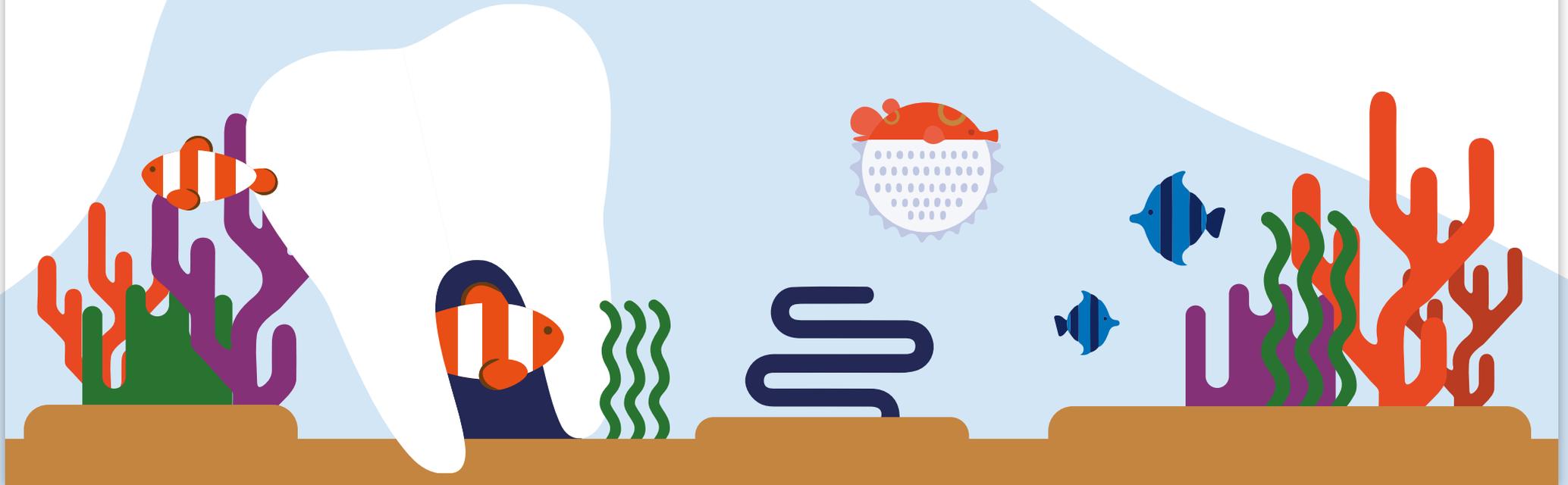




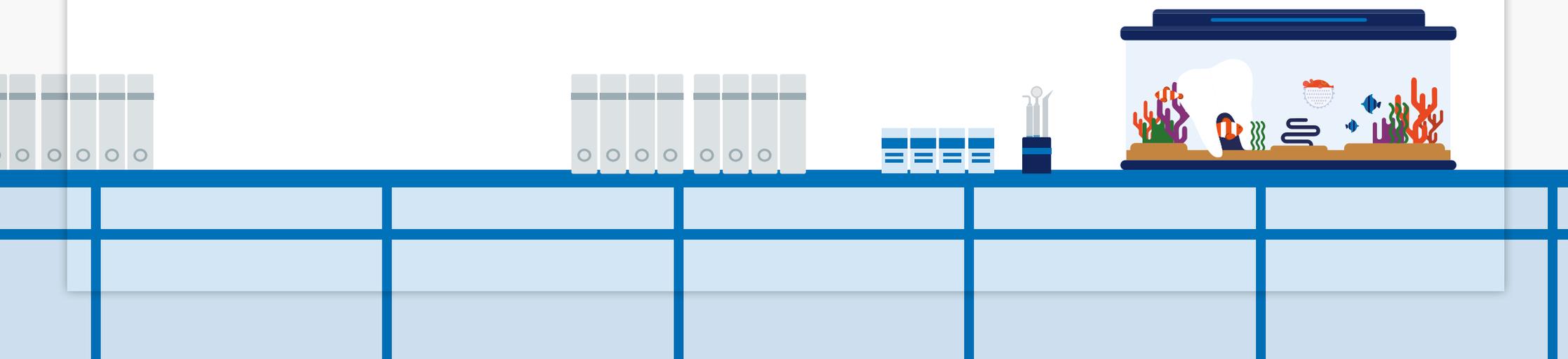
Denticon - Basic Clerical

How to Update a Patient Record from an Online Form



Contents

Updating Existing Patient Information 3



Updating Existing Patient Information

Step 1

Click the **Patient** dropdown in the toolbar and select **Online Registered Patients – Existing**.

