

DENTRIX ESSENTIALS OUTLINE

DAY 1 (9:00 AM – 5:00 PM)

1. Office Manager

- Printing and displaying reports
- Setting up providers
- Setting up definitions and Dentrix preferences
- Using the Practice Analysis
- Learning what reports are available

2. Appointment Book

- Finding an available appointment time
- Locating an existing appointment
- Scheduling an appointment for new and existing patients
- Rescheduling, deleting, or breaking an appointment
- Setting an appointment complete
- Using Unscheduled and ASAP lists
- Printing Route Slips
- Setting up the Appointment Book

3. Family File

- Creating a new family
- Assigning medical alerts
- Entering employers
- Attaching referrals to patients
- Creating patient alerts
- Adding patient notes

4. Patient Chart

- Posting existing, completed, or treatment-planned procedures
- Editing/deleting procedures
- Changing dentition
- Printing Patient Chart reports

5. Treatment Planner

- Creating a treatment plan case
- Ordering procedures by visit
- Assigning statuses to cases
- Attaching consent forms to treatment plan cases
- Updating treatment plan fees

6. Ledger

- Posting/editing procedures
- Posting/editing payments/adjustments
- Setting up the Ledger

DAY 2 (9:00 AM – 5:00 PM)

7. Office Journal

- Changing the Office Journal view
- Recognizing automatic entries
- Adding, editing, and deleting manual entries

8. Document Center

- Acquiring and modifying documents
- Managing unfiled documents
- Signing documents
- Printing/exporting documents
- Viewing documents
- Setting up the Document Center
- Using Patient Picture

9. Continuing Care

- Editing continuing care defaults
- Attaching continuing care to procedure codes
- Attaching continuing care to patients and appointments
- Using the Continuing Care Display list
- Printing continuing care cards

10. Insurance Management

- Adding new insurance plans
- Attaching primary and secondary insurance to patients
- Creating insurance claims
- Entering insurance payments
- Modifying benefits used
- Coverage and payments tables

11. Practice Management

- Generating the Day Sheet
- Generating the Deposit Slip
- Creating bulk insurance claims
- Running month end
- Generating the Aging Report
- Generating billing statements