

Irvine, CA—March 3, 2017

This document contains detailed information about enhancements to our AppointNow appointment scheduling feature.

We hope that these notes clearly explain the new enhancements, but if you have any questions or comments, we welcome your feedback. Please don't hesitate to submit a ticket in the Denticon Help Portal or simply reach out to us at support@planetdds.com.

APPOINTNOW ENHANCEMENTS

New Patient Interface

The new patient appointment scheduling interface is cleaner, easier to navigate, and gives the patient the ability to choose from available providers and appointment types.

Office Information
Thank you for taking the time to make an appointment at our office.

This appointment is for: New patient Existing patient

First name: CYNTHIA
Last name: FONTAINE
Date of birth: 05/05/1980
Email: cfontaine@yahoo.com
Telephone: 9495551212

Please indicate your preferences below:

Appointment Type: AppointNow
Preferred Provider: Any available provider
Date Preference: 28/02/2017

Filter Options
Day preference (You can select more than one): Mon, Tue, Wed, Thu, Fri, Sat, Sun, OR, ASAP
Time Preference: Morning, Afternoon, Any Time

[View available appointments](#)

Date	Time	Duration
Tue Feb 28	1:00 PM	Dur. 15 mins
Tue Feb 28	1:15 PM	Dur. 15 mins
Tue Feb 28	1:30 PM	Dur. 15 mins
Tue Feb 28	1:45 PM	Dur. 15 mins
Mon Mar 06	9:00 AM	Dur. 15 mins
Mon Mar 06	9:15 AM	Dur. 15 mins
Mon Mar 06	9:30 AM	Dur. 15 mins
Mon Mar 06	9:45 AM	Dur. 15 mins

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Mobile Interface

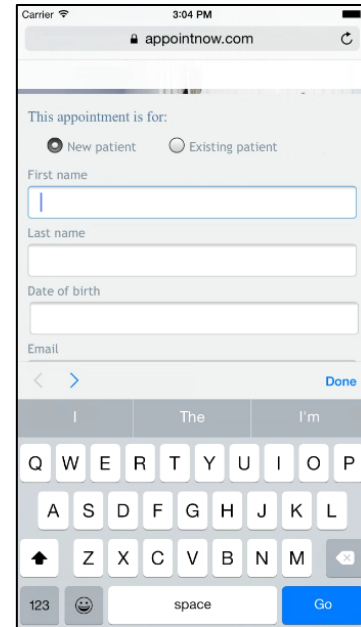
Now your patients can easily schedule appointments with you from their mobile devices. This patient interface was designed for use with smart phones.

User Edit Controls

Your account administrators now have the ability to edit the AppointNow options, including what providers, times, and services are offered. In the past, this process was managed by Planet DDS. **For detailed setup instructions, please see below.**

Existing Patients: Appointments Matched to Existing Patient Records

Now if a patient has an existing record, the appointment will be linked automatically to the record. You no longer have to do the matching in Denticon.



APPOINTNOW SETUP STEPS

1. Designate the Scheduler Production Types to be Visible in AppointNow

Production Color	Description	Visible in AppointNow	Delete
PaleGreen	Crowns	NO	Delete
Plum	Restorative	NO	Delete
Gold	Implants	NO	Delete
Crimson	Emergency	YES	Delete
LightPink	Hygiene	NO	Delete
Aqua	New Patient	NO	Delete
LightSalmon	Recall/Recare	NO	Delete
BurlyWood	Perio	NO	Delete
Chocolate	Appointnow	YES	Delete

- Go to Setup > Misc. Setups > Scheduler Production Type
- Click Edit
- Add a new Production Type or edit an existing one and designate “Visible in AppointNow” to YES
- Click Save

NOTE: If you only have one Scheduler Production Type set up, the patient will not see a type option. If you have two or more, the patient will be able to select the type of appointment.

2. Select Appointment Slot Durations

The screenshot shows the 'Office Settings' for 'Amy Tooth Shoppe'. The 'Default Pat. Request Appt. Duration' is set to 60 minutes and is highlighted with a red box. Other settings include Annual Fin. Charge % (20.00%), Minimum Balance (£10.00), Minimum Fin. charge (£5.00), # of days before applying Fin. Charge (60), Sales Tax % (10.00%), Scheduler Time Interval (15), Scheduler End Date, # of days before appt. to check eligibility (2), Insurance Group (None), Office UCR Fee Schedule* (EXAMPLE -- Office Default (SAMPLE)), and Default Patient Fee Schedule (EXAMPLE -- Office Default (SAMPLE)).

- Go to Setup > Offices
- Highlight the Office
- Select the “Setup” tab
- Click Edit Office
- Set “Default Pat. Request Appt. Duration” to the appropriate length
- NOTE: The duration applies to an office and not to a specific provider
- Click Save

3. Assign Production Types to the Provider’s Schedule

The screenshot shows the 'Prdr. Sched.' tab for 'Amy Tooth Shoppe'. A modal window 'Add New Category Schedule' is open, showing 'Production Type' set to 'Appointment'. The modal also shows 'Day of Week' (Tuesday), 'Time' (10:00 AM), and 'Duration' (180 mins). The background shows a grid of appointment slots for various operators, with some slots highlighted in yellow and others in pink.

