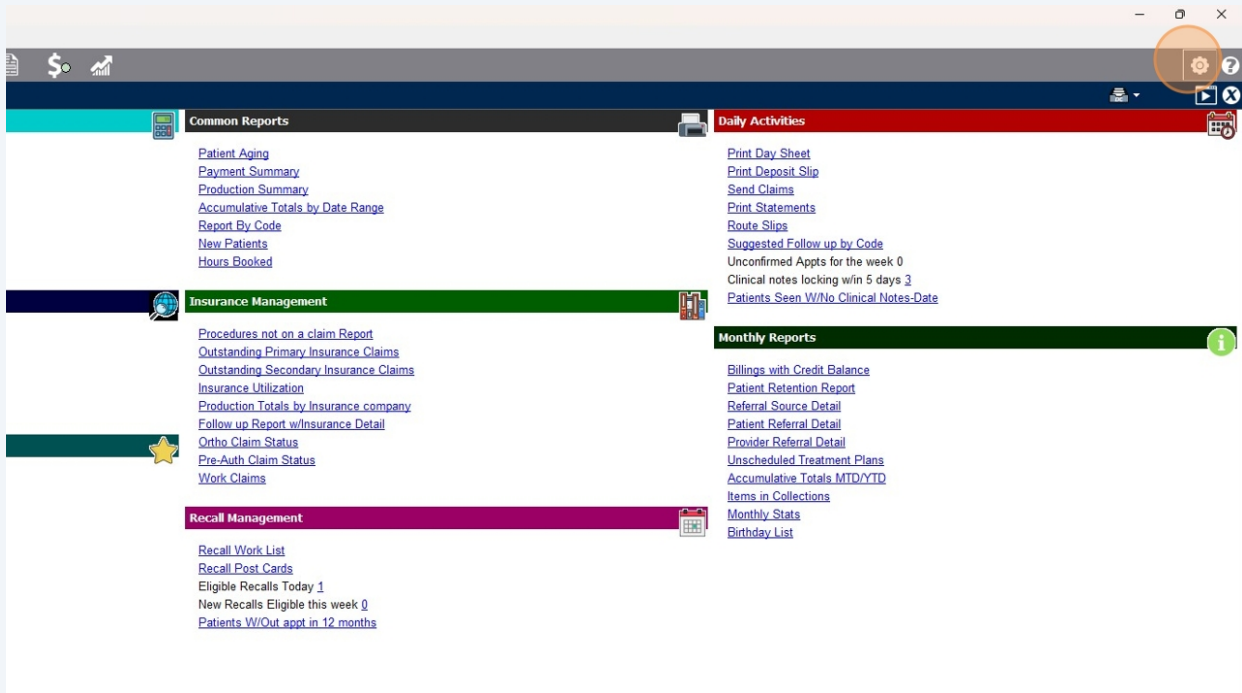


# DentiMax: How to add or remove a closed office day

1 Click to open Practice Set Up



## 2 Open Set up the Practice

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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 "Schedule Settings"

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Program Preferences

General  
Close Screen

Practice Info **Schedule Settings** Data Settings Connections Office Messaging Reports Dunning Messages E-mail Settings Ledger Colors Advanced Options

Practice Name: Default Data

Street: 41353 nw

Street 2:

City: Kijj State: AZ

Postal Code: 85297

Phone 1: (888) 888-8888

Phone 2:

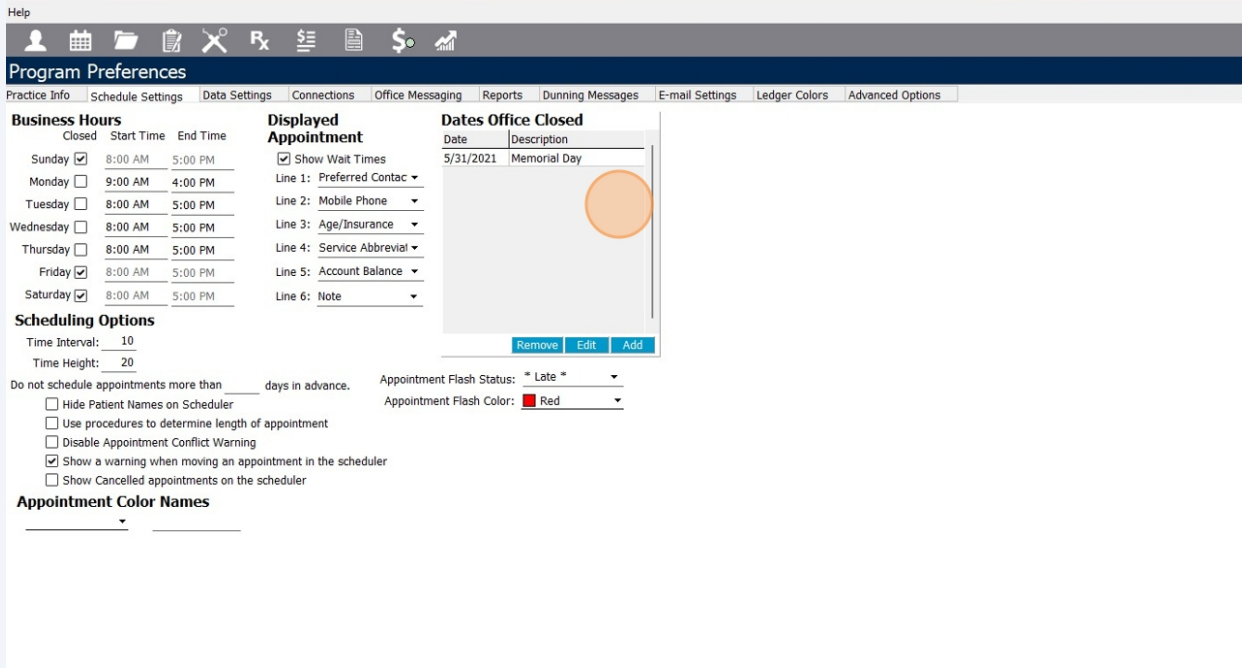
Fax:

