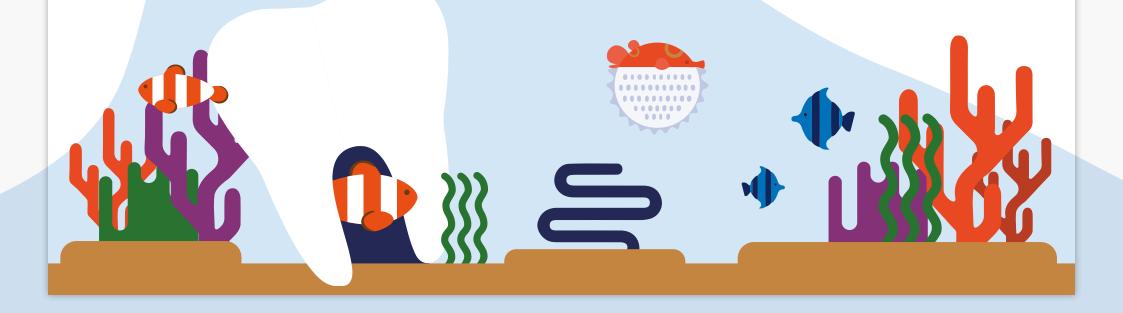


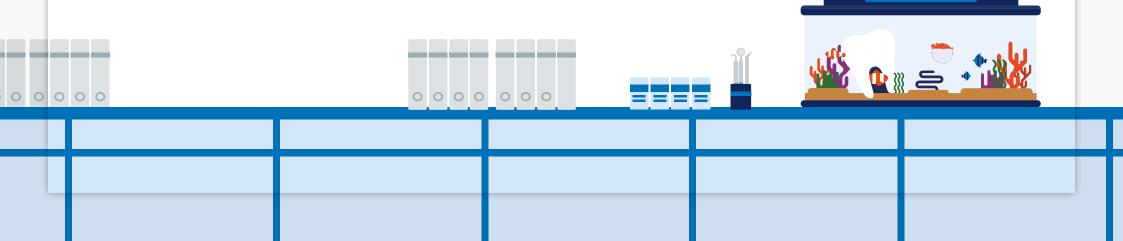
Denticon - Basic Clerical

Introduction to Denticon



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Understanding the Denticon Interface

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FROM	SUBJECT	PHONE	POST DATE	CREATED DATE	Den Reg

Tip 1

Each time you login to Denticon, you will enter the 'My Page' screen. Here you will find useful information tailored to you and your practice:

- Dentilytics an easy-to-read dashboard containing a set of tools that analyze your practice data.
- **Tickler** a messaging inbox where communication from other staff or personal reminders are stored.
- Announcements a sidebar that brings you current industry news, educational and support webinars, and product alerts.

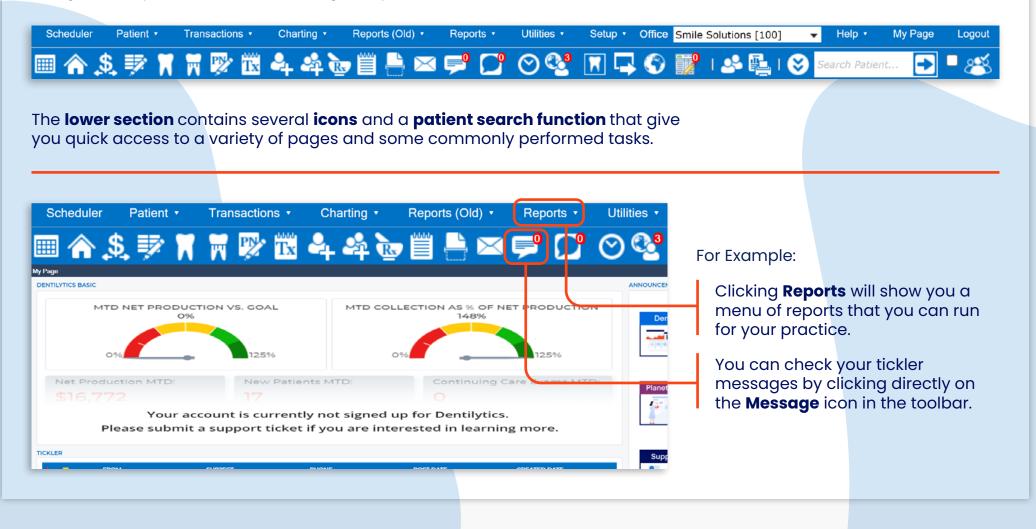
Note: You can return to My Page at any time by clicking the **My Page** button in the toolbar.

