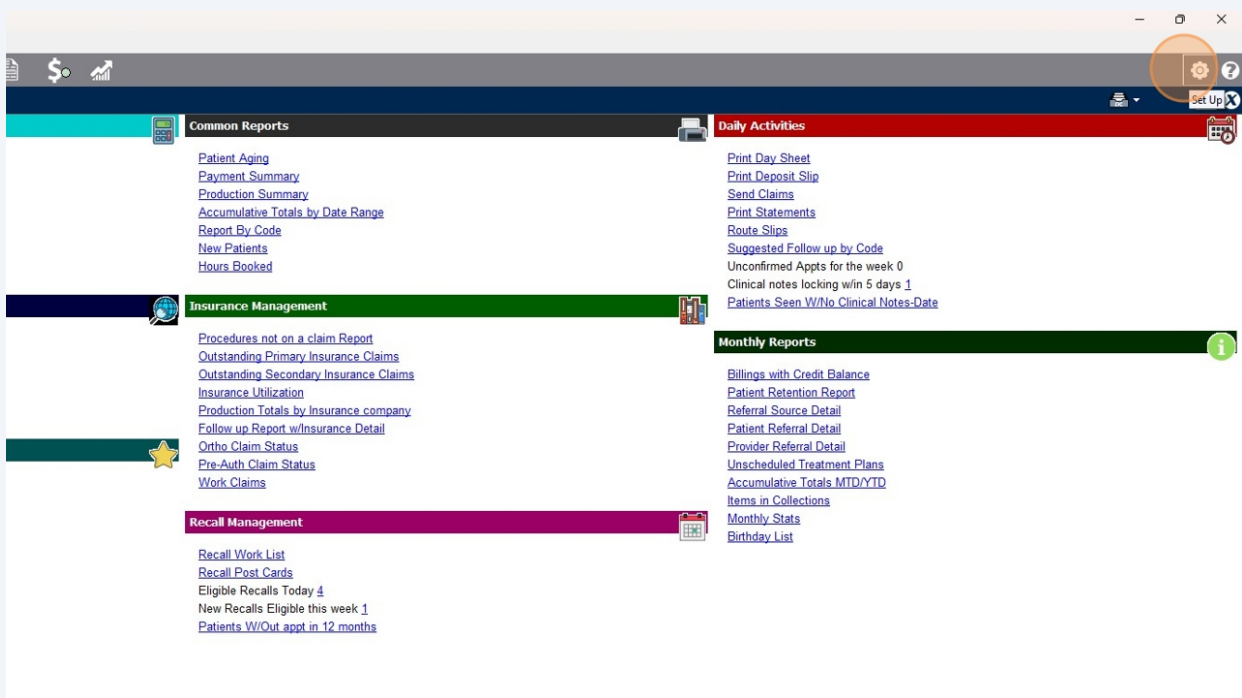


DentiMax: Setting up Providers

1 From Home Screen

Click on the "gear" to enter Practice Set Up



2 Click Set up Providers

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 here

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider List - House John

Code: _____ Default Resource: _____
Last Name: _____ First Name: _____
Search: _____ Search by: Code

Code	Last Name	First Name	Credentials	Default Resource	Facility Code	Drug ID Number	NPI	Specialty
HOU00	House	John	Dmd	OPT1			664-555-444	1223P0700X
LOC00	Location	Treatment	Dds					1223E0200X
LOC01	Location Test	Treatment	DDS					122300000X
SM00	Smith	Mrs	Dds					122300000X
TES00	Test	Terry	Dds				1213547894	122300000X
TES01	Test							

Modify Data
Edit Provider
Delete Provider
New Provider

4 Enter all provider information

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | IDs | Custom

Code: _____

Last Name: _____ Middle Initial _____ Billing Dentist (Box 48-52): _____

First Name: _____ Bill Claims using another Provider (Box 53-58): _____

Credentials: _____ Print in Claim Signature Box: _____

Specialty: _____ Appointment Color: ■ Black

Street: _____ Street 2: _____ Default Resource: _____

City: _____ State: _____ Facility: _____

Postal Code: _____ Locum Tenens Treating Dentist

E-mail: _____

Office Phone: _____

Home Phone: _____

Fax: _____

Mobile Phone: _____

Inactive

5 Click "IDs" tab

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | IDs | Custom

Code: _____

Last Name: _____ Billing Dentist (Box 48-52): _____

First Name: _____ Middle Initial _____ Bill Claims using another Provider (Box 53-58): _____

Credentials: _____ Print in Claim Signature Box: _____

Specialty: _____ Appointment Color: ■ Black

Street: _____ Street 2: _____ Default Resource: _____

City: _____ State: _____ Facility: _____

Postal Code: _____ Locum Tenens Treating Dentist

E-mail: _____

Office Phone: _____

Home Phone: _____

Fax: _____

Mobile Phone: _____

Inactive

6

Enter you inportant ID#'s: Be sure to enter State ID#, TIN and NPI as these will be used on the claim forms

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | IDs | Custom

Save Changes [S] | Cancel Changes [ESC]

Office Number: _____

Social Security Number: _____

State ID Number: _____

TIN Number: _____

Medicaid Number: _____

Drug ID Number: _____

NPI: _____

Group NPI: _____

BCBS ID Number: _____

Provider Number: _____

Medicare Number: _____

Eligibility ID: _____

Extra ID 1: _____

Extra ID 2: _____

Extra ID 3: _____

7

Save Changes

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | IDs | Custom

Save Changes [S] | Cancel Changes [ESC]

