the appointment.

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The status grid shows the scheduled date and time of the appointment, when it was confirmed, when it was made available and when the status was set. There are also timestamps showing when the patient arrived and when the patient was taken to the clinical area. Any upcoming appointments for this patient, and any same-day family/account member appointments appear below the status grid.

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Note: Move the mouse away from the highlighted appointment to close the appointment details window.

Editing an Appointment

Step 1

There are multiple ways to open the Add/Edit Appointment window:

Option 1

Right-click on the **appointment**, then select **Edit**.

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Option 2

Double-left click on the **appointment**.



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Step 2

Make any necessary changes such as updating production type, appointment duration, adding an appointment note or modifying existing services attached to the appointment.

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Step 3

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The appointment has now been edited.

Updating the Appointment Status

There are multiple ways to apply a status to an appointment:

Option 1

Click on the **appointment** and select the required **status** icon.

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Option 2

Right-click on the **appointment**, hover over **Set Status**, and choose a **confirmation status** and/or a **same-day status**:

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Confirmation statuses that can be applied to an appointment are: Scheduled, Confirmed, Un-Confirmed or Left Message.

Same-day statuses that can be applied to an appointment are: In Reception, Available, In Operatory or Checked Out.

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Note: After check-in, the patient's appointment status will be changed to 'A' for 'Available', signaling to the clinical team that the patient is ready to be taken to the operatory. Once in the operatory, the status of the appointment will be changed to 'O' for 'In Operatory' by the clinical team member. After checking out with the front desk, the patient's appointment status will be changed to 'H' for 'Checked Out'.

If a patient has missed an appointment, left-click on the **appointment** and select the **Missed** icon.

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To cancel an appointment, left-click on the appointment and select the **Cancelled** icon. In the dialogue box, enter any **cancellation details** in the cancellation notes and/or select a **cancellation reason**, then click **Yes** to cancel the appointment. The appointment will be removed from the schedule.

Note: Cancelled appointments will be added to the cancelled appointment list.

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< 9/29/202	2 🖬 🋗 🖸 🔂 🖬 📅 ଟ 🛙	🔁 🐻 👼	C 🗘 🔛 🕞 🙆	🕽 🏦 🛛 🔂 🔂) 🛛 + 📆 🐻	Search Patient	t 🝳	
Daily View by u	ser-view Office: Smile Solutions	s - Sched.\$33 [°] 6.00 [[\$3376.00]	Thursday, September 29, 202	22 🔲 Hide Menu 🤱	🗸 Hide Provider Time	3 🗸	PGID :4	
User-view: Oh &	& Hygiene								
4=	Oh, Ling LingMain Smile Solutions			Oh, Ling LingSide Smile Solutions			Sanchez, Maria Hyg1 Smile Solutions		
08:00an X C :10 X E :20 X I :30 X In :40 X :50 X 09:00an X	CA Bello, Juan (41 / M) NP LING: Oh, Ling 3 Done Graft At Time Of Implant Placement nhalation Of Nitrous Oxide (Anxiolysis, Analgesia		Do you really want to canc	el this appointment?	Close 🛞	PER Benson, Ross NDS: HYGGAN: G Periodic Oral Evaluatio Prophylaxis - Child Bilewings - Four Radiu Intraoral - Perlapical Fo	[57 / M] anchez, Maria n graphic Images st Radlographic Image [32 / M]		
:10 X :20 X :30 X :40 X :50 X			Add to Call List	ining	EN HYGSAN: Sanchez, Maria UR Perio Scaling Root Planing 4+1/Per Quad UR Perio Scaling Root Planing 4+1/Per Quad				
10:00am X L :10 X E :20 X er :30 X :40 X	(<mark>CA), Baker, Harmony (41 / F]</mark> N <mark>-LINO: Oh, Ling rown prep and endo</mark>		Cancellation Reason	ation		Cohen, Joel [35 ENP HYOSAN: Sancho	/ M] ez, Maria		
::50 ★ 11:00am X ► :10 X L :20 X C :30 X m :40 X N :50 X U	S Kendall, Christopher [55] LING: Oh, Ling Compsve Oral Eval- New/Est Pat traoral - Complete Series Of Radiographic Images IP found office through insurance. Has a broken tooth on IR. no pain		Cancelled and real Cancelled by ema Cancelled by offic Cancelled NOT re Cancelled same of	cheduled ;; ;cheduled iy		SCA Smith, David [4 END HYGSAN: Sanche Periodic Oral Evaluation Prophylaxis - Adult	i2 / M] ez, Maria 1		
12:00pm :10 :20 :30 :40			No reason provid	es No					

A status has now been viewed or applied to an appointment.