Tip 2

The toolbar is key to navigation around Denticon. It is split into two sections:

The **top section** contains **dropdown menus** and **buttons** to help you easily navigate to a particular area or to begin a specific task.

Note: Red notification badges on icons highlight any messages or items that require your attention.



Core Task 1: How to Search for a Patient

There are three ways to search for a patient in Denticon:

Option 1

Using the 'Search Patient' box in the toolbar, type the patient's last name and click the **blue arrow** to search. Then select a patient record.

Note: To narrow your search, type the patient's last name, a comma, and the initial of their first name e.g., 'Howard, W' for patient William Howard.

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0	Patient	۲	Last Name		0	Medicaid ID	0	Birt	h Date	0	Patient ID		O Cu	rrent Office	
		0	First Name		0	Chart #	0	Hor	ne Phone		Responsible Party	ID	All	Offices	
0	Responsible Party	\bigcirc	Nickname		0	SSN	0	Cel	Phone		Responsible Party	Туре	O Sea	arch in Office Grou	qu
		\bigcirc	Patient Type		0	Email	0	Wo	rk Phone	\bigcirc	Subscriber ID			lude Inactive Patie	ents
		Sear	rch Text												
		Ente	r Patient Last Name	:						Sear	ch Last Search		Add New	Patient	
We have	ound following patients ma	tching your search	criteria in all offices												Page 1 of 2
PatID	RPID Chart #	Last Name	First Name	МІ	NickName	Birth Date	SSN		Phone #	Email		Туре	Prdr	Next Recall	Office Medicaid
176	155	Howard	John			8/16/1956			(C): 906-987-4456 (H): 906-324-8597				LING		Bri
179	156	Howard	Joyce			6/15/1982			(C): 906-312-4898 (H): 906-312-4898				LOPEZC		Bri
183	157	Howard	Kimberly			9/20/2010			(C): (H): 906-789-7897			сн	LOPEZC		Bri
178	156	Howard	Steven			9/15/1980			(C): 906-312-4897 (H): 906-312-4897	steven	@gmail.com		LOPEZC		Bri
175	154	Howard	William			1/20/1970			(C): 906-312-4578 (H): 906-445-2314	Willhow	vard@gmail.com		LING		Bri

Option 2

Use the **Patient** dropdown to select **Search Patient**. Enter the patient's last name into the search field, then click **Search**.

Scheduler	Patient Transactions Charting	Reports (Old) •		orts • Utilities •		ffice Smile Solu			My Page	Logout					
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We have four	Prescription Payment Plan	eria in all offices.												Pa	ge 1 of 1
PatID	Insurance Information	First Name	м	NickName	Birth Date	SSN		Phone #	Email		Туре	Prdr	Next Recall	Office	Medicai ID
81	Insurance Fill-out Form	Courtney			6/15/1982			(C): 906-789-7899 (H): 906-789-7897				LOPEZC		Bri	
77	Notes Flash Alerts	Jennifer			10/15/1960			(C): 906-987-4457 (H): 906-324-8597				LING		Bri	
82	Status Tracker Caries Risk Assessment	Jeremy			8/15/2007			(C): (H): 906-789-7897				LOPEZC		Bri	
76	Basic Measurements	John			8/16/1956			(C): 906-987-4456 (H): 906-324-8597				LING		Bri	
79	Email Or Text Message	Joyce			6/15/1982			(C): 906-312-4898 (H): 906-312-4898				LOPEZC		Bri	
83	Change Patient Home Office Assign To Restricted User	Kimberly			9/20/2010			(C): (H): 906-789-7897			СН	LOPEZC		Bri	
78	Addresses Unclose Last Statement	Steven			9/15/1980			(C): 906-312-4897 (H): 906-312-4897	steven@	gmail.com		LOPEZC		Bri	
75	Unclose Last Statement Reallocate Account	William			1/20/1970			(C): 906-312-4578 (H): 906-445-2314	Willhow	ard@gmail.com		LING		Bri	
	Online Registered Patients - New														

Option 3

Click the **Recent Patients** button next to the patient search box to see a list of the last five patient records viewed.

