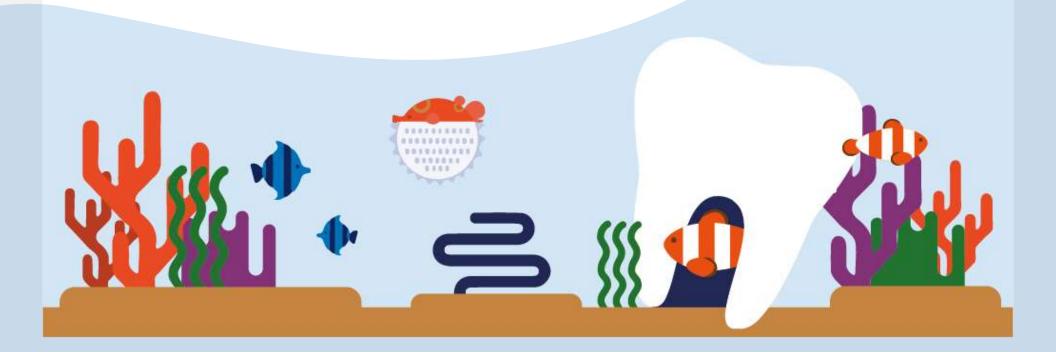


Introduction to Denticon - Clinical

Non-graphical Treatment Plan



Contents

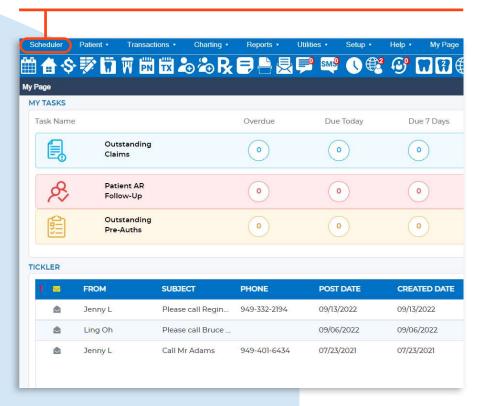
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Accessing a Patient's Treatment Plan

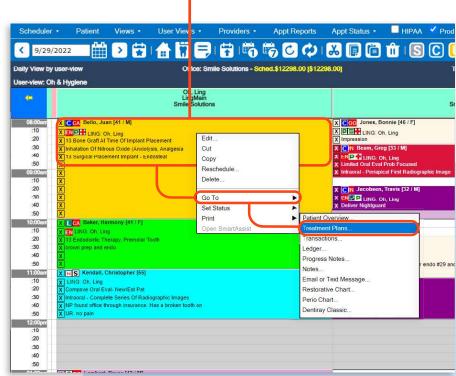
Step 1

From the main Denticon window, click **Scheduler** in the toolbar.



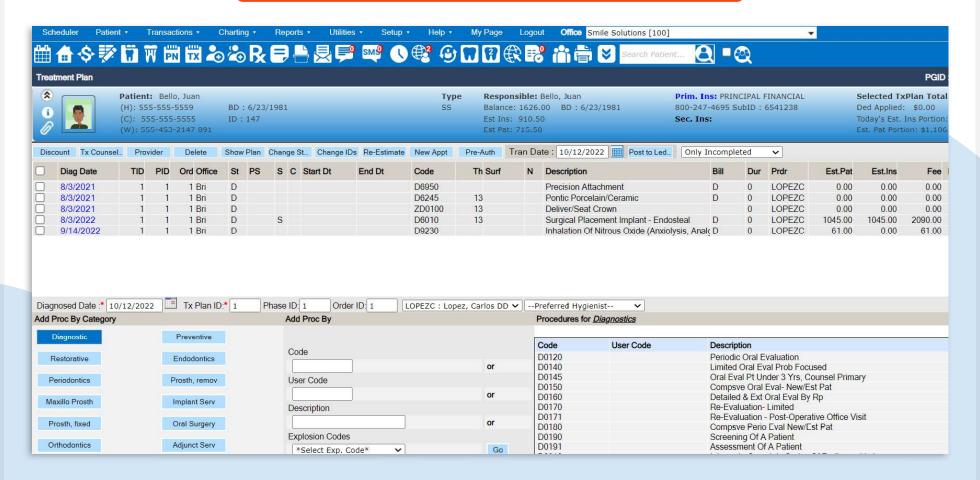
Step 2

Right-click the patient's **appointment block**. Hover over **Go To** and select **Treatment Plans** from the dropdown.



The patient's treatment plan has now been accessed.

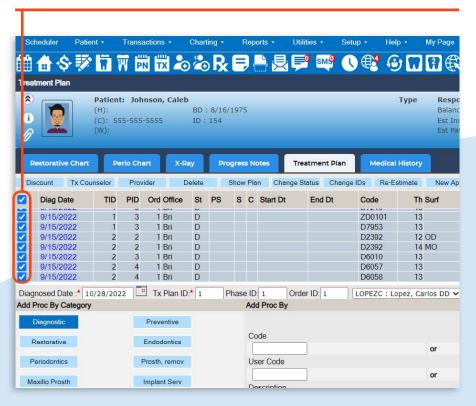
Note: Within the Treatment Plan tab there are a series of options for managing listed treatment procedures. The section at the bottom of the page allows the user to add new treatment services.