The screenshot shows the Denticon software interface. The 'Patient' dropdown menu is open, displaying various options. The option 'Online Registered Patients – Existing' is highlighted with a red box. A red line extends from this box to the text in the adjacent column.

Navigation: Scheduler | Patient | Transactions | Charting | Reports (Old) | Reports | Utilities | Setup | Help | My Page | Logout

My Page: DENTILYTICS, Net Pro, \$16,7

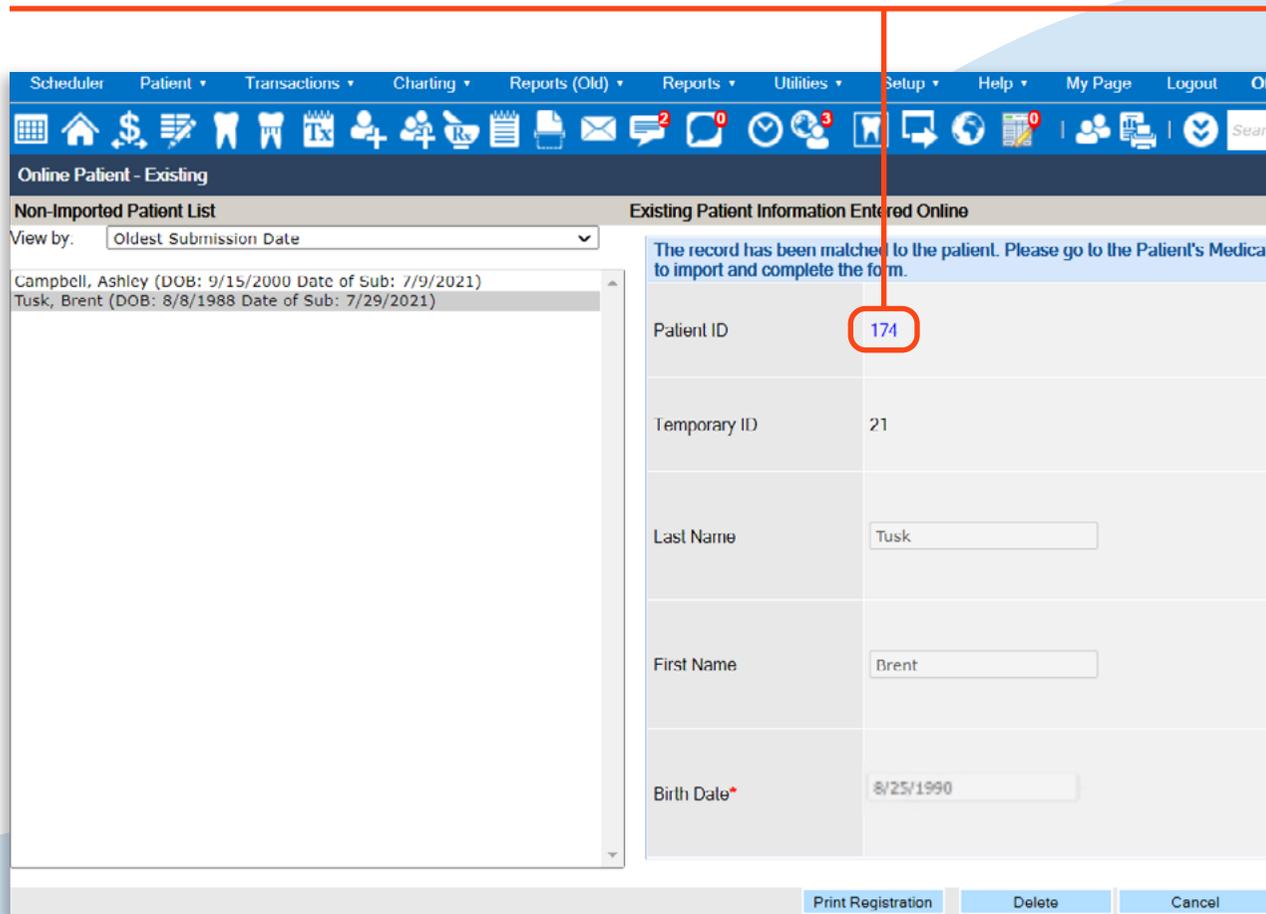
ANNOUNCEMENTS: Denticon News, Planet DDS Webinar, Support Webinar, Product Release

