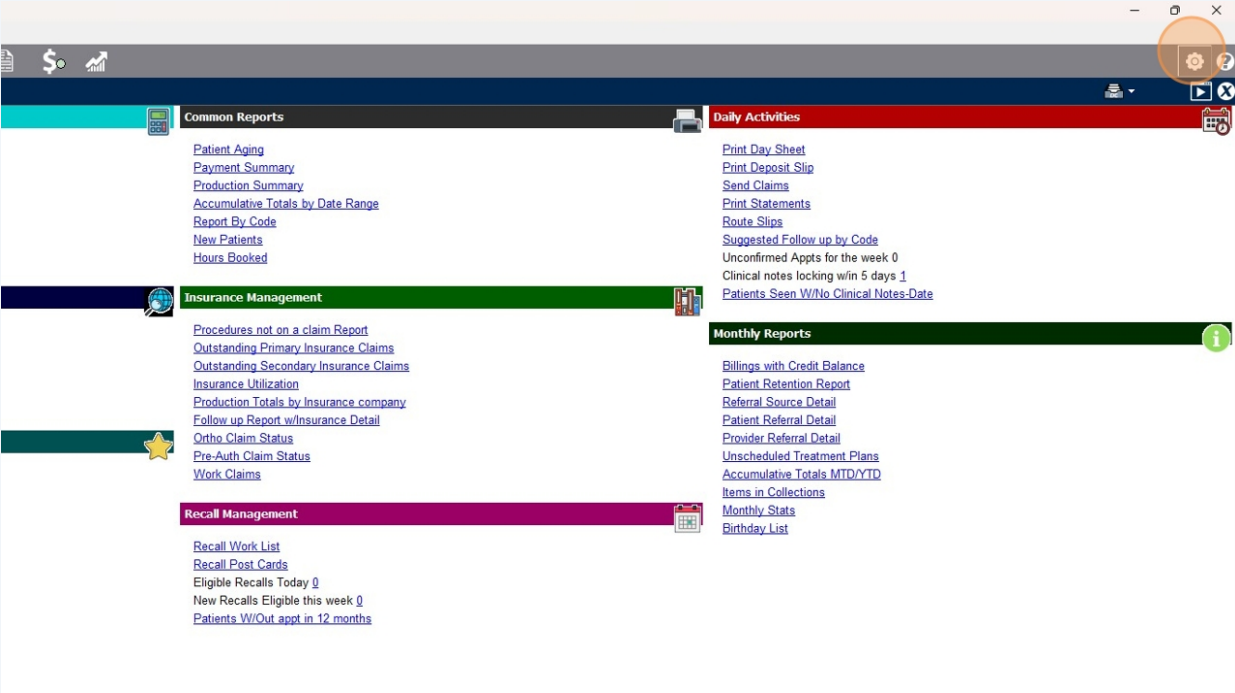


# ADDING NEW ACCOUNTING CODE

1 Click on the "gear" icon to open Practice Setup



## 2 Click Set Up Accounting Codes

DentiMax - Default Data  
File Edit Lists Activities Help

**DentiMax** Setup

General  
Close Screen

**Practice Information**

- [Set up the practice](#) by entering the address and scheduling preferences, such as opening and closing hours and holidays.
- [Set up users](#) by entering employee names and passwords.
- [Set up security](#) by limiting the users to certain features.
- [Set up providers](#) for each doctor and hygienist.
- [Set up resources](#) for scheduling. Create a resource for each column to be shown in the scheduler.
- [Set up required fields](#) for the patient entry screen.

**Accounting Setup**

- [Set up the fee schedules](#) to be used with the insurance plans.
- [Enter insurance plans](#) by entering in insurance information like coverage amounts, deductible, and fee schedule.
- [Set up default coverage tables](#) which will allow easy data entry into the insurance plan coverage amounts.
- [Set up the service classes](#) to group your ADA codes by category.
- [Set up Service Codes](#) and Conditions.
- [Set up Accounting Codes](#) such as adjustment and payment codes.

**Additional Setup**

- [Set up multicores](#) to group service codes together. Using multicores is an easy way to create multiple transactions with a single click.
- [Set up alert codes](#) to notify the users of any patient medical condition or allergies.
- [Create prescription templates](#) for commonly prescribed medications.
- [Modify claim pre-edits](#) to ensure claims are completed before sending.
- [Hide/Show Communicator Button](#) on the top right of the screen.
- [Create patient Acknowledgment items](#) for consent forms, HIPAA agreements, or other items to track for each patient.