Updating a Provider

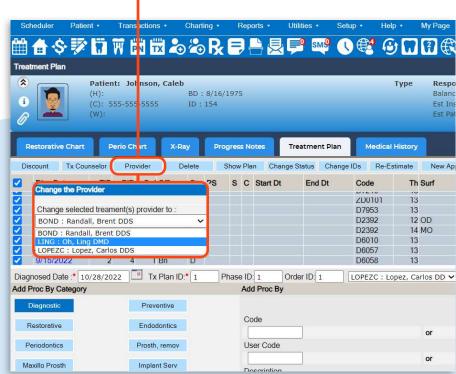
Step 1

In the patient's treatment plan, check the **boxes** to select services that need updating.



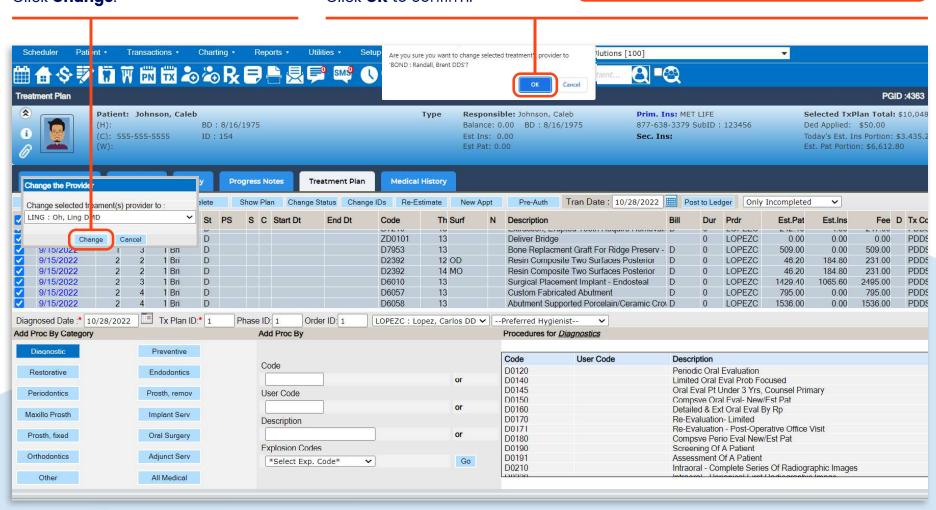
Step 2

Click **Provider**, then select the correct **provider** from the dropdown.

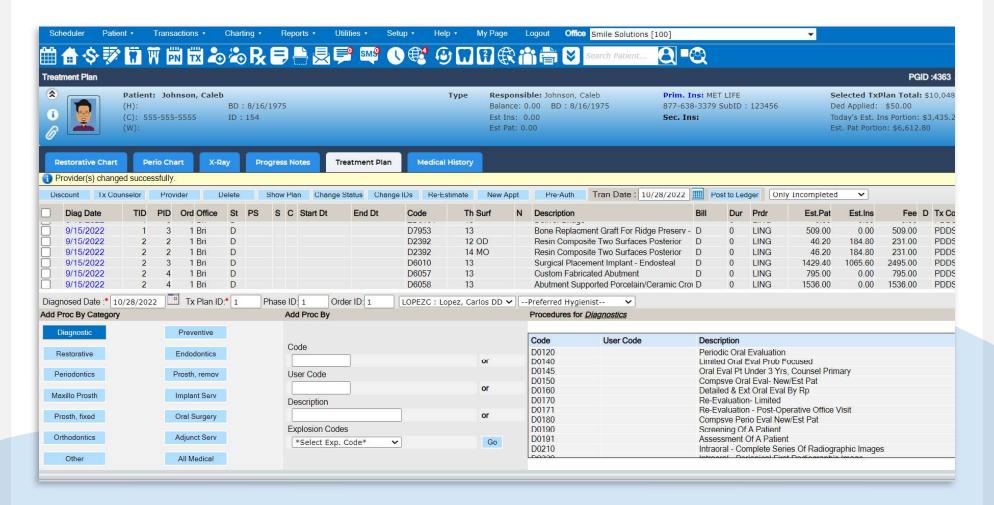




Note: When highlighting all procedures, only providers who are able to perform all procedures will be available for selection.



The provider has now been updated.



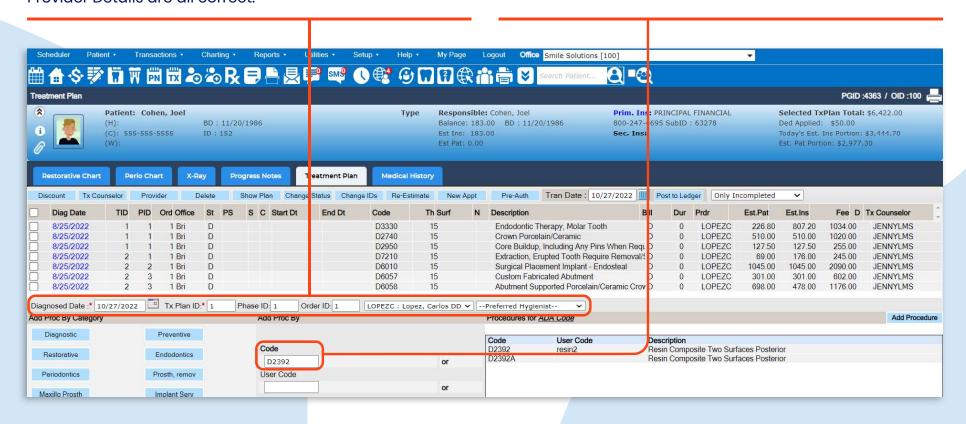
Adding a Procedure to a Treatment Plan

Step 1

Check the Treatment Plan ID, Phase ID, Order ID and Provider Details are all correct.