	POST DATE	CREATED DATE
6434	07/23/2021	07/23/2021

Footer: © 2021 Planet DDS | Privacy Policy | Page Time Left (hh:mm:ss) 1:59:0

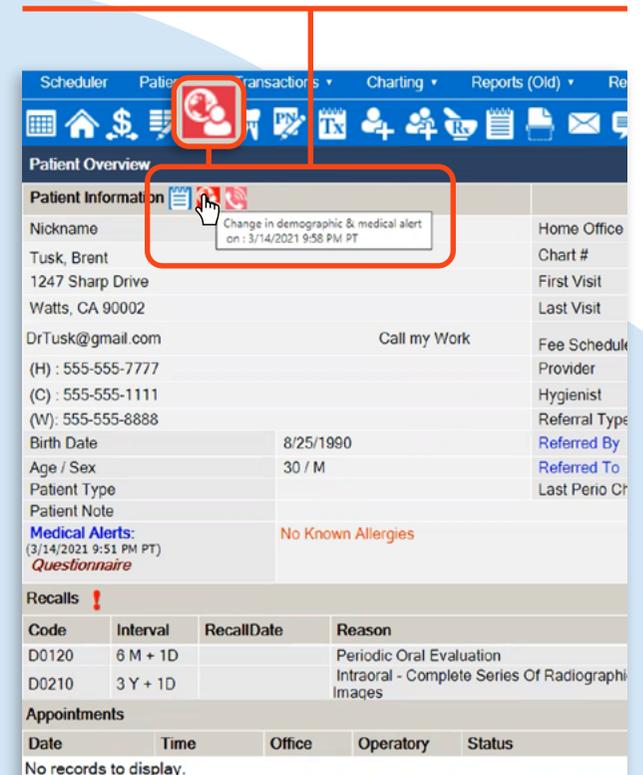
Step 2

Any patients who have updated their Medical History and/or demographics using an online form will appear on screen. To locate the patient's record, click on the **blue hyperlink** next to 'Patient ID'.



Step 3

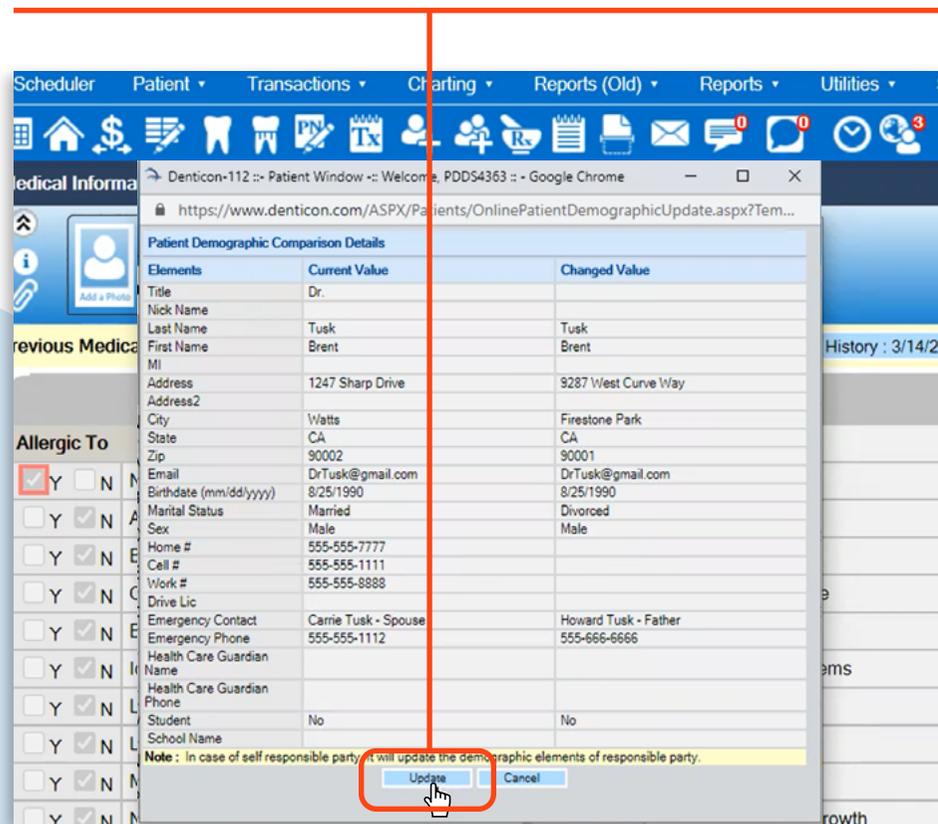
Click the red **Change in demographic and medical alert** icon that appears next to the 'Patient Information' section heading.