**System Setup**

- [Use the practice start up wizard](#) to set up the basic practice information.
- [Set up with an electronic claims service](#) to be able to send electronic claims.
- [Set the credit card processor](#)
- [Change Server IP address](#)
- [Use the SQL tool](#) for viewing and updating data. (For Support technicians only)

## 3 Click New Code

DentiMax - Default Data  
File Edit Lists Activities Help

**DentiMax** Account Code List

General  
Close Screen  
Customize View  
Customize Filter

Service Classification: Description:  
Search: Search by: Code

Code	Description	Amount 1	Inactive
AGE0NL	Insurance Denied-Age Limitation		<input type="checkbox"/>
AUTOPAYADJ	Automatic Payment Redistribution		<input type="checkbox"/>
CARECREDIT	Patient Care Credit payment		<input type="checkbox"/>
CASHDISC	Cash Discount		<input type="checkbox"/>
CLAIM	Claim Printed		<input type="checkbox"/>
CRTRXFROM	Credit Transfer From Patient		<input type="checkbox"/>
CRTRXTO	Credit Transfer To Patient		<input type="checkbox"/>
FRQDNL	Insurance Denied-Frequency Limit		<input type="checkbox"/>
INFODNL	Insurance Denied-More Info Needed		<input type="checkbox"/>
INSADJ	Insurance Adjustment	0.00	<input type="checkbox"/>
INSCC	Insurance Credit Card Payment		<input type="checkbox"/>
INSCHECK	Insurance Check Payment	0.00	<input type="checkbox"/>
INSEFT	Insurance Electronic Payment		<input type="checkbox"/>
INSTKBK	Insurance Takeback/Refund		<input type="checkbox"/>
MAXDNL	Insurance Denied-Maximum Reached		<input type="checkbox"/>
NCBDNL	Insurance Denied-Not a covered benefit		<input type="checkbox"/>
NOTE	Statement Note		<input type="checkbox"/>
PATADJ	Adjustment	0.00	<input type="checkbox"/>
PATAMEX	Patient American Express Payment		<input type="checkbox"/>
PATCASH	Patient Cash Payment	0.00	<input type="checkbox"/>
PATDISCOVR	Patient Discover Card Payment		<input type="checkbox"/>
PATMC	Patient Mastercard Payment		<input type="checkbox"/>
PATPAY	Patient Check Payment	0.00	<input type="checkbox"/>
PATVISA	Patient Visa Payment	0.00	<input type="checkbox"/>
PROCOURT	Professional Courtesy		<input type="checkbox"/>
REFDISC	Referral Discount		<input type="checkbox"/>
REFUND	Refund to patient via check	0.00	<input type="checkbox"/>
REFUNDCC	Refund to patient via credit card		<input type="checkbox"/>

Modify Data  
Edit Code  
Delete Code  
New Code

## 4 Enter Code=PATDEBIT

DentiMax - Default Data  
File Edit Lists Activities Help

DentiMax

Service Code Entry

General Information Clinical Notes

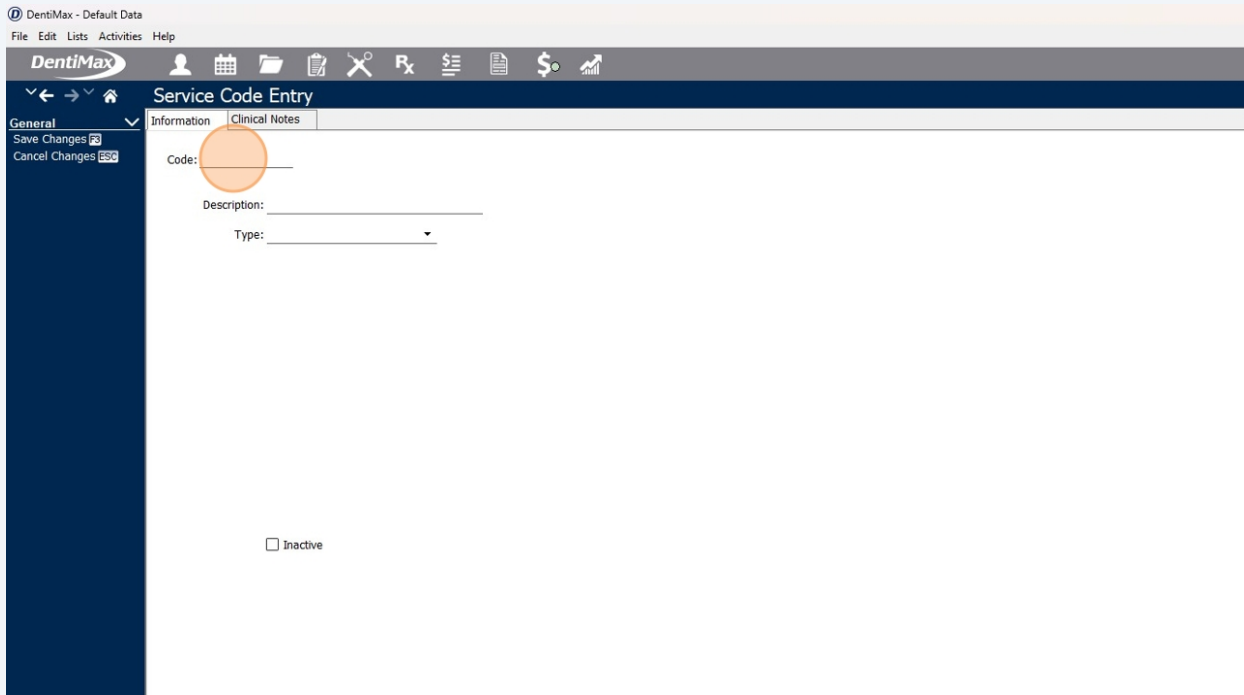
Save Changes [S] Cancel Changes [ESC]

