



Denticon - Basic Clerical

How to Add and Manage Flash Alerts

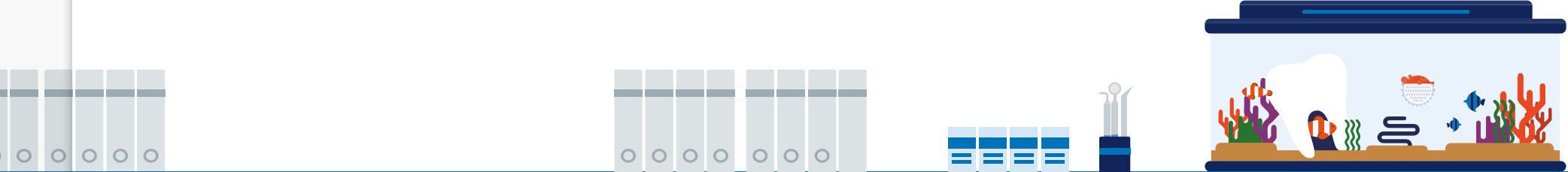


Contents

Adding New Patient Flash Alerts..... 3

Deactivating Patient Flash Alerts..... 6

Reactivating Patient Flash Alerts..... 8



Adding New Patient Flash Alerts

Step 1

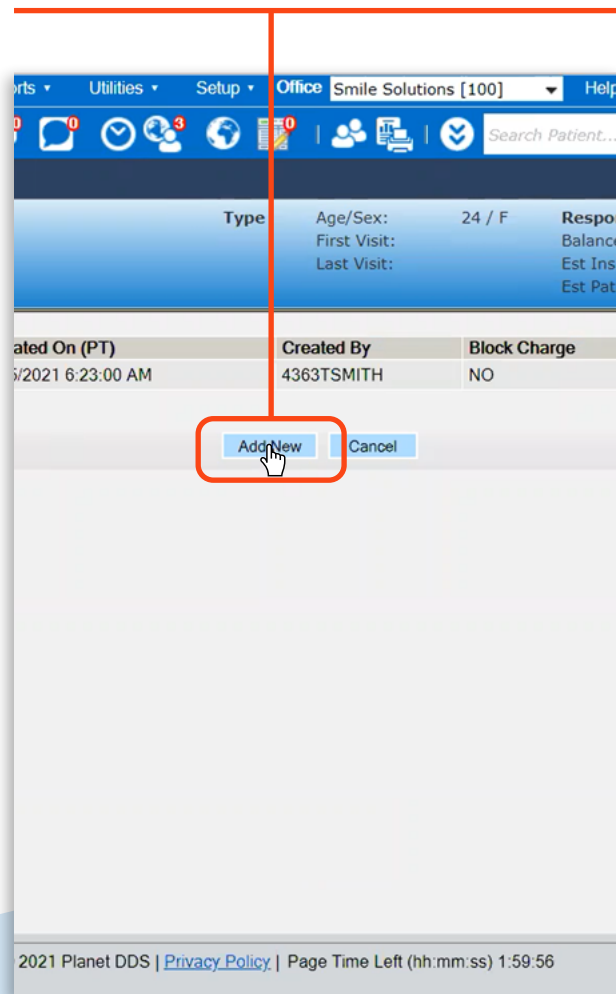
From the 'Patient Overview' screen, click the 'Patient' dropdown in the toolbar and select **Flash Alerts**.

The screenshot displays the Denticon software interface. The 'Patient' dropdown menu is open, showing various options. The 'Flash Alerts' option is highlighted in blue. The background shows the 'Patient Overview' screen for Patient ID 114, including fields for Home Office, Chart #, First Visit, Last Visit, Fee Schedule, Provider, Hygienist, Referral Type, Referred By, Referred To, Last Perio Chart, Dental Insurance, Account Members, Billing, and Regular Payments.