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		Ent	er Patient Last Na	ame: Howard				Search La	ast Search	Add	New Patient	
Ve have	e found following patient	s matching you	r search criteria i	n all offices.								Page 1 of
PatID	RPID Chart #	Last Name	First Name	MI NickName	Birth Date	SSN	Phone #	Email	Тур	be Prdr	Next Recall	Office Medic
												υ
180	157	Howard	Calvin		6/20/1980		(C): 906-789- 7898 (H): 906-789- 7897	Calvin1980@gm	ail.com	LOPEZ	c	Bri
	157	Howard Howard	Calvin Carrie		6/20/1980 6/22/1994		7898 (H): 906-789-	Calvin1980@gm	ail.com	LOPEZ		
185							7898 (H): 906-789- 7897 (C): (H): 906-321-	Calvin1980@gm	ail.com		ZC	Bri
180 185 181 177	158	Howard	Carrie		6/22/1994		7898 (H): 906-789- 7897 (C): (H): 906-321- 4456 (C): 906-789- 7899 (H): 906-789-	Calvin1980@gm	ail.com	LOPEZ	ZC	Bri Bri

Core Task 2: How to Edit Patient Information

Step 1

From the 'Patient Overview' screen, click the **Edit** button in the **Patient Information** section.

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Patient O	verview								
Patient In	oformation	" (Patient ID :	114 Edit	
Nickname	9					Home Office	Smile Solution	ons	
Judy, Jan	e					Chart #			
2244 2nd	Ave					First Visit	2/15/2021		
San Dieg	o, CA 92101					Last Visit	2/15/2021		
anej97@g	gmail.com					Fee Schedule			
(H) :						Provider	Oh, Ling DM	D	Denta
(C):666-	777-8888					Hygienist			Oracla
(W):						Referral Type	Internet-Web	site	Group
Birth Date	9		1/1/19	97		Referred By			Carrie
Age / Sex	(24 / F			Referred To		Referrals	Subse
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Recalls								Edit Recall	Accou
Code	Interval	RecallD	ate	Reason	1		Sch Date	Sch Time	Patie
D0120 D0210	6 M + 1D 3 Y + 1D			Intraora	Oral Evaluat				Judy,

Step 2

Make the required changes, then click Save.

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(H):	666-777-8888 ID	: 1/1/1997 : 114			, pro-	First Visit: Last Visit:	2/15/2021 2/15/2021	Balan Est Ir	ce: 1885.00 is: 1150.00 at: 735.00		/1/1997	877 Sec
Personal Information 🗌 C	ortho Patient										Onlin	ne Registra
Patient ID	114		Resp. Party ID		111		Created	by	PDDS4363			Modified
Title, Nickname	×						Created	on	3/14/2021 11:	3 PM I	PT	Modifier
Last, First *	Judy	, Jane					Rel. to R	esp*	Self	~		Patient
Address*	2244 2nd Ave						Chart #					СН
							SSN				Show	See No
City, St Zip *	San Diego	CA ~ 9	2101				Home #					Work #
Email	janej97@gmail.com						Cell #		666-777-88	8	Вурник	Pref. Co Method
Birth Date * mm/dd/yyyy)	1/1/1997		Age		24		Student		No	~		Driver L
Marital Status	Single V		Sex *		Female	e	V School N	lame				Medi ID
Health Care Guardian Name	e		Health Care G	uardian Phone			Emerger	ncy Contact	Betty Judy			Emerge
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Referral Type*	Internet-Website	Ý	No Auto E				Referred	То	Please Selec			
Referred By	•		-	Appointment			Ref. To I	Date			0	
Patient Note					Allowed	1000 charad	cters HIPAA	nformation	Sharing			

Core Task 3: How to Access Patient Notes and View Attached Documents

Step 1

To view any notes or documents relating to the patient, click the **Patient Notes** icon in the toolbar.

Step 2

Any attached documents can be viewed by clicking the **Paperclip** next to the note.

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Scheduler		Transaction					Smile Solutions [100]		My Page	Logout
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Delete	Edit	Q	Document	Attachment: Driver License. [6/15/2021]	pdf					6/15/2021 - PDDS4363

Core Task 4: How to View the Schedule

There are two ways to view the schedule to see booked appointments or to book a new appointment. Both will open the calendar.

Option 1

Option 2

Click the **Scheduler** button.

Click the **Scheduler** icon.