Note: The Change in demographic and medical alert icon only appears if there is a change in demographic.

Step 4

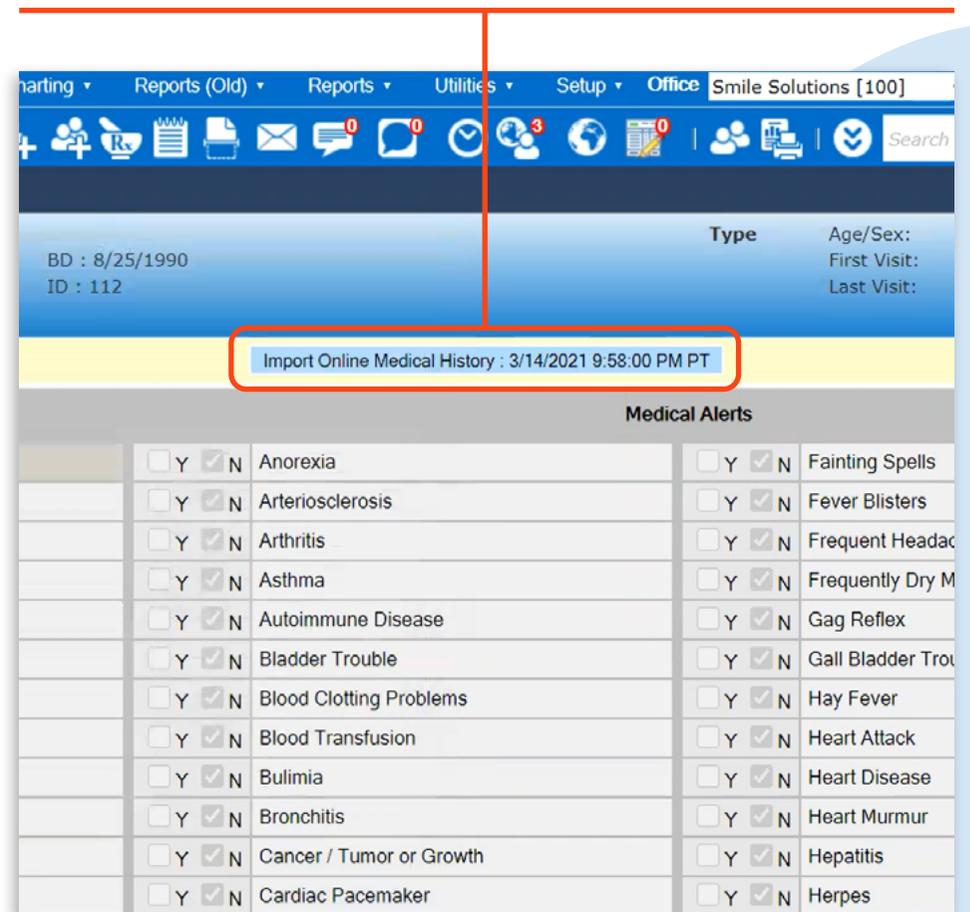
A window will appear showing the current information for the patient and the updated information taken from the patient's online form as a side-by-side comparison. Click **Update**.



Note: Current value will remain if there is no changed value for that field.