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Step 2

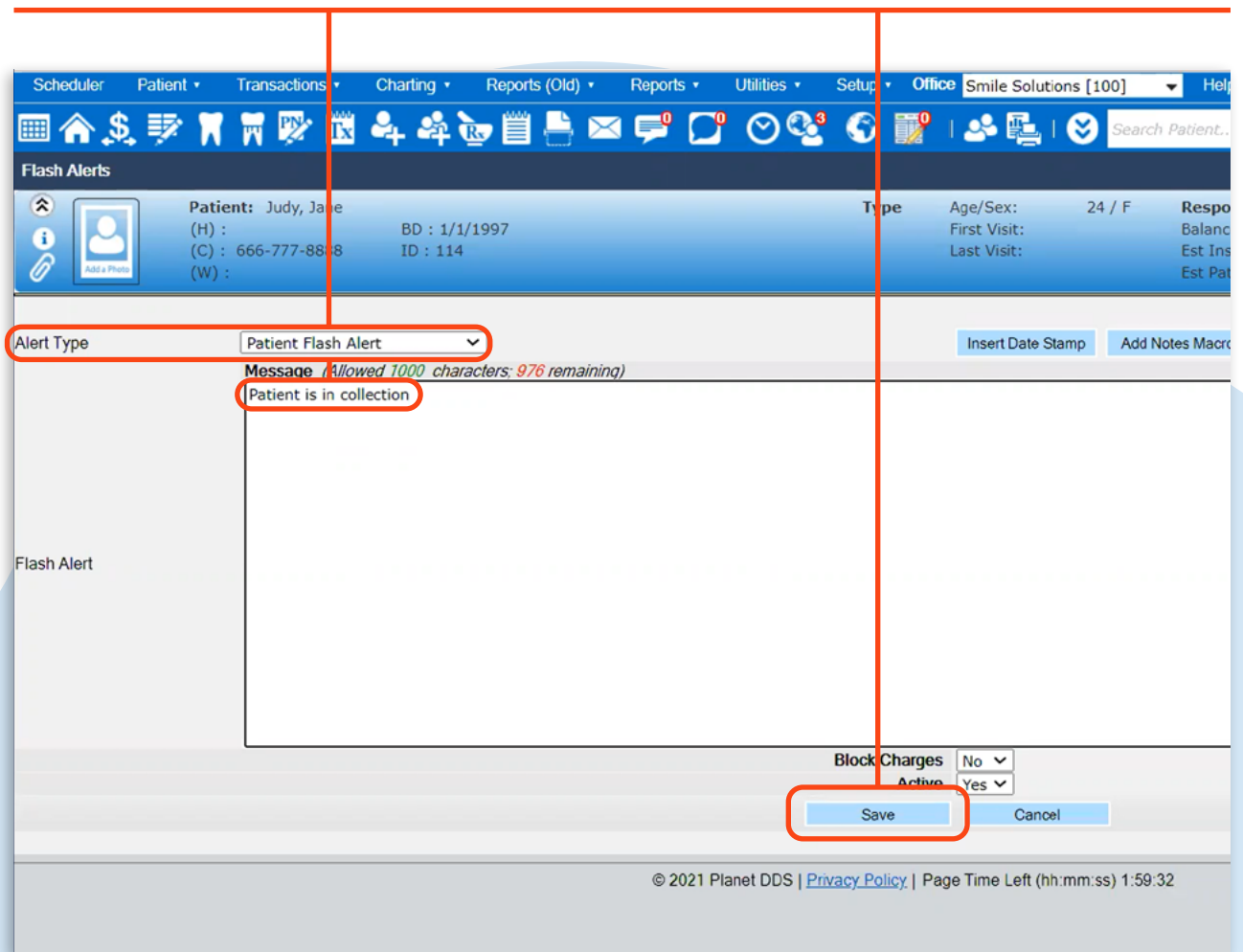
Click **Add New**.



Step 3

Type the relevant note into the 'Flash Alert' free text field and click **Save**.

Note: By changing the Alert Type to "Responsible Party Alert", the flash alert will appear for all members of the account.



The flash alert has now been saved and will automatically appear when accessing the patient's record.

The screenshot shows a dental software interface with a 'FLASH ALERTS' window open. The window contains a table with the following data:

Description	Block Charges	Created On	Deactivate	Type
Patient is in collection	NO	03/15/2021 06:55 AM PT	<input type="checkbox"/>	Patient
Pre-Medicare Required	NO	03/15/2021 06:23 AM PT	<input type="checkbox"/>	Patient

