

Dentimax dental management system Workflow

Posting Single Insurance Payments

1 From Patient ledger

DentiMax - Default Data

File Edit Lists Activities Help

DentiMax

Ledger (Test, Sunny)

Patient: Test, Sunny

Billing Information

Charges:	1350.00	Primary	Individual	Family
Est Due:	0.00	Balance:	300.00	300.00
Adjustments:	-750.00	Std Ded:	0/50	0/150
Ins 1: Aetna	600.00	Ins Pmts:	0.00	
Ins 2: None, CIG00	-300.00	Patient Pmts:	-300.00	
HOH: Test, Sunny	-300.00	Total:	300.00	
		Other Ded:		
		Ins 1 Used:	1000	2500
		Ins 1 Max:		
Current:	0.00	30 days:	300.00	0.00

Claim Number	Billing Number	Date	Name	Code	Description	Provider	Tooth	Surface	Amount	Status	Ins Pd	Pat Pd	Ins Adj	Pat Adj
0	21	6/9/2025	Sunny			TES00			0.00	Completed	0.00	0.00	0.00	0.00
26	15	5/7/2025	Sunny	D2394	resin-based composite - four or more sur	TES00	29	MODB	1000.00	Completed	0.00	-200.00	-650.00	0.00
	15	5/7/2025	Sunny	INSADJ	Insurance Adjustment	TES00			-650.00	Completed	0.00	0.00	0.00	0.00
	15	5/12/2025	Sunny	PATCASH	Patient Cash Payment	TES00			-200.00	Completed	0.00	0.00	0.00	0.00
26	15	5/7/2025	Sunny	CLAIM	Primary insurance claim printed				0.00	Completed	0.00	0.00	0.00	0.00
27	15	5/7/2025	Sunny	D0330	panoramic radiographic image	TES00			300.00	Completed	0.00	-50.00	-100.00	0.00
	15	5/7/2025	Sunny	INSADJ	Insurance Adjustment	TES00			-100.00	Completed	0.00	0.00	0.00	0.00
	15	5/12/2025	Sunny	PATCASH	Patient Cash Payment	TES00			-50.00	Completed	0.00	0.00	0.00	0.00
27	15	5/7/2025	Sunny	D0120	periodic oral evaluation - established p	TES00			50.00	Completed	0.00	-50.00	0.00	0.00
	15	5/12/2025	Sunny	PATCASH	Patient Cash Payment	TES00			-50.00	Completed	0.00	0.00	0.00	0.00
27	15	5/7/2025	Sunny	CLAIM	Primary insurance claim printed				0.00	Completed	0.00	0.00	0.00	0.00
	15	5/7/2025	Sunny	NOTE	Amt Applied to Ded 50.00				0.00	Completed	0.00	0.00	0.00	0.00

Claim Information

Create Claim

Print

Print Walk-Out

Print Family Walk-Out

Print Statement

Print Family Statem...

Print Ledger

Print Family Ledger

Patient

Search for Patient

Edit Patient

New Patient

2 Click New Insurance Payment

DentiMax - Default Data

File Edit Lists Activities Help

DentiMax

Ledger (Test, Sunny)

Patient: IESSH000 Test, Sunny

Billing Information

Charges:	1350.00	Primary Balance:	300.00	Family:	300.00
Adjustments:	-750.00	Std Ded:	0/50	Other Ded:	0/150
Ins Pmts:	0.00	Ins 1 Used:	1000	Ins 1 Max:	2500
Patent Pmts:	-300.00	Total:	300.00		
Current:	0.00	30 days:	300.00	60 days:	0.00
		90+ days:	0.00		

Claim Number	Billing Number	Date	Name	Code	Description	Provider	Tooth	Surface	Amount	Status	Ins Pd	Pat Pd	Ins Adj	Pat Adj
0	21	6/9/2025	Sunny			TES00			0.00	Completed	0.00	0.00	0.00	0.00
26	15	5/7/2025	Sunny	D2394	resin-based composite - four or more sur	TES00	29	HDOB	1000.00	Completed	0.00	-200.00	-650.00	0.00
	15	5/7/2025	Sunny	INSADJ	Insurance Adjustment	TES00			-650.00	Completed	0.00	0.00	0.00	0.00
	15	5/12/2025	Sunny	PATCASH	Patient Cash Payment	TES00			-200.00	Completed	0.00	0.00	0.00	0.00
26	15	5/7/2025	Sunny	CLAIM	Primary insurance claim printed				0.00	Completed	0.00	0.00	0.00	0.00
27	15	5/7/2025	Sunny	D0330	panoramic radiographic image	TES00			300.00	Completed	0.00	-50.00	-100.00	0.00
	15	5/7/2025	Sunny	INSADJ	Insurance Adjustment	TES00			-100.00	Completed	0.00	0.00	0.00	0.00
	15	5/12/2025	Sunny	PATCASH	Patient Cash Payment	TES00			-50.00	Completed	0.00	0.00	0.00	0.00
27	15	5/7/2025	Sunny	D0120	periodic oral evaluation - established p	TES00			50.00	Completed	0.00	-50.00	0.00	0.00
	15	5/12/2025	Sunny	PATCASH	Patient Cash Payment	TES00			-50.00	Completed	0.00	0.00	0.00	0.00
	15	5/7/2025	Sunny	CLAIM	Primary insurance claim printed				0.00	Completed	0.00	0.00	0.00	0.00
	15	5/7/2025	Sunny	NOTE	Amt Applied to Ded 50.00					Completed			0.00	0.00