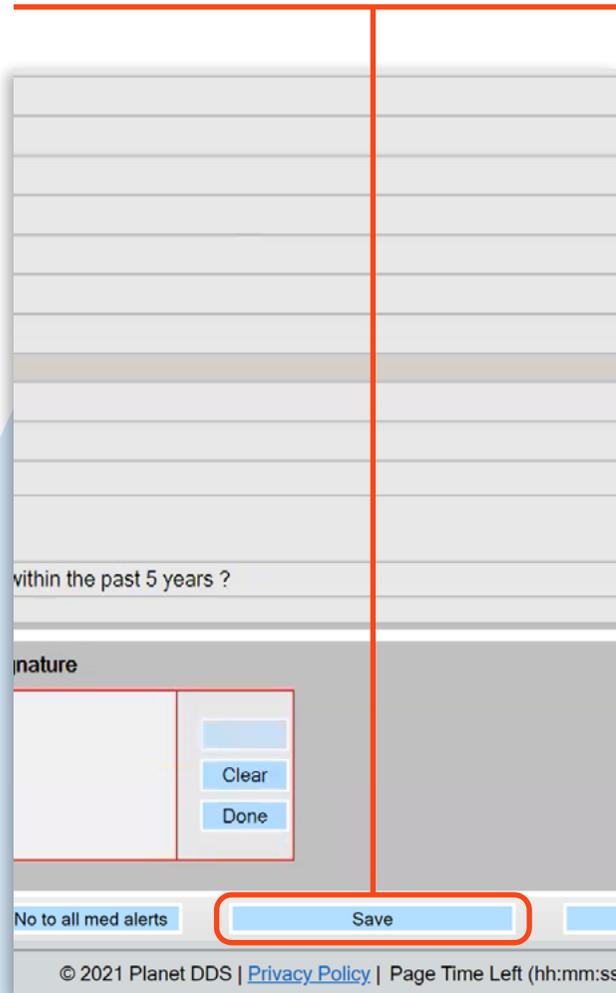
Step 5

Click **Import Online Medical History** to import any changes to the patient's medical information.