Setup • Office Smile Solutions [100] Scheduler Patient • Transactions • Charting • Reports (Old) • Reports • Utilities **1** Help • My Page Logout -💾 🚔 ≓ 🖵 🗇 🔏 0000 DN. 🕅 🗔 🕥 I 🧩 🖺 I 🛇 Search Patient. 1X

XI Kaza, Kanur	XIC M Raza, Lanvi	Care Benson, Hoss	M CC Bran, Kaj	
KIPH HVGSAN Sanchez Maria	X P HYOHEL Hansen, Halana	LOPEZC: Lopez, Carlos	LOPEZC: Lopez, Carlos	
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0 [X] 14 O Sealant - Per Tooth	X Pt needs to leave at 4:00 pm due to family appointments	11 Bone Graft Al Time Of Implant Placement		
9 🖹 19 O Sealant - Per Tooth	A PERMIT A REAL AND A PERMIT AN	Ti Bone Gran Al Time Or impant Platement		
X THE O Sealant - Per Tooth X 30 O Sealant - Per Tooth				
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X Periodontal Charting	X 30 O Sealant - Per Tooth			
		McKinley, William (Will)	X P D LOPEZC: Lopez, Garlos	
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Intraoral - Complete Series Of Radiographic Images	X			
D X Prephylaxis - Adult	X			
Rejodontal Charting			C Z Johnson, Linda	
Periodic Oral Evaluation			LOPEZC: Lopez, Carlos	
	X LOSS Taft, Howard		M COR Resin Composite Three Surfaces Posterior	
X C S Johnson, Jennifer		Washington, Berry		
0 X D HYOSAN: Sanshez, Maria	XD HYOHEL Hansen, Halena	LOPEZC: Lopez, Carlos	15 MO Resin Composite Two Surfaces Posterior	
20 X Compave Oral Eval- New/Eat Pat	X Periodic Oral Evaluation	3 MO Resin Composite Two Surfaces Posterior		
0 X Intraoral - Complete Series Of Radiographic Images	X Prophylaxis - Adult	4 CO Resin Composite Two Surfaces Posterior		
0 X Prophylaxis - Adult	X Bitewings - Four Radiographic Images			
50 x Periodontal Charting				
10				
70				
30				
10	Cook, Iris			
6	KP HYGHEL: Hansen, Helena			
Are X H 😥 Tall, Lalisha	X Compave Oral Eval- New Est Pat	Adams, Aaron		
0 X P HVGSAN: Sanchez, Maria	X Bitewings - Four Radiographic Images	LOPEZC: Lopez, Carlos	🗙 🗋 🗛 Delio, Juan	
X EIHYGSAN: Sanchez, Maria	X Lohnson, Skyler	Compare Oral Eval- New/Est Pat	LOPEZC Losez, Cartos	
X Periodontal Maintenance			LOPEZC: Lopez, Carlos Linded Oral Final Prob Forested	
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NO 🔀	X Compave Oral Eval- New/Est Pat			
× ×	Bitewings - Four Radiographic Images			
x C X Smith, David	x C Smith, Nichole (Nikki)	Campbell, Marta		
10 X HYOSAN Sanchar Maria	X HYOHEL: Hansen, Helena	LOPEZO: Locaz, Carlos	Chavez, Maria	
Periodic Oral Evaluation	UL Perio Scaling Root Planing 4+T/Per Guad	4 Endodortic Therapy Premolar Tooth		
X Pendolo Ural Evaluation		Choose the rapy, Higholar toon	LOPEZC: Lopez, Carlos	
	LL Perio Scaling Root Planing 4+TIPer Quad		27 L Resin Composite One Surface Anterior	
N X	X			
10 IV				

Timeslots can be color coded for easy identification. In this example, white slots indicate times available for bookings, gray denotes unavailable times. Purple slots are restorative.

Note: You may find that your practice has set up a different color code system. The color coding system is used by some practices to assist with booking but can be overwritten if necessary.

Core Task 5: How to Search for an Insurance Plan

There are two ways to search for an insurance plan.

Option 1

Step 1

From the 'Patient Overview' screen, click **Primary Dental** or **Secondary Dental** in the 'Dental Insurance' section.

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Patient Overview		
	Responsible Party	Resp ID : 111 Edit
	Judy, Jane	(H) :
	Type : PPO	(C) :666- 777-8888
	janej97@gmail.com	(W):
Add a Photo	Home Office : Smile Solutions	
Dental Insurance		View Medical Ins.
	Primary	Secondary
Carrier Name	METLIFE	
Group #	2000	
Carrier Phone	877-638-3379	
Subscriber	Judy, Jane	
Relationship	Self	
Individual Max	\$2,000.00	
Ind. Max Rem.	\$850.00	
Individual Ded	\$50.00	
Ind Ded Rem	\$0.00	

Step 2

Enter the **Group Number** in the 'Search Text' field, change the 'Search For' field to **Group #**, and then click **Search**.