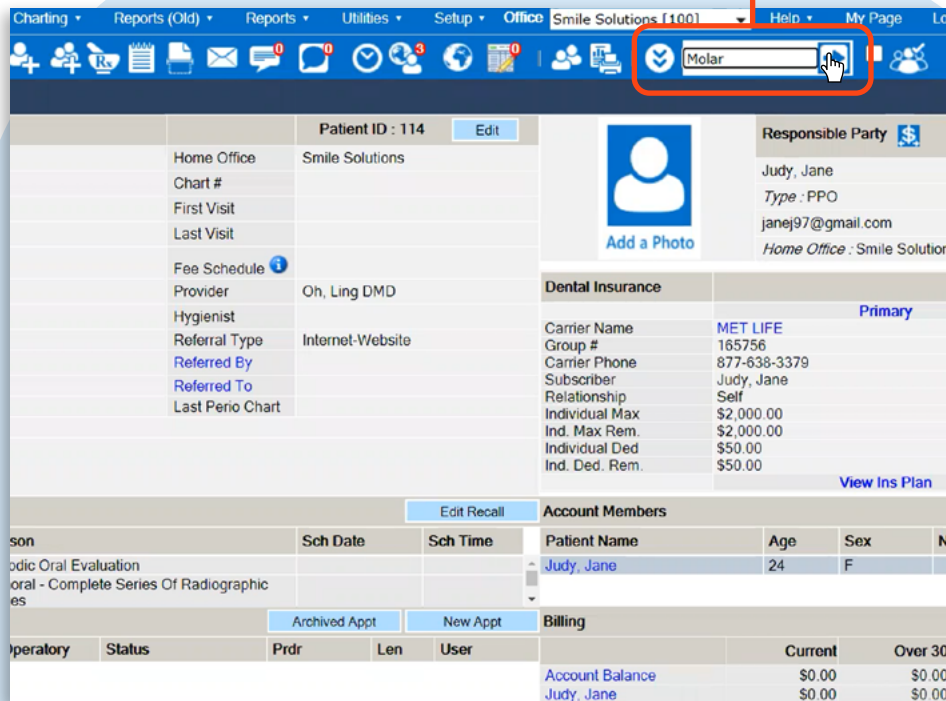
The interface also shows a top navigation bar with menus like 'Transactions', 'Charting', 'Reports', 'Utilities', 'Setup', 'Office', and 'Smile Solutions [100]'. A search bar is visible with the text 'Search Patient...'. On the right side, patient information is partially visible, including 'PGID :4363 / OID :1' and 'Resp ID : 111'.

Deactivating Patient Flash Alerts

Step 1

Search for the patient using the search toolbar.

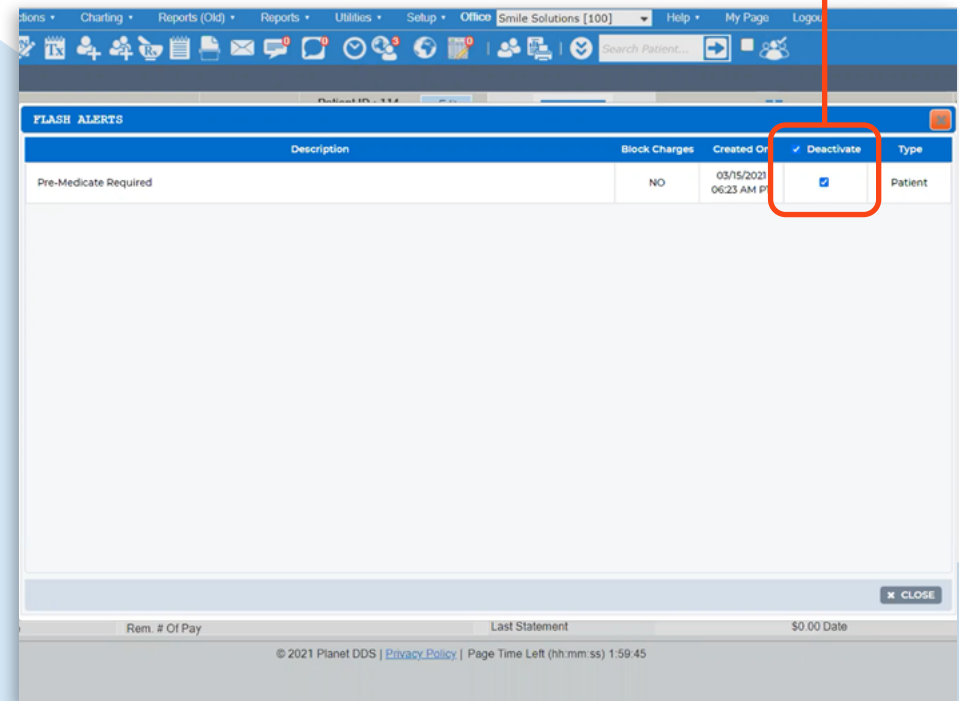
Note: Recent patients can also be viewed by clicking on the arrows to the right of the search bar.