Code:

Description:

Type:

Inactive



## 5 Enter complete Description = Patient Debit Payment

DentiMax - Default Data  
File Edit Lists Activities Help

DentiMax

Service Code Entry

General Information Clinical Notes

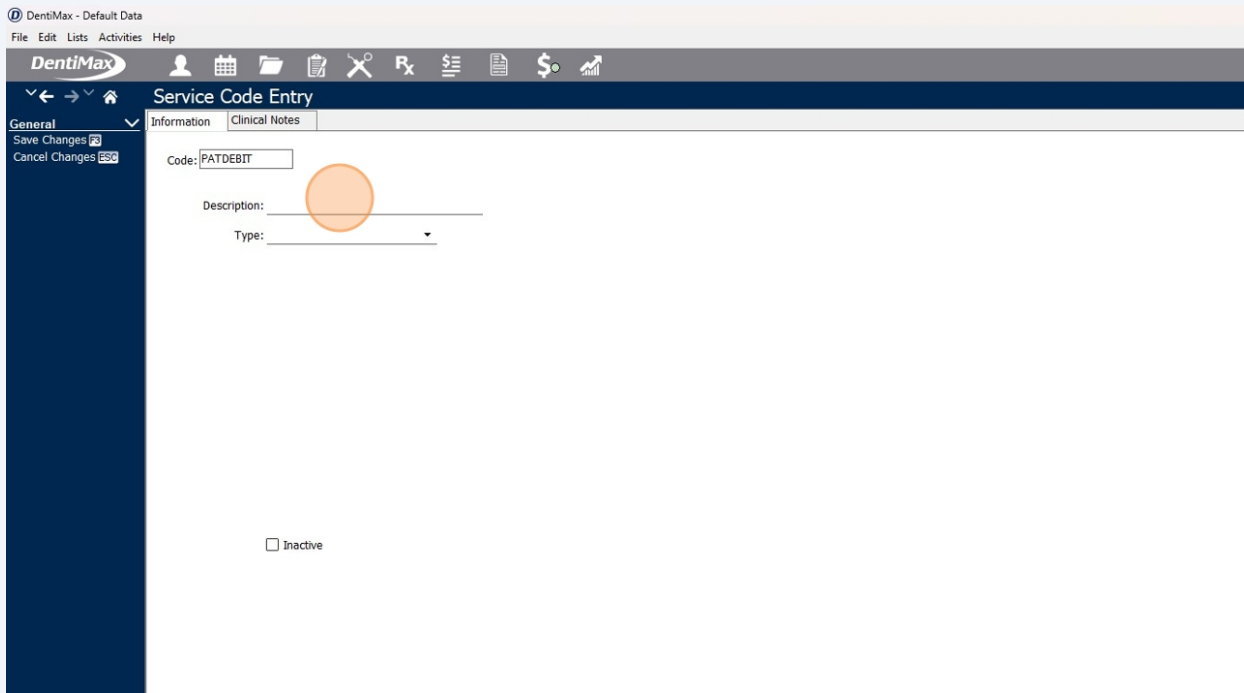
Save Changes [S] Cancel Changes [ESC]