Office Number: _____

Social Security Number: _____

State ID Number: _____

TIN Number: _____

Medicaid Number: _____

Drug ID Number: _____

NPI: _____

Group NPI: _____

BCBS ID Number: _____

Provider Number: _____

Medicare Number: _____

Eligibility ID: _____

Extra ID 1: _____

Extra ID 2: _____

Extra ID 3: _____

8 Double-click to go back into the provider profile

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider List - Test Terry

Code: _____ Default Resource: _____
Last Name: _____ First Name: _____

Search: _____ Search by: Code

Code	Last Name	First Name	Credentials	Default Resource	Facility Code	Drug ID Number	NPI	Specialty
HOU00	House	John	Dmd	OPT1			664-555-444	1223P0700X
LOC00	Location	Treatment	Dds					1223E0200X
LOC01	Location Test	Treatment	DDS					122300000X
SMB00	Smith	Mrs	Dds					122300000X
TES00	Test	Terry	Dds				1213547894	122300000X
TES01	Test							

9 Now you will add the Billing Dentist: use the drop-down menu to select the correct billing dentist

This will be the info that populates on the claim form in box 48-52

tax - Default Data
Lists Activities Help

DentiMax

Provider Entry

Provider Information | Work Schedule | IDs | Custom

Code: TES00

Last Name: Test
First Name: Terry Middle Initial: _____
Credentials: Dds
Specialty: Dentist

Street: 12364 Nw
Street 2: _____
City: Mesa State: AZ
Postal Code: 85206

E-mail: _____
Office Phone: (888) 121-1234
Home Phone: (888) 121-1234
Fax: _____
Mobile Phone: _____
 Inactive

Billing Dentist (Box 48-52): TES00 Terry Test
Bill Claims using another Provider (Box 53-58): TES00 Terry Test
Print in Claim Signature Box: Signature on File
Appointment Color: Teal
Default Resource: _____
Facility: _____
Locum Tenens Treating Dentist

10

Now you will add the Billing Dentist: use the drop-down menu to select the correct billing Rendering dentist

This will be the info that populates on the claim form in box 53-58

tax - Default Data
Lists Activities Help

Provider Entry

Provider Information | Work Schedule | IDs | Custom

Code: TES00

Last Name: Test
First Name: Terry Middle Initial
Credentials: Dds
Specialty: Dentist

Street: 12364 Nw
Street 2:
City: Mesa State: AZ
Postal Code: 85206

E-mail:
Office Phone: (888) 121-1234
Home Phone: (888) 121-1234
Fax:
Mobile Phone:
 Inactive

Billing Dentist (Box 48-52): TES00 Q Terry Test
Bill Claims using another Provider (Box 53-58): TES00 Q Terry Test
Print in Claim Signature Box: Signature on File

Appointment Color: Teal
Default Resource:
Facility:
Locum Tenens Treating Dentist

11

Select how you would like to have signature on claim forms: most common is "Signature on File"

ult Data
activities Help

Provider Entry

Provider Information | Work Schedule | IDs | Custom

Code: TES00

Last Name: Test
First Name: Terry Middle Initial
Credentials: Dds
Specialty: Dentist

Street: 12364 Nw
Street 2:
City: Mesa State: AZ
Postal Code: 85206

E-mail:
Office Phone: (888) 121-1234
Home Phone: (888) 121-1234
Fax:
Mobile Phone:
 Inactive

Billing Dentist (Box 48-52): TES00 Q Terry Test
Bill Claims using another Provider (Box 53-58): TES00 Q Terry Test
Print in Claim Signature Box: Signature on File

Appointment Color: Teal
Default Resource:
Facility:
Locum Tenens Treating Dentist

12 You can also select a provider color from the list.

This color will populate on the left side of all appointments

Default Data
Activities Help

Provider Entry

Provider Information | Work Schedule | IDs | Custom

Code: TES00

Last Name: Test
First Name: Terry Middle Initial
Credentials: Dds
Specialty: Dentist

Street: 12364 Nw
Street 2:
City: Mesa State: AZ
Postal Code: 85206

E-mail:
Office Phone: (888) 121-1234
Home Phone: (888) 121-1234
Fax:
Mobile Phone:

Inactive

Billing Dentist (Box 48-52): TES00 Terry Test
Bill Claims using another Provider (Box 53-58): TES00 Terry Test
Print in Claim Signature Box: Signature on File

Appointment Color: Teal
Default Resource:
Facility:
Locum Tenens Treating Dentist

13 Save Changes

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | IDs | Custom

Save Changes F3
Cancel Changes ESC

Code: TES00

Last Name: Test
First Name: Terry Middle Initial
Credentials: Dds
Specialty: Dentist

Street: 12364 Nw
Street 2:
City: Mesa State: AZ
Postal Code: 85206

E-mail:
Office Phone: (888) 121-1234
Home Phone: (888) 121-1234
Fax:
Mobile Phone:

Inactive

Billing Dentist (Box 48-52): TES00 Terry Test
Bill Claims using another Provider (Box 53-58): TES00 Terry Test
Print in Claim Signature Box: Signature on File

Appointment Color: Teal
Default Resource:
Facility:
Locum Tenens Treating Dentist

14 Click here

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Provider List - Test Terry

Code: _____ Default Resource: _____
Last Name: _____ First Name: _____

Search: _____ Search by: Code

Code	Last Name	First Name	Credentials	Default Resource	Facility Code	Drug ID Number	NPI	Specialty
HOU00	House	John	Dmd	OPT1			664-555-444	1223P0700X
LOC00	Location	Treatment	Dds					1223E0200X
LOC01	Location Test	Treatment	DDS					122300000X
SMB00	Smith	Mrs	Dds					122300000X
TES00	Test	Terry	Dds				1213547894	122300000X
TES01	Test							

General
Close Screen
Customize View
Customize Filter
Modify Data
Edit Provider
Delete Provider
New Provider