Bank Account:

Default Area Code:

Tooth System: JP

## 4 You can add Dates Office Closed by clicking add and selecting the date needed



Help

Program Preferences

Practice Info Schedule Settings Data Settings Connections Office Messaging Reports Dunning Messages E-mail Settings Ledger Colors Advanced Options

**Business Hours**

Closed	Start Time	End Time
Sunday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM
Monday <input type="checkbox"/>	9:00 AM	4:00 PM
Tuesday <input type="checkbox"/>	8:00 AM	5:00 PM
Wednesday <input type="checkbox"/>	8:00 AM	5:00 PM
Thursday <input type="checkbox"/>	8:00 AM	5:00 PM
Friday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM
Saturday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM

**Scheduling Options**

Time Interval: 10  
Time Height: 20

Do not schedule appointments more than \_\_\_\_\_ days in advance.

Hide Patient Names on Scheduler  
 Use procedures to determine length of appointment  
 Disable Appointment Conflict Warning  
 Show a warning when moving an appointment in the scheduler  
 Show Cancelled appointments on the scheduler

**Appointment Color Names**

\_\_\_\_\_

**Displayed Appointment**

Show Wait Times

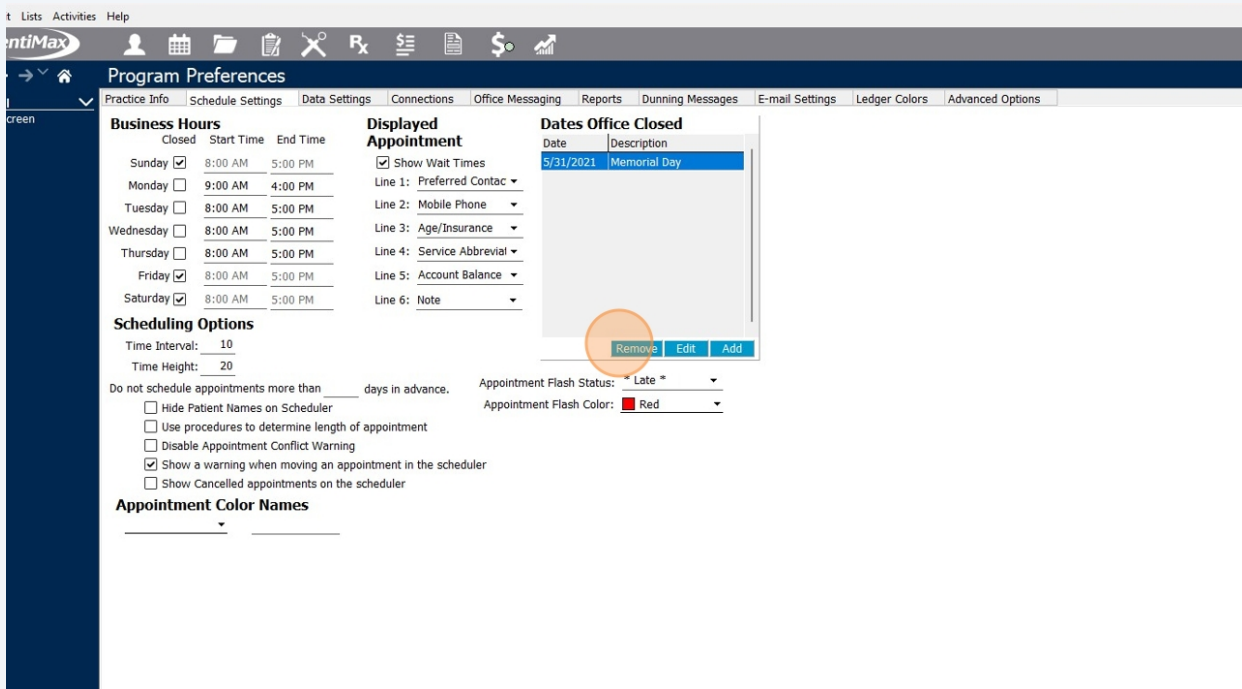
Line 1: Preferred Contac  
Line 2: Mobile Phone  
Line 3: Age/Insurance  
Line 4: Service Abbrevial  
Line 5: Account Balance  
Line 6: Note