- Go to Setup > Providers > Per Office Settings
- Select a provider and the office
- Click Edit
- Make sure the provider is set with an effective schedule and at least one operator for the location
- Choose the “Prdr. Sched.” tab
- For each operator, highlight the blocks of time that will be open for AppointNow appointments
- In the prompt, designate the Production Type from Step 1
- Click Save in the prompt
- When the schedule is set for the week, click Save on the page

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- TIP: To display the optimal number of available appointments for a provider, we recommend that the scheduled times match the duration (or be a multiple) of time specified in Step 2. For example, if the duration of the appointments is 30 minutes, the schedule should be marked for 30/60/90/120/150/180, etc. blocks. 45 minute blocks on the Schedule will not be optimally displayed.

4. Set the Provider to be Visible in AppointNow

The screenshot shows a software interface for 'Provider Setup'. The top navigation bar includes 'Scheduler', 'Patient', 'Transactions', 'Charting', 'Reports', 'Utilities', 'Setup', 'Office: Amys Tooth Shoppe', 'Help', 'My Account', and 'Logout'. The main content area is titled 'Provider Setup' and shows details for 'Provider: Chun, Amy'. The 'Visible in AppointNow' field is highlighted with a red box and set to 'Yes'.

Field	Value
ID (4 to 6 chars)*	DChu
Provider Type*	Dentist
Last, First*	Chun Amy DDS
Address*	123 Main Street
City State Zip*	Irvine 92612
Phone*	9495551212
License # *	sdfadsf
DEA# *	dsfds
DPS (Texas Only)	sdfasdfdd
NPI #	3135313213
TaxID#*	212323131 NIN
Print separate claim form	No
Active	Yes
Visible in AppointNow	Yes
Specialty	General Practice
Scheduler Color	BlueViolet
Ref ID (4 to 6 chars)	
Default provider time	Yes
DoseSpot User ID	0
Upxox User/Domain ID	
Denticon User ID	- Select Denticon User ID -

- Go to Setup > Providers > Provider Setup
- Highlight the provider
- Click Edit
- Set “Visible in AppointNow” to Yes
- Click Save

NOTE: If you only have one provider set up, the patient will not see a provider option. If you have two or more, the patient will be able to select the provider or leave the option at “Any Provider.”

5. Copy AppointNow Link for Use in Your Website or Email Campaigns

Now that the Scheduler Production Type, Provider’s Schedule, and Provider Setup are complete, you can copy a link and share it with your patients on your website or email campaigns.

- Go to Help > Help & Support
- Under the section titled “AppointNow Link”, choose “New Patient Only,” “Existing Patient Only,” or “Both.” If you select “Both,” the patient will be able to designate appointments in AppointNow if they are new or existing.
- Click the Copy button
- The code will be copied to your clipboard for you to paste into your web site’s code

The screenshot shows the Planet DDS software interface with a top navigation bar and a main content area. The content area is divided into several sections:

- TransFirst Transaction Central Login**: Transaction Central Login, VX805 Service Bridge, VX805 Certificate Install.
- DigitalPersona U.are.U Fingerprint RTE**: Windows 32 bit installer, Windows 64 bit installer. **Note**: Please note that this installation may require you to restart your computer.
- Downloads**: Internet Explorer reset tool, Internet Explorer, Adobe Acrobat Reader, 7-ZIP.
- Check your Cable/DSL/Wireless Bandwidth**: Speakeasy.
- Check your IP address**: Show My IP Address.
- Topaz Systems Inc. Signature Pad**: IE: Topaz SigPlus e-Signatures 4.4.0.16 ActiveX Control, Chrome/FireFox: Topaz SigPlus e-Signatures 1.0.0.0 Browser API, Signature Pad Installation and User Guide.
- Denticon X-ray Bridge Services**: **Note**: Please select model as "T-S461" and port as "HSB (USB type)". Denticon X-ray Bridge integration, Chrome: Guide to install & use imaging bridge service, Firefox: Guide to install & use imaging bridge service.
- Denticon Voice Command**: Denticon Voice Command, Perio Voice Installation and User Guide.
- Dentiray Uploader**: Dentiray Uploader for Apteryx and XDR, Guide to install & use Dentiray uploader, PlanetDDS.CED.msi file (only for Apteryx). Rename this to PlanetDDS.CED.
- Online Patient Registration Link**: **Note**: HTML editors may add some extra characters while copying. In order to avoid this, please paste the above code in **NotePad**, copy from Notepad and paste in your webpage. Radio buttons: New Patient Only, Existing Patient Only, Both. Code: `<!-- Planet DDS Patient Registration Link -- START -->New Patient Registration<!-- Planet DDS Patient Registration Link -- END -->`
- AppointNow Link** (highlighted with a red box): Radio buttons: New Patient Only, Existing Patient Only, Both. Code: `<!-- Denticon AppointNow Link -- START -->AppointNow<!-- Denticon AppointNow -- END -->`
- Patient Portal Link**: Code: `<!-- Denticon Patient Portal Link -- START -->Denticon Patient Portal<!-- Denticon Patient Portal Link -- END -->`

APPOINTNOW FOR PATIENTS

When patients go to your AppointNow page, they just need to:

- Complete their name, birthdate, and contact information
- If they designate themselves as an existing patient, the information they enter must match their existing record. Otherwise, they'll get a note that the record is not found. They can either edit the information or designate that they are "New."
- Select their appointment criteria
- Click "View Available Appointments"
- If there are matching appointments, they just need to click the one that best fits their needs
- The patient will then see a confirmation page
- The patient will also receive an email message

The appointment will then appear on your scheduler (if an existing patient, the existing record is linked).

APPOINTNOW REPORTS

Appointment Detail by User – AppointNow

AppointNow users can run a report available at Reports > Group Reports > Appointment Reports > Appointment Detail by User. This is the same report that is available at Group Reports > Management Reports > Appointment Detail by User. This report displays the appointments booked by patients via AppointNow.

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