The screenshot shows the patient search interface. The search bar contains the text 'Molar' and a hand cursor is over the search icon. A red box highlights the search bar and the search icon. A red line connects this box to the note above.

Step 2

A 'Flash Alerts' window will appear showing any existing alerts. Select the **Deactivate** checkbox in the pop-up window next to the relevant alert.



The screenshot shows the 'FLASH ALERTS' window. The window displays a table with the following columns: Description, Block Charges, Created On, Deactivate, and Type. A red box highlights the 'Deactivate' checkbox in the 'Deactivate' column for the 'Pre-Medicate Required' alert. A red line connects this box to the text above.

Description	Block Charges	Created On	Deactivate	Type
Pre-Medicate Required	NO	05/15/2021 06:23 AM PT	<input checked="" type="checkbox"/>	Patient

Step 3

Click **Close** and then click **Ok** to confirm the deactivation.

The image consists of two side-by-side screenshots from a dental software interface. The left screenshot shows a patient's account page with a table of charges. The table has columns for 'NO', 'Created On', 'Deactivate', and 'Type'. One row is visible with 'Created On' as '03/15/2021 06:23 AM PT', 'Deactivate' checked, and 'Type' as 'Patient'. A red box highlights a 'CLOSE' button at the bottom of the table. The right screenshot shows a 'CONFIRM' dialog box with the text: 'Selected flash alert/s will be deactivated. Do you want to continue? (OK = Yes, Cancel = No)'. A red box highlights the 'OK' button. A red line connects the 'CLOSE' button in the first screenshot to the 'OK' button in the second screenshot.

NO	Created On	Deactivate	Type
	03/15/2021 06:23 AM PT	<input checked="" type="checkbox"/>	Patient

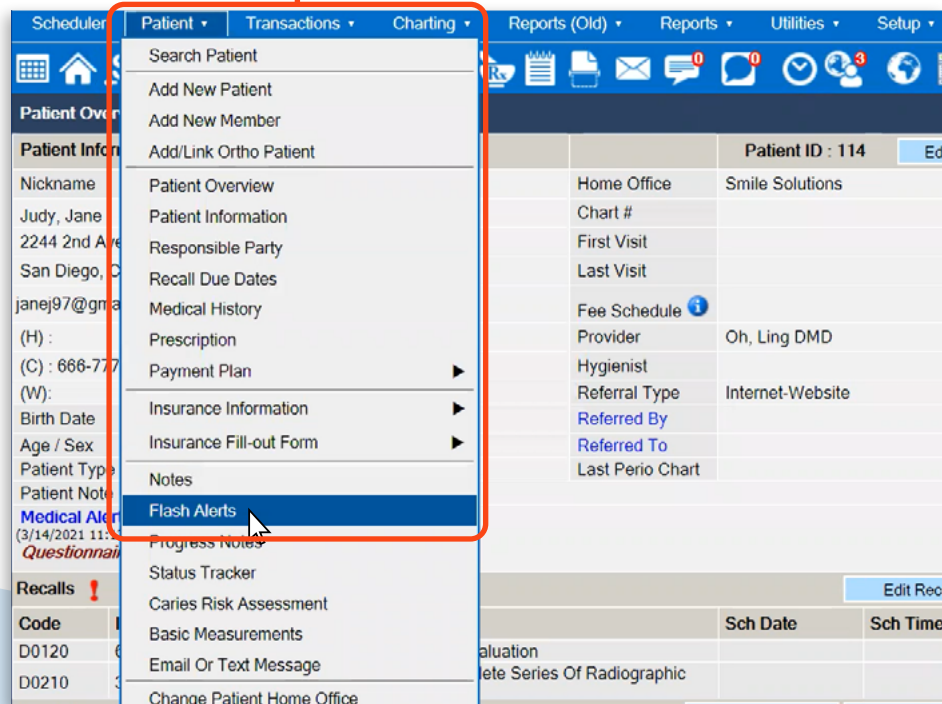
The flash alert has now been deactivated and will no longer appear when accessing the patient's account.