Step 2

Enter the required service code.

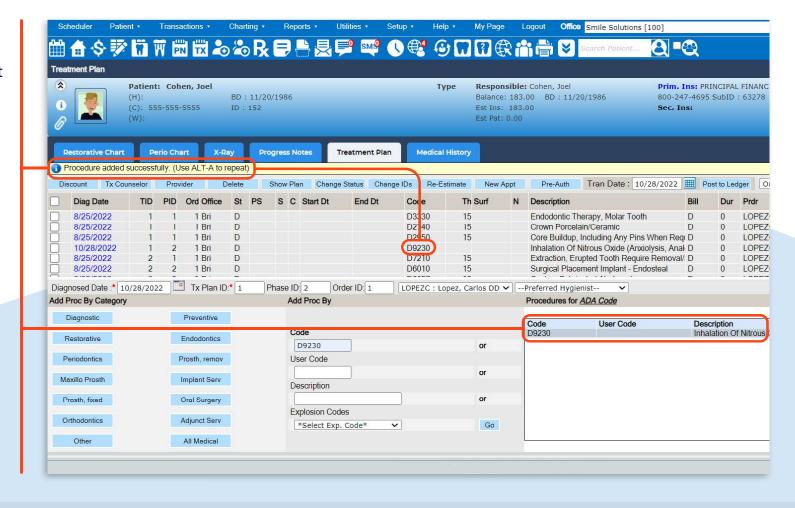


Step 3

There are two ways a service will then be added to the treatment plan:

Scenario 1

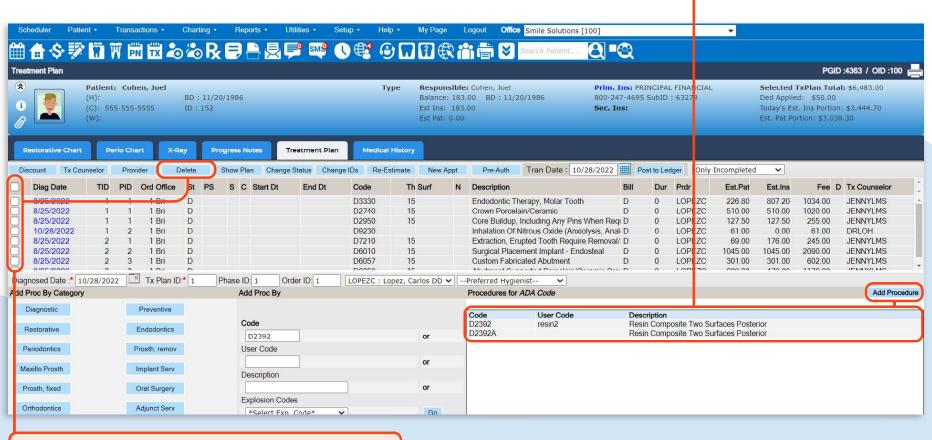
If a code is an exact match, the service will automatically be added to the treatment plan.



Scenario 2

If a service code has multiple options, select the correct **service** and click Add Procedure.

Note: If the Phase ID were updated to a different value, the service would appear in the corresponding Phase ID on the treatment plan.



Note: Services can be removed by checking the boxes and clicking Delete.

A service has now been added to a treatment plan.

Organizing a Treatment Plan

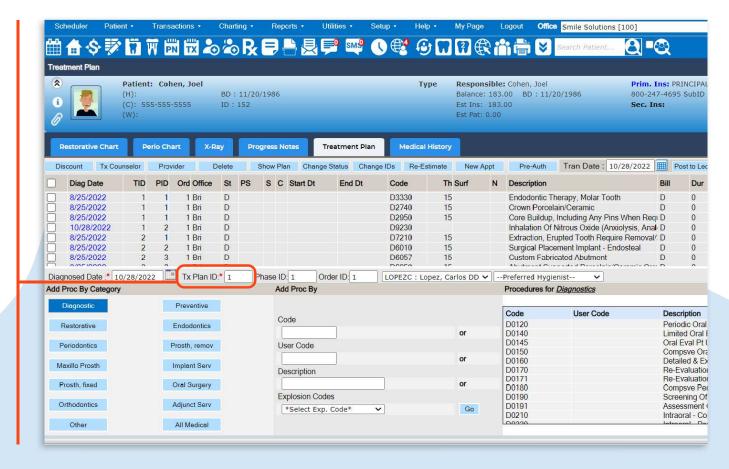
There are three ID's that can aid in organizing a patient's treatment plan:

ID 1:

Treatment Plan ID

Treatment Plan IDs are used to group services and their different phases into separate treatment plans. They are most often used to offer alternative treatment plans to patients.