Code: PATDEBIT

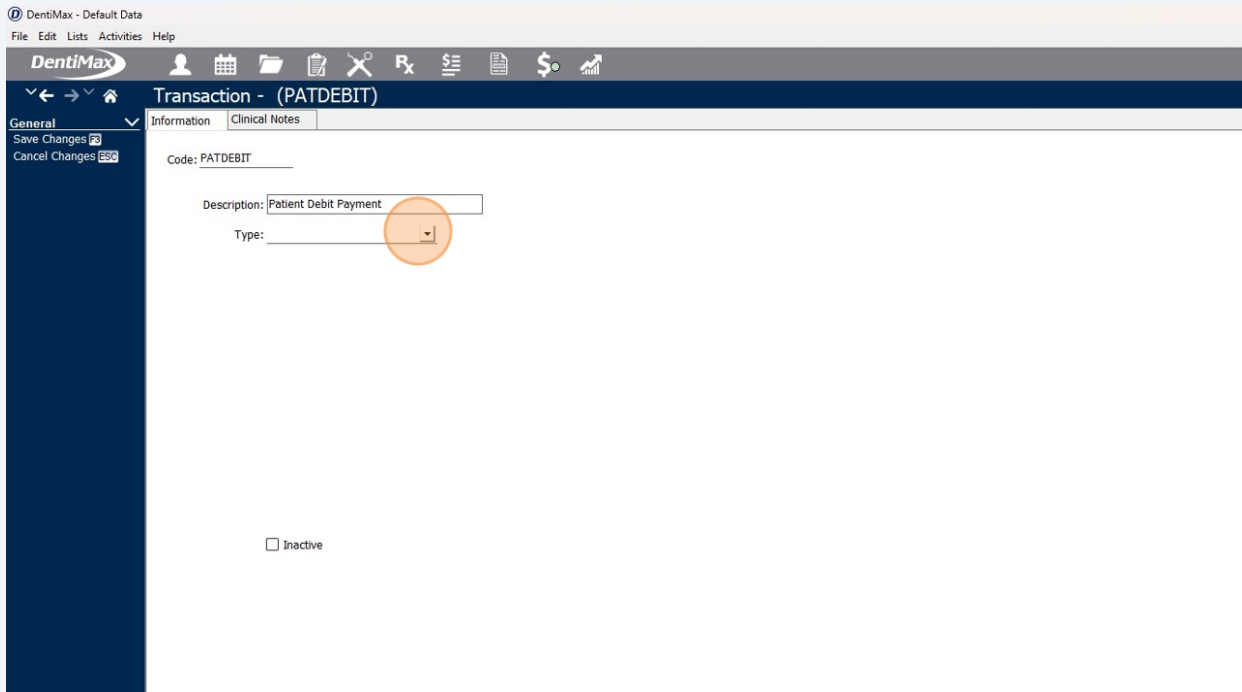
Description:

Type:

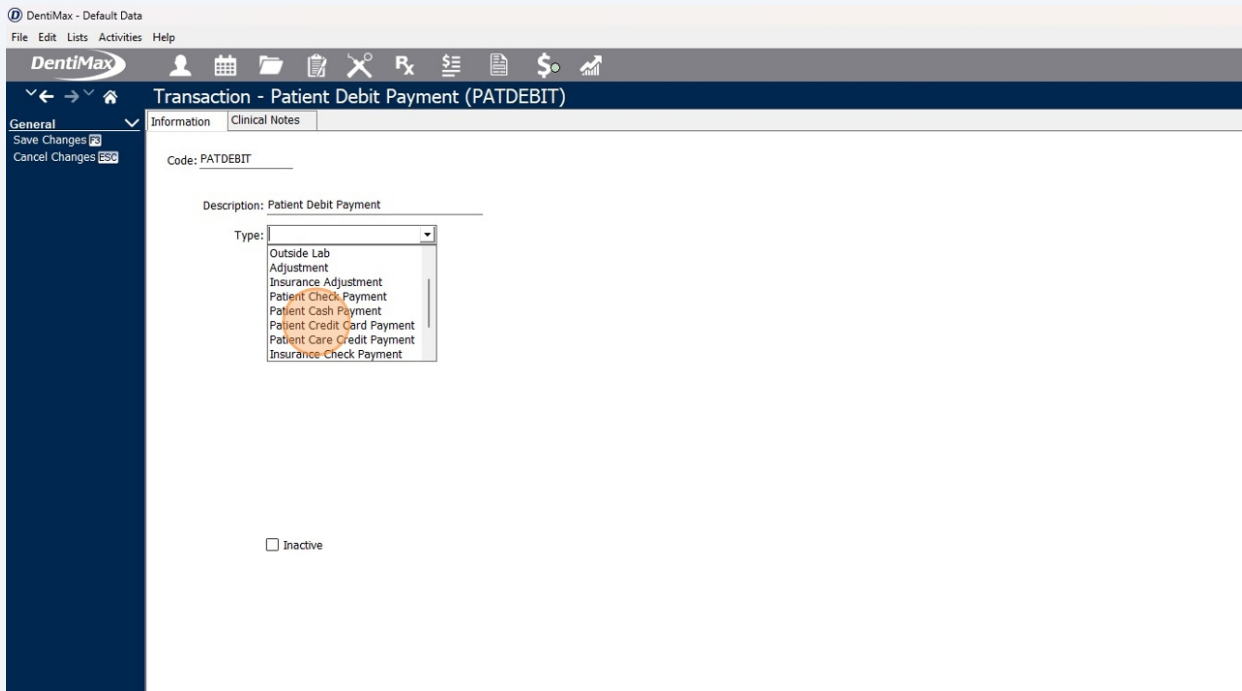
Inactive



## 6 Click the drop down menu



## 7 Select "Patient Credit Card Payment"



## 8 Save Changes

DentiMax - Default Data  
File Edit Lists Activities Help

DentiMax

Transaction - Patient Debit Payment (PATDEBIT)

General Information Clinical Notes

Code: PATDEBIT

Description: Patient Debit Payment

Type: Patient Credit Card Payment

Inactive

Save Changes F3  
Cancel Changes ESC

## 9 It will now appear on you accounting code list

Account Code	Description	Amount	Active
AUTOPAYADJ	Automatic Payment Redistribution		<input type="checkbox"/>
CARECREDIT	Patient Care Credit payment		<input type="checkbox"/>
CASHDISC	Cash Discount		<input type="checkbox"/>
CLAIM	Claim Printed		<input type="checkbox"/>
CRTRXFROM	Credit Transfer From Patient		<input type="checkbox"/>
CRTRXTO	Credit Transfer To Patient		<input type="checkbox"/>
FRQDNL	Insurance Denied-Frequency Limit		<input type="checkbox"/>
INFODNL	Insurance Denied-More Info Needed		<input type="checkbox"/>
INSADJ	Insurance Adjustment	0.00	<input type="checkbox"/>
INSACC	Insurance Credit Card Payment		<input type="checkbox"/>
INSCHECK	Insurance Check Payment	0.00	<input type="checkbox"/>
INSEFT	Insurance Electronic Payment		<input type="checkbox"/>
INSTKBK	Insurance Takeback/Refund		<input type="checkbox"/>
MAXDNL	Insurance Denied-Maximum Reached		<input type="checkbox"/>
NCBDNL	Insurance Denied-Not a covered benefit		<input type="checkbox"/>
NOTE	Statement Note		<input type="checkbox"/>
PATADJ	Adjustment	0.00	<input type="checkbox"/>
PATAMEX	Patient American Express Payment		<input type="checkbox"/>
PATCASH	Patient Cash Payment	0.00	<input type="checkbox"/>
PATDEBIT	Patient Debit Payment		<input type="checkbox"/>
PATDISCOVR	Patient Discover Card Payment		<input type="checkbox"/>
PATMC	Patient Mastercard Payment		<input type="checkbox"/>
PATPAY	Patient Check Payment	0.00	<input type="checkbox"/>
PATVISA	Patient Visa Payment	0.00	<input type="checkbox"/>
PROCCOURT	Professional Courtesy		<input type="checkbox"/>
REFDISC	Referral Discount		<input type="checkbox"/>
REFUND	Refund to patient via check	0.00	<input type="checkbox"/>
REFUNDCC	Refund to patient via credit card		<input type="checkbox"/>
STMT	Statement Printed		<input type="checkbox"/>
TAX	Tax		<input type="checkbox"/>

## 10 Click here

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DentiMax

Account Code List

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Search: Search by: Code

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PATPAY	Patient Check Payment	0.00	<input type="checkbox"/>
PATVISA	Patient Visa Payment	0.00	<input type="checkbox"/>
PROFCOURT	Professional Courtesy		<input type="checkbox"/>
REFDISC	Referral Discount		<input type="checkbox"/>
REFUND	Refund to patient via check	0.00	<input type="checkbox"/>
REFUNDC	Refund to patient via credit card		<input type="checkbox"/>

## 11 Click here

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File Edit Lists Activities Help

DentiMax

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