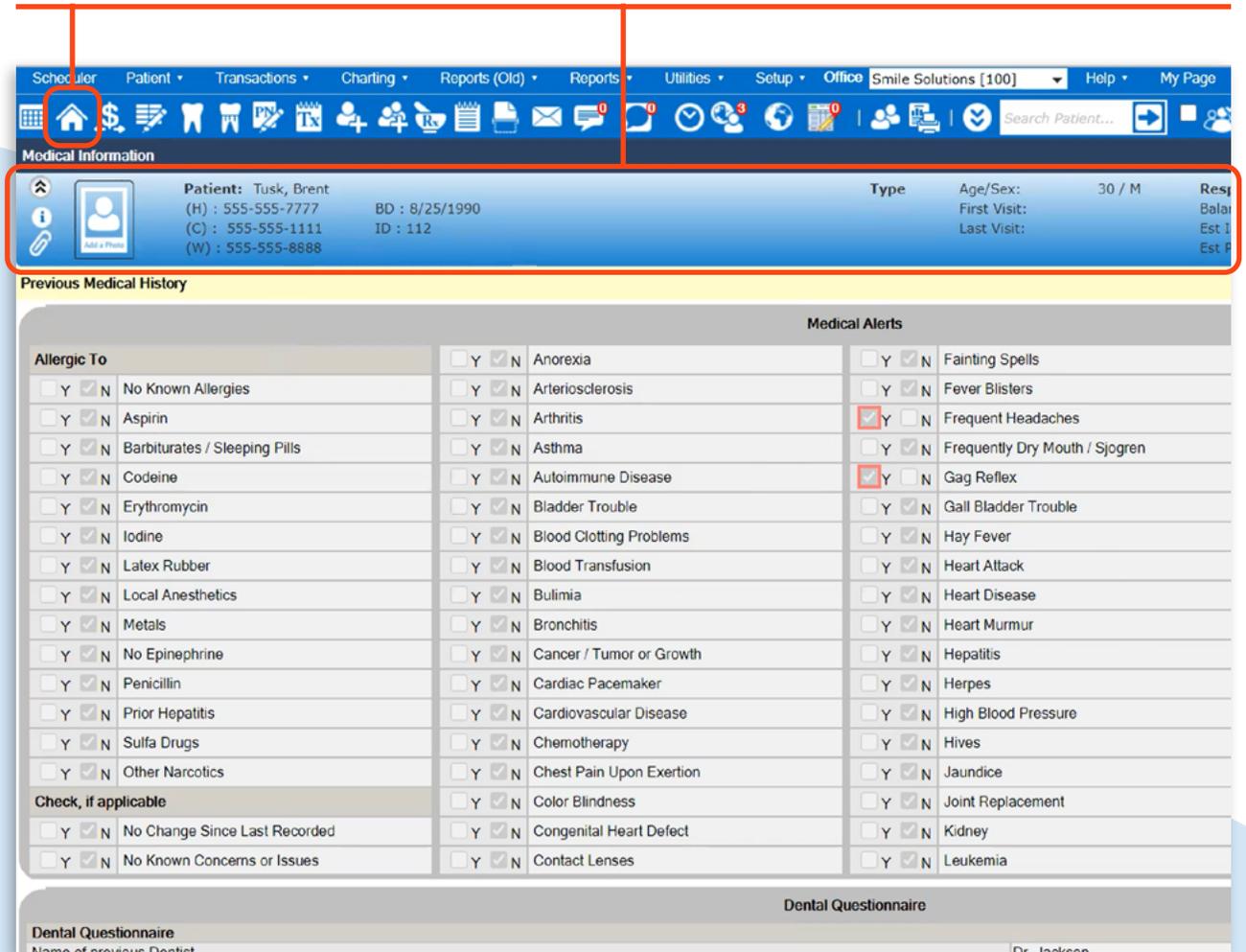
Step 6

Click **Save** at the bottom of the screen to save the changes.



Step 7

Click the blue **Patient Information Bar** or **Home** icon to return to the 'Patient Overview' screen to view the updates.



The Patient Overview screen will show the updated information, and the 'Change in demographic and medical alerts' icon will no longer be visible.

Note: An electronic copy of the document will be automatically saved in the 'Patient Notes' screen.

Scheduler Patient Transactions Charting Reports (Old) Reports Utilities Setup Office Smile Solutions [100] Help My Page Logout

Search Patient...

Patient Overview PGID :4363 / OID :100

Patient Information		Patient ID : 112 Edit		 Add a Photo	Responsible Party		Resp ID : 109
Nickname	Home Office	Smile Solutions			Tusk, Brent	(H) :555-555-7777	
Tusk, Brent	Chart #				Type : Cash	(C) :555-555-1111	
9287 West Curve Way	First Visit				DrTusk@gmail.com	(W):555-555-8888	
Firestone Park, CA 90001	Last Visit			<i>Home Office</i> : Smile Solutions			
DrTusk@gmail.com	Call my Work	Fee Schedule	Lopez, Carlos DDS		Dental Insurance		View Medica
(H) : 555-555-7777		Provider	Internet-Website		Primary		Secondary
(C) : 555-555-1111		Hygienist			Carrier Name		
(W): 555-555-8888		Referral Type			Group #		
Birth Date	8/25/1990	Referred By			Carrier Phone		
Age / Sex	30 / M	Referred To			Subscriber		
Patient Type		Last Perio Chart			Relationship		
Patient Note					Individual Max		
Medical Alerts:	Frequent Headaches, Gag Reflex				Ind. Max Rem.		
(3/14/2021 11:42 PM PT)					Individual Ded		
Questionnaire					Ind. Ded. Rem.		

Recalls [Edit Recall](#)

Code	Interval	RecallDate	Reason	Sch Date	Sch Time
D0120	6 M + 1D		Periodic Oral Evaluation		
D0210	3 Y + 1D		Intraoral - Complete Series Of Radiographic Images		

Account Members [Family Appt](#) [Add New Me](#)

Patient Name	Age	Sex	Next Recall	Sched Recall	Active
Tusk, Brent	30	M			Yes

Appointments [Archived Appt](#) [New Appt](#)

Date	Time	Office	Operatory	Status	Prdr	Len	User
No records to display.							

Billing [Ledger](#)

	Current	Over 30	Over 60	Over 90	Over 120	B
Account Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tusk, Brent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	