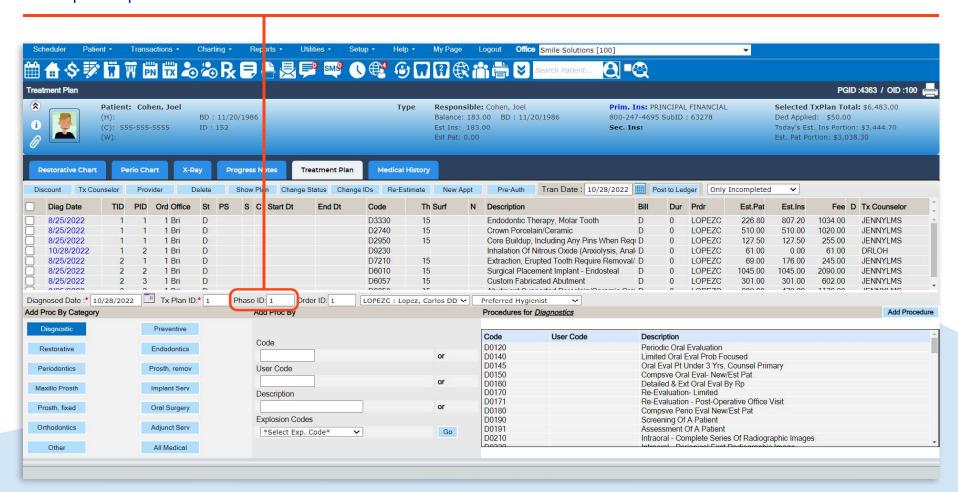
Note: Having different Treatment Plan IDs allows Denticon to estimate insurance benefits to each individual Treatment Plan ID. Patients can then compare services and costs.



ID 2: Phase ID

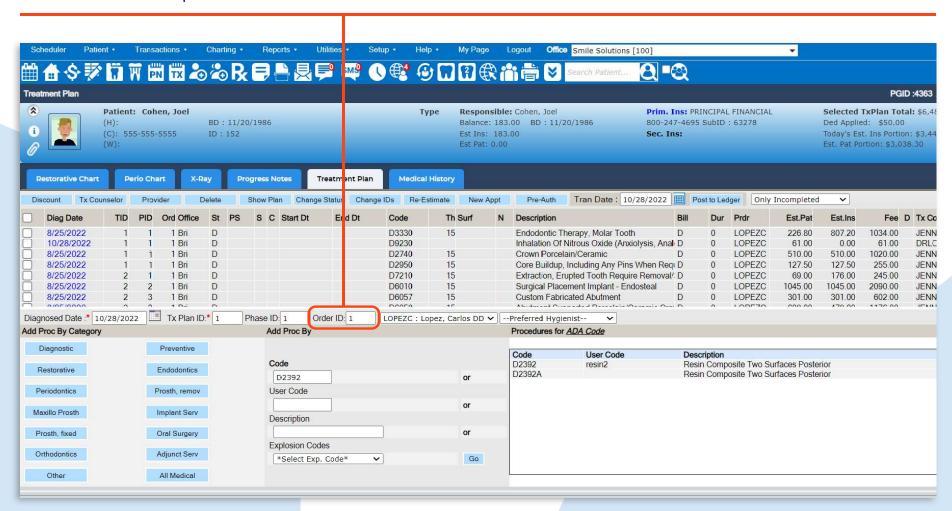
Phase IDs allow Denticon to group services within a patient's treatment plan into separate phases.

Note: Separate phases can show what procedures are expected to be completed at each future appointment.



ID 3: Order ID

Order IDs are used to prioritize the services within Treatment Plan IDs and Phase IDs.

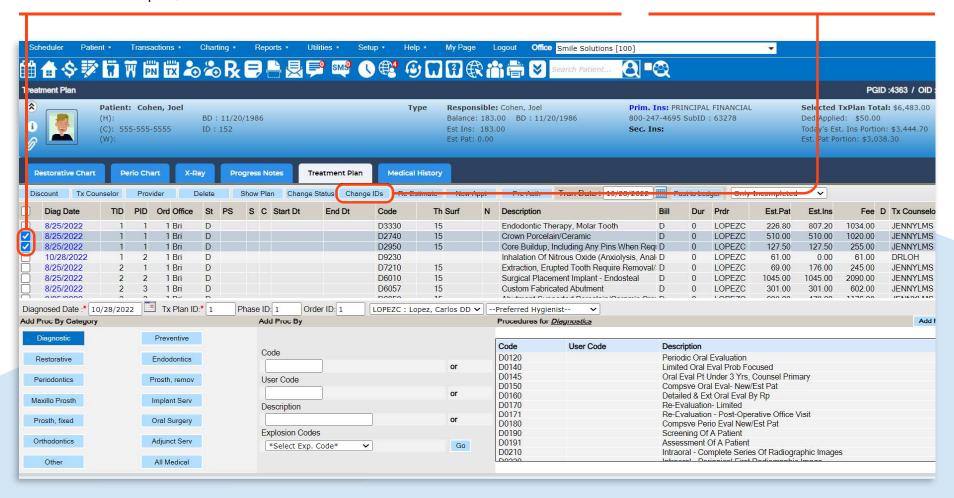


Step 1

Organize the Treatment Plan by assigning ID numbers: with the patient's Treatment Plan open, check the boxes for the relevant services.