Reactivating Patient Flash Alerts

Step 1

From the 'Patient Overview' screen, click the 'Patient' dropdown from the toolbar and select **Flash Alerts**.

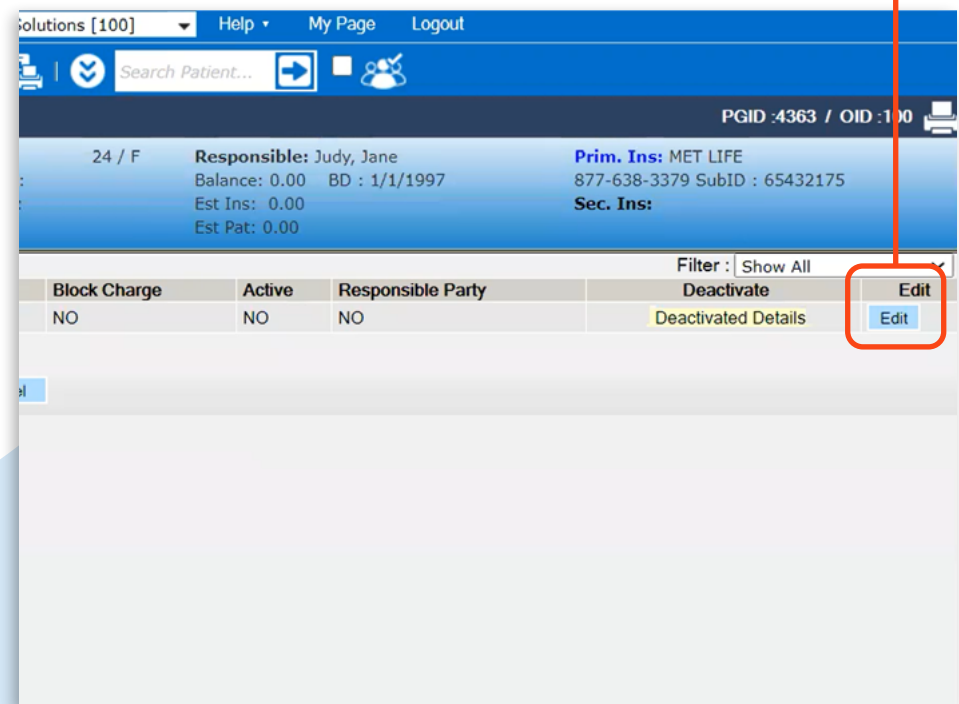
Note: Existing active or inactive flash alerts will appear on the 'Flash Alerts' screen.



The screenshot shows the 'Patient Overview' screen for Patient ID 114. The 'Patient' dropdown menu is open, and 'Flash Alerts' is highlighted. The menu options include: Search Patient, Add New Patient, Add New Member, Add/Link Ortho Patient, Patient Overview, Patient Information, Responsible Party, Recall Due Dates, Medical History, Prescription, Payment Plan, Insurance Information, Insurance Fill-out Form, Notes, Flash Alerts, Progress Notes, Status Tracker, Caries Risk Assessment, Basic Measurements, Email Or Text Message, and Change Patient Home Office. The background shows patient details for Judy, Jane, including contact information and medical history.

Step 2

Find the flash alert that needs to be reactivated and click **Edit**.



The screenshot shows the 'Flash Alerts' screen for Patient ID 114. The table displays the following data:

Block Charge	Active	Responsible Party	Deactivate	Edit
NO	NO	NO	Deactivated Details	Edit

The 'Edit' button in the table is highlighted with a red box. The background shows patient details for Judy, Jane, including contact information and medical history.

Step 3

In the 'Active' drop-down menu, select 'Yes', then click **Update**.

The screenshot shows the Denticon software interface. At the top, there is a navigation bar with menus: Scheduler, Patient, Transactions, Charting, Reports (Old), Reports, Utilities, Setup, Office, and Smile Solutions [100]. Below this is a toolbar with various icons. The main area is titled 'Flash Alerts' and displays patient information for Judy, Jane (BD: 1/1/1997, ID: 114). The 'Alert Type' is set to 'Patient Flash Alert'. The message field contains 'Patient is in collection'. At the bottom, there is a section for 'Block Charges' with a dropdown menu set to 'Active'. The 'Active' dropdown menu is open, showing options: Yes (selected), Yes, and No. The 'Update' button is highlighted with a red box.

The flash alert has now been reactivated and will automatically appear when accessing the patient's record.