General

- Close Screen

Transactions

- New Transaction
- Delete Transaction
- Use a Multicode
- Post From Treatme...
- Adjust Deductible
- Adjust Benefits Used
- Enter a Payment
- Add Pat Payment/Adj
- New Insurance Payment
- Add Ledger Data
- Issue a Payment

Other Information

- View Details
- View Billing Options
- View Chart
- View Prescriptions

Claim Information

- Create Claim

Print

- Print Walk-Out
- Print Family Walk-Out
- Print Statement
- Print Family Statem...
- Print Ledger
- Print Family Ledger

Patient

- Search for Patient
- Edit Patient
- New Patient

3 Enter payment information

DentiMax - Default Data

File Edit Lists Activities Help

DentiMax

Batch Payment Entry

ID:

Date: 7/7/2025

Type: Insurance

Insurance Code: AET00 Aetna

Payment Method: Check Check Number:

Description: Aetna

Original Amount:

Distributed Total: 0.00

Unused Amount: 0.00

General

- Save Changes
- Cancel Changes

Payment Option

- Distribute

4 Click here

DentiMax - Default Data

File Edit Lists Activities Help

DentiMax

Batch Payment Entry

General

Save Changes [S] Cancel Changes [ESC]

Payment Option

Distribute

ID: []

Date: 7/7/2025

Type: Insurance

Insurance Code: AET00 Aetna

Payment Method: Check Check Number: []

Description: Aetna

Original Amount: 100.00

Distributed Total: 0.00

Unused Amount: 100.00

5 Apply payment to the corresponding procedures

tax - Default Data

Lists Activities Help

DentiMax

EOB Entry - Aetna (AET00)

Check Date: 7/7/2025 Primary Ins: AET00 - Aetna Total Check Amount: 100.00

Check Number: 12312 Secondary Ins: - Previously Posted: 0.00

Patient: TESSH000 Test, Sunny Current Posted Amount: 0.00

Unposted Amount: 100.00

Claim: []

Show Paid Transactions Show Other Insurance Plan Charges

Dist Full Amt Dist to Est

Payment Code: INSCHECK

Note	Service Date	Claim #	Code	Tooth	Fee	Pat Paid	Pat Adj	Ins Paid	Ins Adj	Balance	Ins Est	Payment	Deductible	Adjustment	Follow Up
	6/9/2025	0													
	5/7/2025	26	D2394	29	1000.00	-200.00			-650.00	150.00			50.00		
	5/7/2025	27	D0330		300.00	-50.00			-100.00	150.00					
	5/7/2025	27	D0120		50.00	-50.00									

6 Click Post Payments and Close

DentiMax - Default Data

File Edit Lists Activities Help

DentiMax

EOB Entry - Aetna (AET00)

Check Date: 7/7/2025 **Primary Ins: AET00 - Aetna** Total Check Amount: 100.00
Check Number: 12312 **Secondary Ins: CIG00 - CIGNA** Previously Posted: 0.00
Patient: TESSH000 Test, Sunny Current Posted Amount: -100.00
Unposted Amount: 0.00

Claim: _____
 Show Paid Transactions Show Other Insurance Plan Charges

Dist Full Amt Dist to Est

Payment Code: INSCHECK

Note	Service Date	Claim #	Code	Tooth	Fee	Pat Paid	Pat Adj	Ins Paid	Ins Adj	Balance	Ins Est	Payment	Deductible	Adjustment	Follow Up
	6/9/2025	0													
	5/7/2025	26	D2394	29	1000.00	-200.00			-650.00	150.00			50.00		
	5/7/2025	27	D0330		300.00	-50.00			-100.00	150.00		-100.00			
	5/7/2025	27	D0120		50.00	-50.00									

7 Click here

DentiMax - Default Data

File Edit Lists Activities Help

DentiMax

Batch Payment Entry

ID: 39

Date: 7/7/2025
Type: Insurance

Insurance Code: AET00 Aetna
Payment Method: Check Check Number: 12312
Description: Aetna

Original Amount: 100.00
Distributed Total: 100.00
Unused Amount: 0.00