Step 2

Click Change IDs.

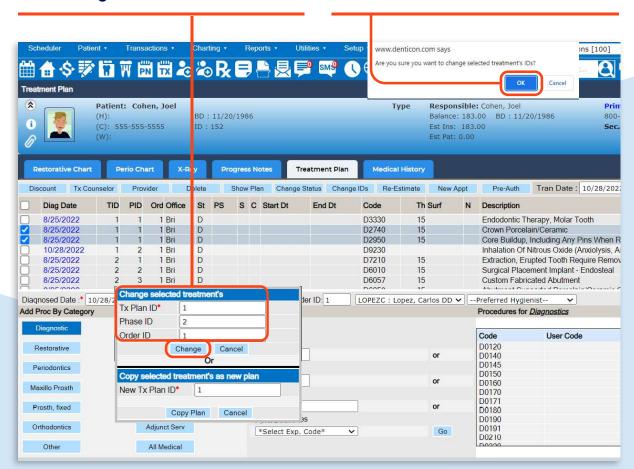


Step 3

Insert a value for a Treatment Plan ID, Order ID, and/or Phase ID, then click Change.

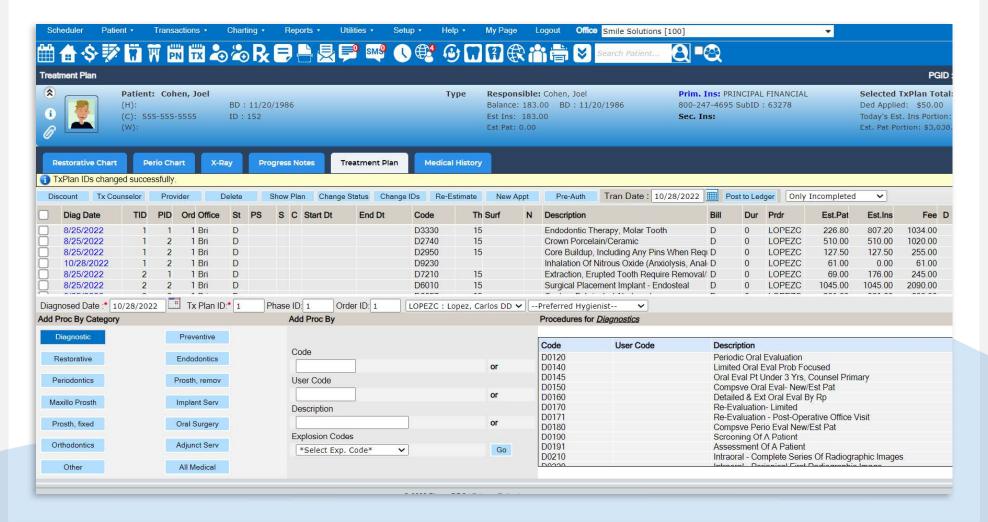
Step 4

Click **OK** to confirm.



Note: A red asterisk indicates a mandatory field.

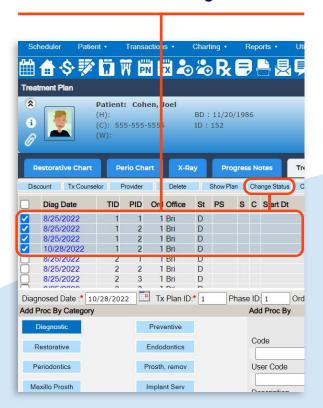
The treatment plan has now been organized.



Changing a Procedure Status

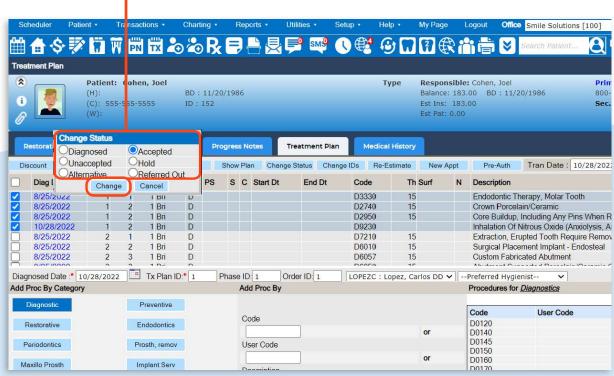
Step 1

Check the **boxes** to select the correct services, then click **Change Status**.



Step 2

Select the **appropriate status**: Diagnosed, Accepted, Unaccepted, Hold, Alternative, or Referred Out. Click **Change**.

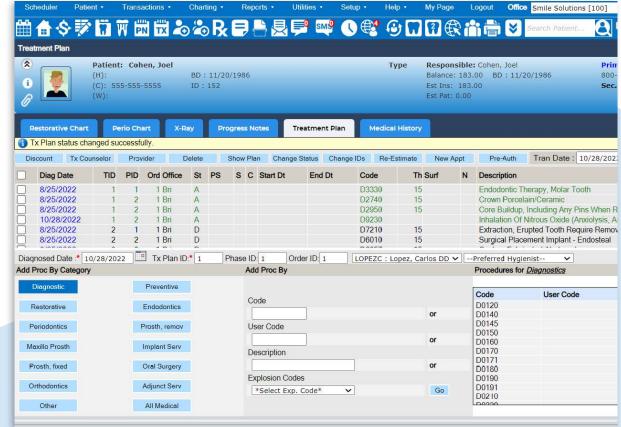


Step 3

Click **OK** to confirm.