**Dates Office Closed**

Date	Description
5/31/2021	Memorial Day

Remove Edit Add

## 5 You can select a day; and click Remove to remove the block on the schedule



Lists Activities Help

Program Preferences

Practice Info Schedule Settings Data Settings Connections Office Messaging Reports Dunning Messages E-mail Settings Ledger Colors Advanced Options

**Business Hours**

Closed	Start Time	End Time
Sunday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM
Monday <input type="checkbox"/>	9:00 AM	4:00 PM
Tuesday <input type="checkbox"/>	8:00 AM	5:00 PM
Wednesday <input type="checkbox"/>	8:00 AM	5:00 PM
Thursday <input type="checkbox"/>	8:00 AM	5:00 PM
Friday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM
Saturday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM

**Scheduling Options**

Time Interval: 10  
Time Height: 20

Do not schedule appointments more than \_\_\_\_\_ days in advance.

Hide Patient Names on Scheduler  
 Use procedures to determine length of appointment  
 Disable Appointment Conflict Warning  
 Show a warning when moving an appointment in the scheduler  
 Show Cancelled appointments on the scheduler

**Appointment Color Names**

\_\_\_\_\_

**Displayed Appointment**

Show Wait Times

Line 1: Preferred Contac  
Line 2: Mobile Phone  
Line 3: Age/Insurance  
Line 4: Service Abbrevial  
Line 5: Account Balance  
Line 6: Note

**Dates Office Closed**

Date	Description
5/31/2021	Memorial Day

Remove Edit Add

## 6 Click "Confirm"

9:00 AM 4:00 PM Line 1: Preferred Contac  
 8:00 AM 5:00 PM Line 2: Mobile Phone  
 8:00 AM 5:00 PM Line 3: Age/Insurance  
 8:00 AM 5:00 PM Line 4: Service Abbrevial  
 8:00 AM 5:00 PM Line 5: Account Balance  
 8:00 AM 5:00 PM Line 6: Note

**Scheduling Options**  
 Interval: 10  
 Height: 20  
 Schedule appointments more than \_\_\_\_\_ days in advance.  
 Hide Patient Names on Scheduler  
 Use procedures to determine length of appointment  
 Disable Appointment Conflict Warning  
 Show a warning when moving an appointment in the scheduler  
 Show Cancelled appointments on the scheduler

**Appointment Color Names**  
 \_\_\_\_\_

Appointment Flash Status: \* Late \*  
 Appointment Flash Color: Red

Remove Edit Add

Confirm

Are you sure you want to remove 5/31/2021 (Memorial Day) from the list of days closed?

Yes No

## 7 Close Screen and go to your schedule to see the day now open

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Program Preferences

General Practice Info Schedule Settings Data Settings Connections Office Messaging Reports Dunning Messages E-mail Settings Ledger Colors Advanced Options

Close Screen

**Business Hours**  
 Closed Start Time End Time  
 Sunday  8:00 AM 5:00 PM  
 Monday  9:00 AM 4:00 PM  
 Tuesday  8:00 AM 5:00 PM  
 Wednesday  8:00 AM 5:00 PM  
 Thursday  8:00 AM 5:00 PM  
 Friday  8:00 AM 5:00 PM  
 Saturday  8:00 AM 5:00 PM

**Scheduling Options**  
 Time Interval: 10  
 Time Height: 20  
 Do not schedule appointments more than \_\_\_\_\_ days in advance.  
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 Use procedures to determine length of appointment  
 Disable Appointment Conflict Warning  
 Show a warning when moving an appointment in the scheduler  
 Show Cancelled appointments on the scheduler

**Appointment Color Names**  
 \_\_\_\_\_

**Displayed Appointment**  
 Show Wait Times  
 Line 1: Preferred Contac  
 Line 2: Mobile Phone  
 Line 3: Age/Insurance  
 Line 4: Service Abbrevial  
 Line 5: Account Balance  
 Line 6: Note

**Dates Office Closed**  
 Date Description

Remove Edit Add