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Search For	Group #	~	Deducti	ble Informati	on	- Maximum Info	orma
Search In	All Insurance Search	Plans 🗸	Ind. De	d.	\$50.00	Ind. Max.	
Carrier	Search		Ind. Re	m.	\$0.00	Ind. Rem.	[
MET LIFE							
PO Box 9812	.82		Family	Ded.	\$100.00	Family Max.	
El Paso, TX : Payer ID Phone		EClaim	Family	Rem.	\$50.00	Family Rem.	
Group #			Subscribe	r Information	1		

Option 2

Step 1

Click the **Patient** dropdown to select **Insurance Information**, and then choose **Primary Dental or Secondary Dental**.

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Nickname	Pat <mark>i</mark> ent Over Pati <mark>ent Infor</mark>			ome Office	Smile Sol	utions
Judy, Jane 2244 2nd Av∉	Responsible			ıart # st Visit	2/15/2021	
San Diego, C	Recall Due [Meclical Hist			st Visit e Schedule	2/15/2021	
anej97@gma /山) .	Prescription Payment Pla	'n		ovider	Oh, Ling (
(H) : (C) : 666-777	Insurance In		-	Primary D		
(W):	Insurance Fi		•	Secondary		epsit
Birth Date	Notes			Primary M	ledical	1
Age / Sex	Flash Alerts			Secondary	y Medical	
Patient Type	Progress No	tes		Third Den	tal	
Patient Note	Status Track	er		Fourth De	ntal	
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Questionnai	Basic Measu	irements				
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oodo mii						

Step 2

Enter the **Group Number** in the 'Search Text' field, change the 'Search For' field to **Group #**, and then click **Search**.

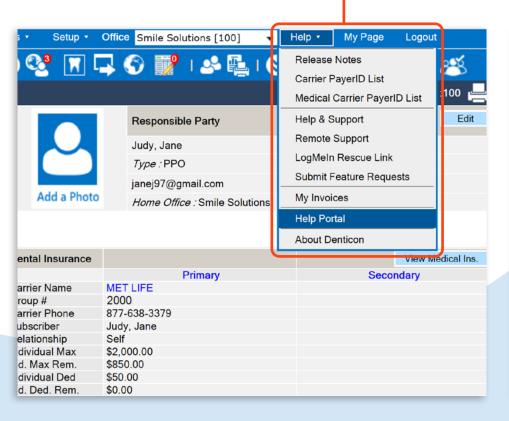
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Add/Edit Primary [ental Plan								
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MET LIFE								
PO Box 981282			Family Ded.		\$100.00	Family Ma		
El Paso, TX 79998 Payer ID 65978 Type EClaim Phone 877-638-3379		Family Rem.		\$50.00	Family Re			
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NCFlex			Last, First*		Judy			
			Address*		2244 2nd Ave			
			, iudrooo					
			City, St, Zip*		San Diego C			
			Phone		666-777-8888			
			Patient Re	Lto Sub*	Self	~		

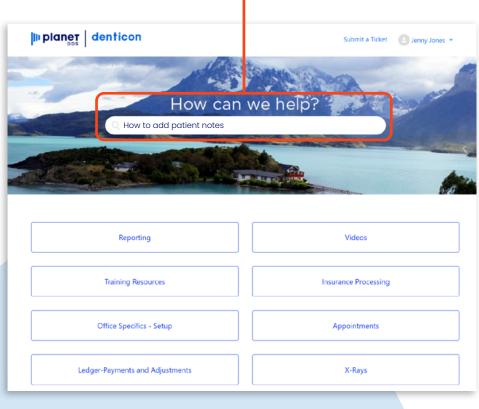
Core Task 6: How to Access the Help Portal

Click the **Help** dropdown and select **Help Portal**, where a new window will open. From here, there are four options to choose from for support.

Option 1

Type your **Keywords or Question** into the 'Search Bar' and click **Enter** on your keyboard.





Option 2	Optior	Option 3		Option 4			
Pick one of the topics directly f the menu.	using the	Submit a specific request or query using the Submit a Ticket button where you can fill in an online form.		Scroll down to browse through recently uploaded articles in the Recent Activity section.			
jin bi	lanet denticon	on					
		bw can we help? d patient notes					
	Reporting	Videos	Training Resources				
	Insurance Processing	Office Specifics - Setup	Appointments				
	Ledger-Payments and Adjustments	X-Rays	Third Party Partners				
Recent activity							
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	e Registration by we generate a report of patients that completed the Online Re	egistration forms?	Article created 2 days ago 🌹	10			