

# DENTRIX MORE PROFITS OUTLINE

## DAY 1 (9:00AM-5:00PM)

### 1. Insurance and Collections

- Identifying the total A/R, total production, and total collections in your office
- Identifying the total A/R from insurance and from your patients
- Setting up key features in Dentrix to ensure you give your patients accurate insurance estimates
- Sending billing statements to your patients to collect your patients' portion of their balance faster
- Setting up and tracking payment agreements to accommodate patients who cannot pay their full balance up front
- Posting credit/debit card payments using PowerPay LE
- Using eServices to help reduce your A/R and prevent overdue balances from occurring in the first place

### 2. Schedule Optimization

- Identifying the amount of scheduled and unscheduled time for each provider
- Identifying the average production per appointment and per scheduled hour
- Identifying the variance between your scheduled production and your goals
- Setting up key features in Dentrix to provide you with accurate report totals
- Creating and tracking financial goals for your practice
- Using time blocks to balance your day with the right amounts of high, medium, and low production appointments to help you meet your production goals
- Finding and accommodating patients who request to be seen as soon as possible
- Filling your schedule by generating lists of patients who meet the criteria you select
- Using the Unscheduled List to manage broken appointments by filling holes in your schedule
- Reducing missed appointments by reminding patients through phone calls, letters, postcards, and text messages

### 3. Learning Resources

- Accessing on-demand training
- Searching the Support Knowledgebase
- Searching the User's Guide pdf

## DAY 2 (9:00AM-2:00PM)

### 4. Continuing Care

- Identifying the total number of patients attached and not attached to continuing care
- Identifying the percentage of patients attached to continuing care with a scheduled appointment
- Filling holes in your schedule by generating lists of patients due for continuing care
- Sending reminders to patients due for continuing care to help prevent patients from not receiving the proper dental care they need

### 5. Dentrix G4 New Features (includes up to Productivity Pack 7)

- Recognizing and using the new features in Dentrix G4

**DENTRIX**<sup>®</sup> | IN TOUCH