

Denticon - Basic Clerical

How to Add a Patient and a Dependent from an Online Registration



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View New Online Patient Registrations

There are two ways to view new online patient registrations:

Option 1

Click the **Online New Patient Registrations** icon in the toolbar.

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Option 2

Click the 'Patient' tab and select **Online Registered Patients – New**.



This will open the 'Online Patients' screen, which will show a list of new patients who have completed an online registration.

Note: You can view any online registration forms by selecting a name from the list and then selecting Print Registration.

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Add a New Patient from an Online Registration

Step 1

Click the **Online Registered Patients** icon in the toolbar.

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Step 2

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Select the patient you wish to add from the 'Online Patients' screen.

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Step 3

Click **Print Registration** to check that the patient has identified themselves as the guarantor for their account.

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Step 4

On the 'Online Patients' screen select **Register Patient and Responsible Party**.

Step 5

Click Add Patient and then click OK in the pop-up window to confirm.



Step 6

Complete any outstanding information in the 'Add Patient Information' screen, then click **Responsible Party** to continue.

Note: Most of the fields will be pre-populated from the information provided by the patient during their online registration.

Step 7

Complete any outstanding information in the 'Responsible Party Payment/Billing Information' screen, then click **Primary Dental Insurance**.

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Step 8

If the patient provided dental insurance information during their online registration, the system may be able to find a match. Choose the correct plan and then click **Select**.

Note: To verify the insurance plan, you can view it in more detail by clicking on the **hyperlinked Insurance Plan ID** in the first column of the pop-up screen.

Step 9

The insurance plan information will pre-populate on screen. If necessary, update the 'Deductible Information' or 'Maximum Information' before clicking **Add Medical Information** to continue.

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Step 10

Information from Medical Alerts and Medical and Dental Questionnaires completed by the patient during their online registration will pre-populate the 'Medical Information' screen. Click **Add Recall Information** to continue.

Step 11

If known, enter the dates that the patient is due for their next appointment, then click **Finish**.

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The patient has now been successfully registered.

The Patient Overview screen will show all their details.

Note: Online Patient Registration forms are automatically saved to the Patient Notes area in Denticon.

Add a Dependent from Online New Patient Registrations

Step 1

Click the Online New Registered Patients icon in the toolbar.

Step 2

Select the new patient you wish to add from the 'Online Patients' screen.

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Step 1

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Step 3

Click **Print Registration** to check who the patient has identified as the guarantor (responsible party) for their account.

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Step 4

On the 'Online Patients' screen, select **Register patient to an existing responsible party**.

Step 5

In the 'Search Responsible Party By' field, enter the last name, first name, or responsible party ID into the text entry field, then click **Search**.

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Step 6

Under 'Select Responsible Party' select the relevant account for the dependent to be linked with.

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Step 7

Click **Add Patient** and then click **OK** in the pop-up window to confirm.

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Step 8

Complete any outstanding information in the 'Add Patient Information' screen, then click **Primary Dental Insurance** to continue.

Note: Denticon anticipates the dependent will have the same preferred provider as the responsible party, however this can be changed if necessary.

Step 9

Close the dental insurance pop-up window, and under the 'Search Insurance Plan' section, select **Account Plans** from the 'Search In' field to find any insurance plans already associated with the dependent's account, then click **Search**.

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Step 10

Click the plan that is relevant to the patient, then click **Select**.

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Step 11

In the 'Subscriber Information' section, use the 'Patient Relation to Subscriber' dropdown to ensure the correct option is selected for the dependent, then click **Add Medical Information**.

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Address*		9641 Ma	in Street				Marital Status		
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City, St, Zip*		Firestone	e Park	CA 🗸 9000	01		Plan Effective Date		
Phone		666-777	-5555	1			SubID*		
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Step 12

During their online registration, the patient would have completed Medical Alerts and Medical and Dental Questionnaires, which will pre-populate the 'Medical Information' screen. Click **Add Recall Information** to continue.

Step 13

Update the patient's recall Information, then click **Finish**.

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The dependent has now been successfully registered.

The Patient Overview screen will show all their details.

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