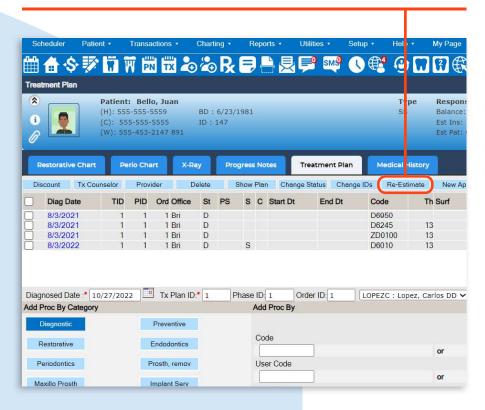
The procedure status has now been updated.



Re-Estimating Insurance Benefits

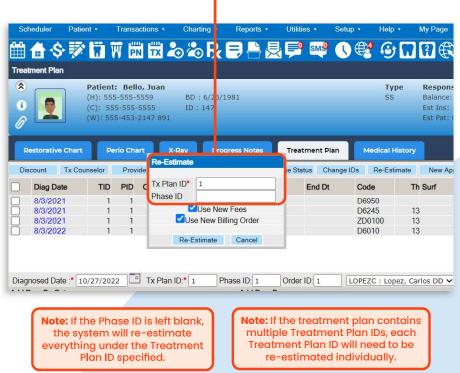
Step 1

To re-estimate insurance benefits to procedures, click Re-Estimate.



Step 2

Insert the relevant Treatment Plan ID, then a Phase ID if applicable.

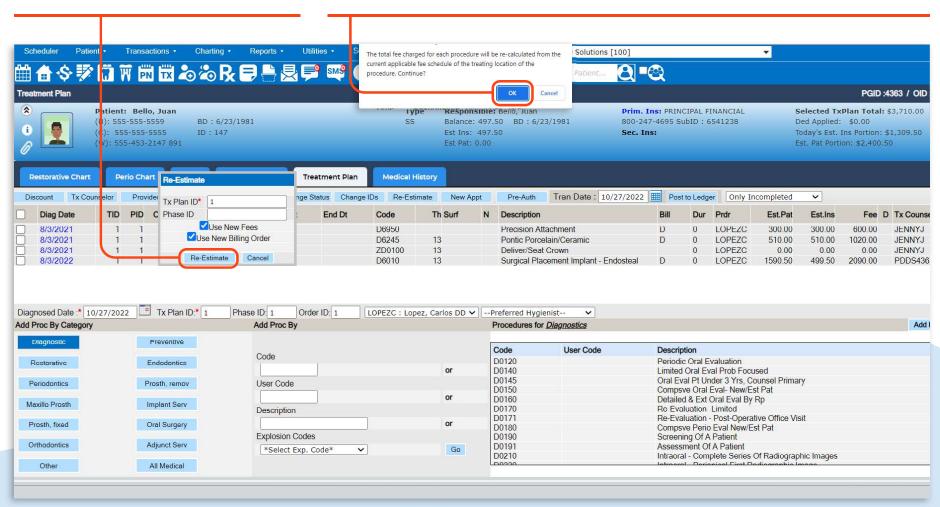


Step 3

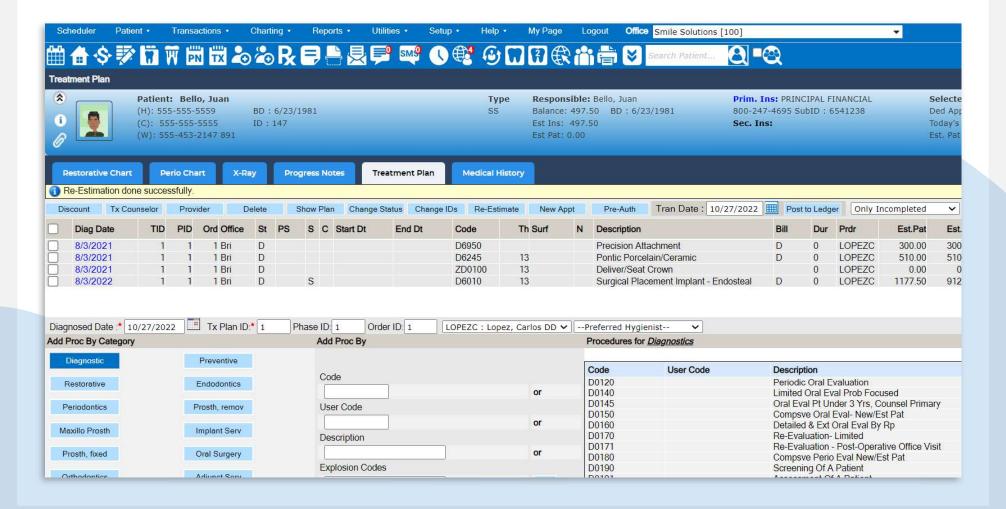
Click Re-Estimate.

Click **OK** to confirm.