Schedule	r v Patient	Views •	User Views 🔻	Providers 🔻	Appt Reports	Appt Status 🔹	📃 нірлл 🔮	🖉 Prod. View 🛛	Quick Save View	Smile Sol	utions [100]	
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Daily View	by user-view		Office: Smile Sol	utions - Sched.\$3	3376.00 [\$3376.00]		Thursday, Sept	ember 29, 2022	🗖 Hide Menu	🗹 Hide Prov	ider Time 3	~
User-view:	Oh & Hygiene											
4=			Oh, Ling LingMain Smile Solutions				Oh, Ling LingSide Smile Solution	ns				Sanchez, Maria Hyg1 Smile Solutions
08:00am	Implants				× <u>C</u> 00	Jones, Bonnie [46 /	F]			X CPR Ben	son, Ross [57 /	M]
:10 ·20						LING: Oh, Ling					HYGSAN: Sanch	ez, Maria
:30						Beam, Greg [33 / M]				X Prophylaxis	- Child	
:40					X ENPH	LING. Oh, Ling				🗙 Bitewings - I	Four Radiograph	nic Images
:50	Orown/Dridgo				Limited	l Oral Eval Prob Focusi al - Perionical Eirst Par	ed liographic Image			X Intraural - P	eriapical First Ra	adiographic Image
:10	Crown/Bridge					ar - r enapicar r i servae	lographic inage				AN: Conchoz M	aria
:20					X CN J	lacobsen, Travis [32 .	(M]			X UR Perio So	aling Root Plani	ng 4+T/Per Quad
:30						LING: Oh, Ling				X LR Perio Sc	aling Root Planii	ng 4+T/Per Quad
:40 :50					X					X		
10:00am	X CA-Baker, Harr	mony [41 / F]								XCN Cohe	n, Joel [35 / M]	
:10	X EN LINC: Oh, Ling										AN. Sanchez, M	aria
:20 :30	X crown prep and en	de				Taft, Latisha [39 / F]				X		
:40	×					JNG. Off, Ling p				x		
:50	×				X Post op	5. patient seen on 08/1	8 for endo #29 an	d having s		x		
11:00am	XNS Kendall, Cl	hristopher [55	1		X ensitivit	ty				X SCA Smit	h, David [42 / N	1]
:20	X LING. ON, LING Compose Oral Eva	I- New/Est Pat								Perindic Ora	AN: Sanchez, M al Evaluation	aria
:30	X Intraoral - Complet	e Series Of Ra	diographic Images							X Prophylaxis	- Adult	
:40	X NP found office thr	ough insurance	e. Has a broken tooth	on						x		
:00 12:00om	X UR. no pain											
:10												
:20												
:30												
:40												

Viewing a Medical Alert

To view a medical alert, click on the **red cross** icon on a patient's appointment.

Scheduler	• Patient	Views • User Views •	Providers • Appt Reports	Appt Status 🔹 🛛	HIPAA 🗹 Prod.	View 🔲 Quick	Save View Smile Solution	ns [100] 🔹 🗸		
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Daily View by user-view Office: Smile Solutions - Sched.\$12519.00 [\$12519.00] Thursday, September 29, 2022 🔲 Hide Menu 🗹 Hide Provider Time 3 🗸 PGID :43										
User-view: Oh & Hygiene										
		Oh, Ling LingMain Smile Solutions		Oh, Lir LingSic Smile Solu	g le tions		Sanci Smile	hez, Maria Hyg1 Solutions		
08:00am :10 :20 :30 :40 :50 09:00am :10 :20 :30 :40 :50	X CCA ello, J X N H LING X 13 Bond No Kno X Inhalation Of Ni X 13 Surgical Pla X X X X X	uan [41 / M] Oh. Ling wn Allergies, High Blood Pressure ont itrous Oxide (Anxiolysis, Analgesia cement Implant - Endosteal	X 100 Jone X 100 Jone X 100 Lin X Impression X 10 Beam X ENE Lin Lin Intraoral - Pe X 10 Jacob X 10 Jacob X 10 Jacob X 10 Jacob	s, Bonnle [46 / F] G: Oh, Ling , Greg [33 / M] G. Oh, Ling Eval Prob Focused rriapical First Radiographic sen, Travis [32 / M] G: Oh, Ling guard	lmage		PR Benson, Ross [57 / M] PR Benson, Ross [57 / M] Periodic Oral Evaluation ittewings - Four Radiographic Ima rophylaxis - Adult iopical Application Of Fluoride Var CA Thomas, Bryan [32 / M] HYGSAN: Sanchez, Maria IR Perio Scaling Root Planing 4+ R Perio Scaling Root Planing 4+	laria ages mish T/Per Quad T/Per Quad		
10:00am :10 :20 :30 :40 :50 11:00am	X CA Baker, F X EN LING: Oh X 13 Endodontic 1 X crown prep and X X X X NS Kendall,	Harmony [42 / F] I, Ling (herapy, Premolar Tooth endo Christopher [56]	X SOO Taft, X N P → LIN X Post Op X Post op pati X ensitivity	Latisha [39 / F] G: Oh, Ling ent seen on 08/18 for endo	#29 and having s		CIN Cohen, Joel [35 / M] D HYGSAN: Sanchez, Maria Periodic Oral Evaluation litewings - Four Radiographic Ima Prophylaxis - Adult Opical Application Of Fluoride Var Smith, David [42 / M]	nges mish		