Step 4



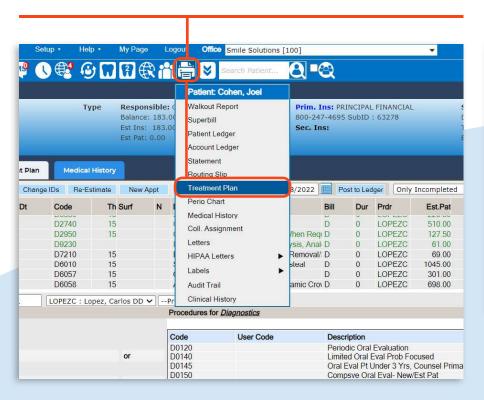
An insurance benefit has now been re-estimated.



Printing a Treatment Plan

Step 1

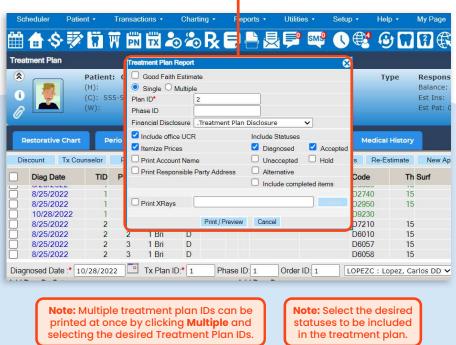
Click the **Print reports** icon and select **Treatment Plan** from the dropdown.



Step 2

In the new window, input the information to be included in the report.

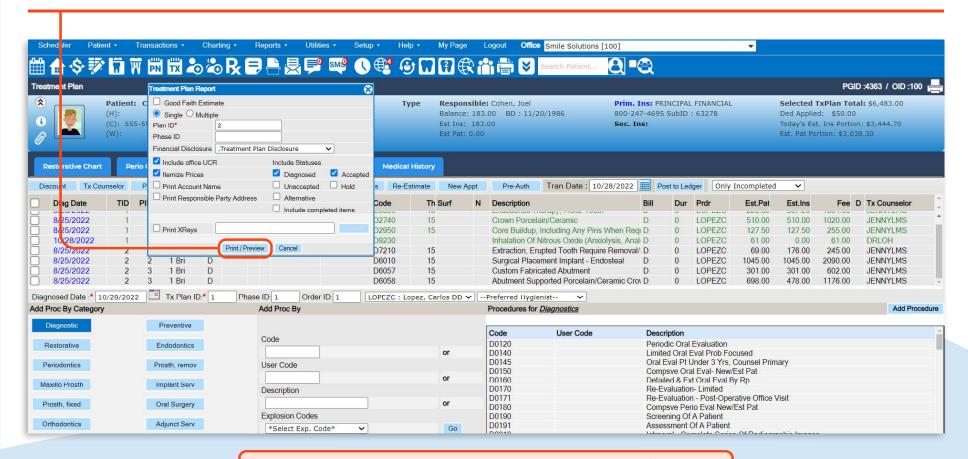
Note: Leaving the Phase ID field blank will include all services within the pecified Treatment Plan ID.



Step 3

Click Print / Preview.

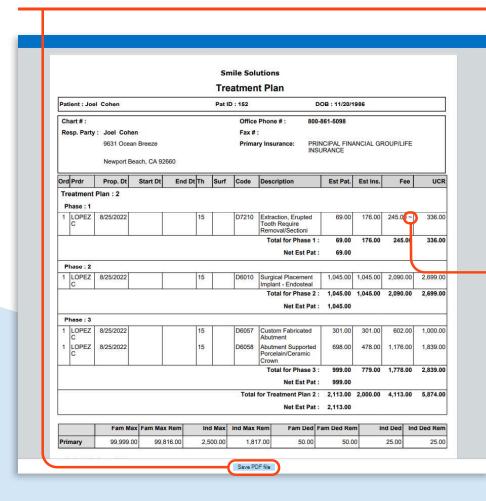
Note: The report includes the patient's information, responsible party, insurance details, a breakdown of treatments by phase, deductibles, and accompanying fees.



Note: The patient's signature can be collected electronically using the Topaz Signature Pad.

Step 4

Once signed, click Save PDF file to save a copy to the patient notes, which can be printed.



A treatment plan has now been printed.

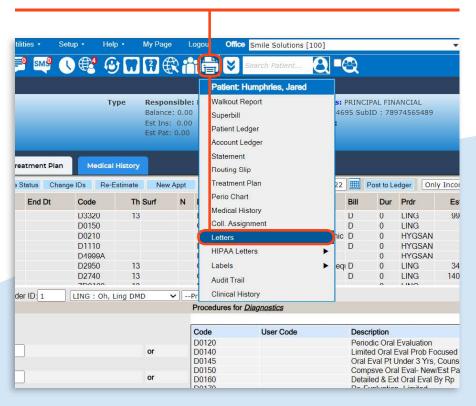
Note: If there is a tilde (~) placed next to a fee in the report, this indicates that the deductible is being applied to this service.

Note: Alternatively, if the office doesn't use signature pads, print the treatment plan, collect the appropriate signature(s), and scan a copy into the patient notes.

Completing a Consent Form

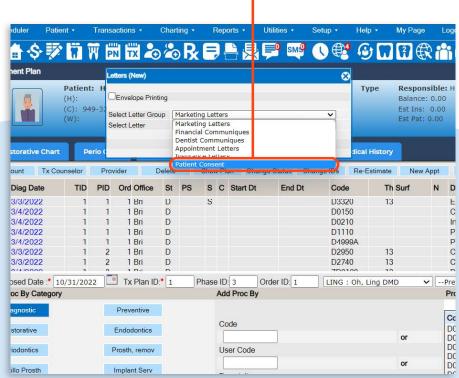
Step 1

Click the **Print reports** icon and select **Letters** from the dropdown.



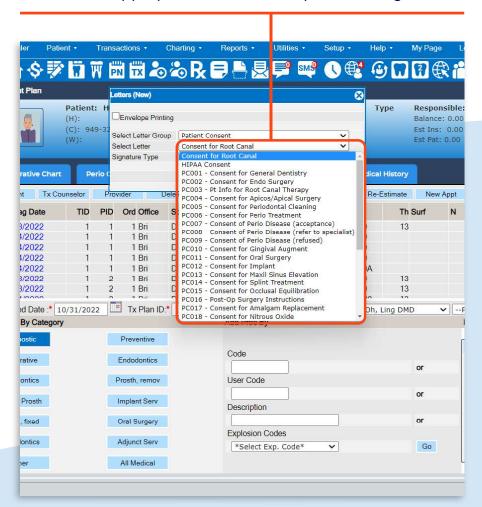
Step 2

Select Patient Consent from the Letter Group dropdown.



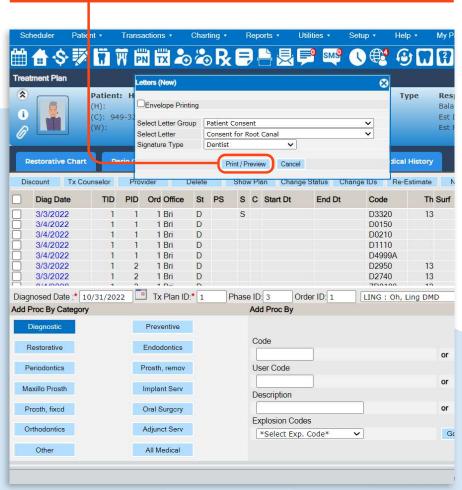
Step 3

Choose the appropriate letter for the patient to sign.



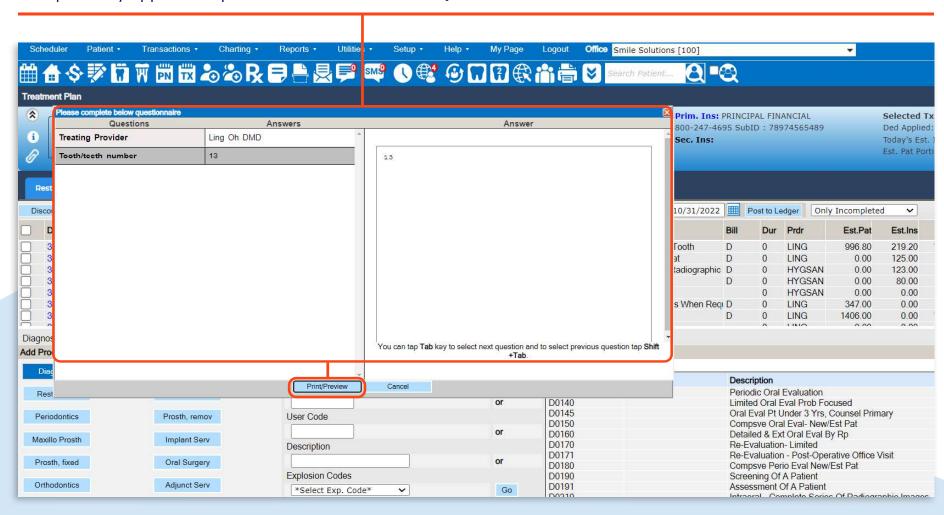
Step 4

Click Print / Preview.



Step 5

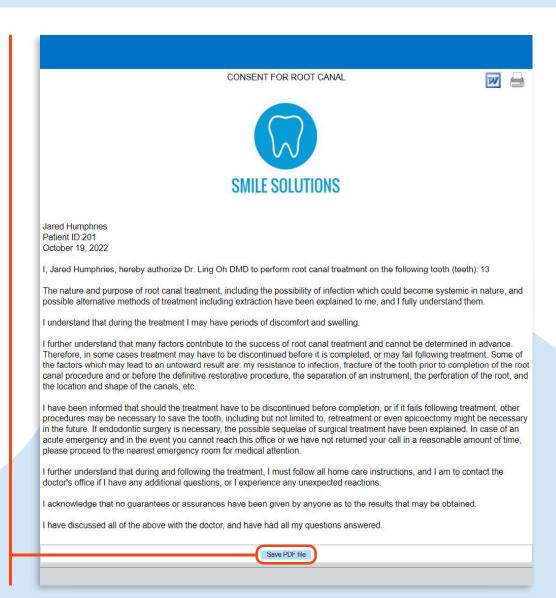
Complete any applicable questionnaires then click **Print / Preview**.



Step 6

Once signed, click Save **PDF file** to save a copy to the patient notes, which can be printed.

Note: Alternatively, if the office doesn't use signature pads, print the consent form, collect the appropriate signature(s), and scan a copy into the patient notes.



A consent form has now been completed.