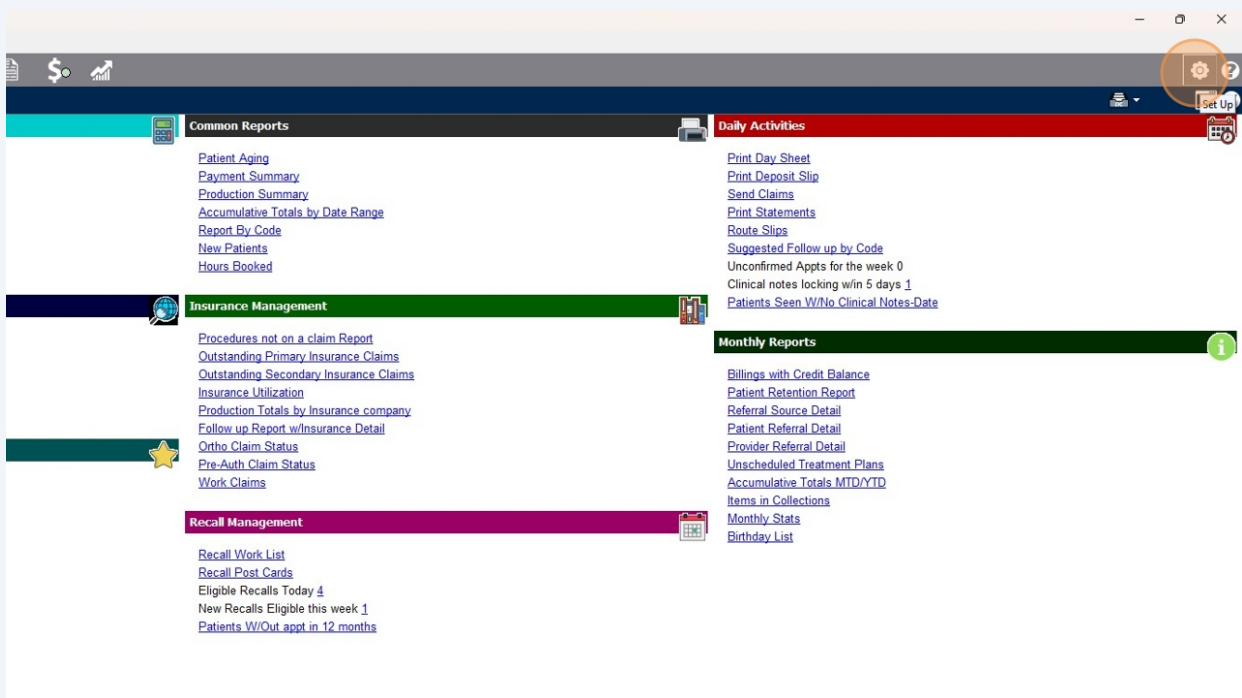


DentiMax Setting up Practice

1 From Home Screen

Click on the "gear" icon to enter Practice Preferences



2 First you will go to Set Up The Practice

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 Enter all the practice information

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File Edit Lists Activities Help

DentiMax

Program Preferences

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

General
Close Screen

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 Click "Schedule Settings" tab

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Program Preferences

General 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

5 You will enter office hours for open days

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Program Preferences

General 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
<input checked="" type="checkbox"/>	8:00 AM	5:00 PM
<input type="checkbox"/>	9:00 AM	4:00 PM
<input type="checkbox"/>	8:00 AM	5:00 PM
<input type="checkbox"/>	8:00 AM	5:00 PM
<input type="checkbox"/>	8:00 AM	5:00 PM
<input checked="" type="checkbox"/>	8:00 AM	5:00 PM
<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
------	-------------

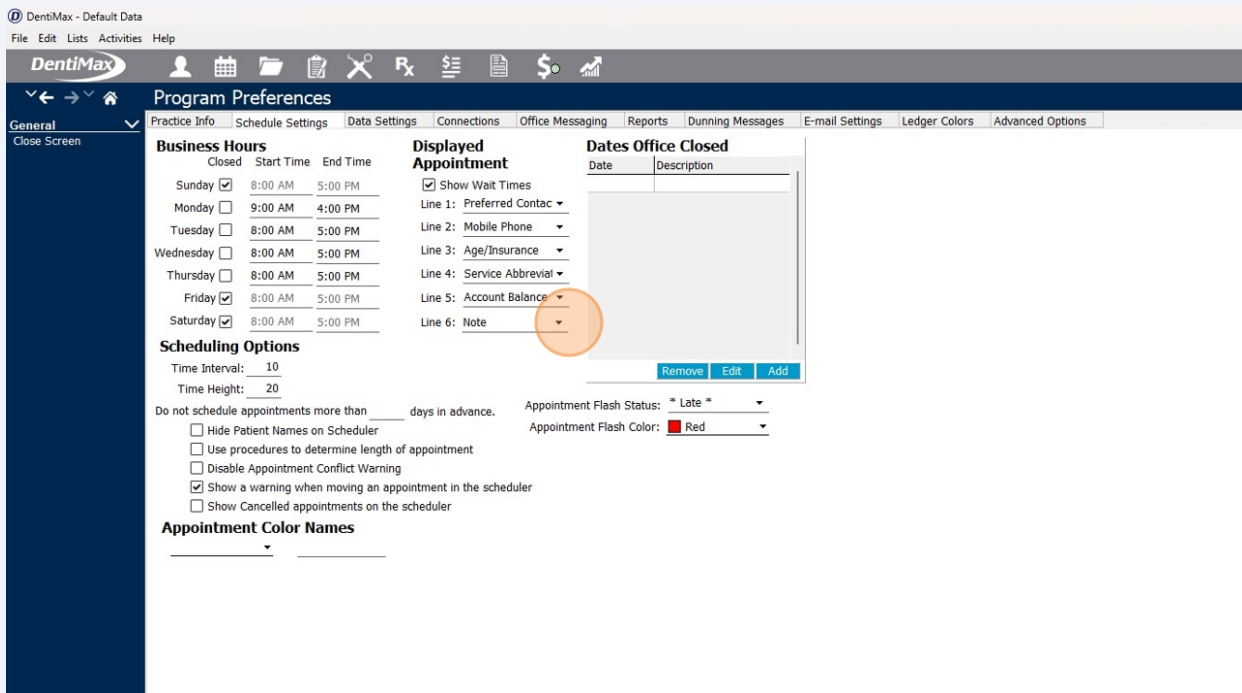
Remove Edit Add

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

6

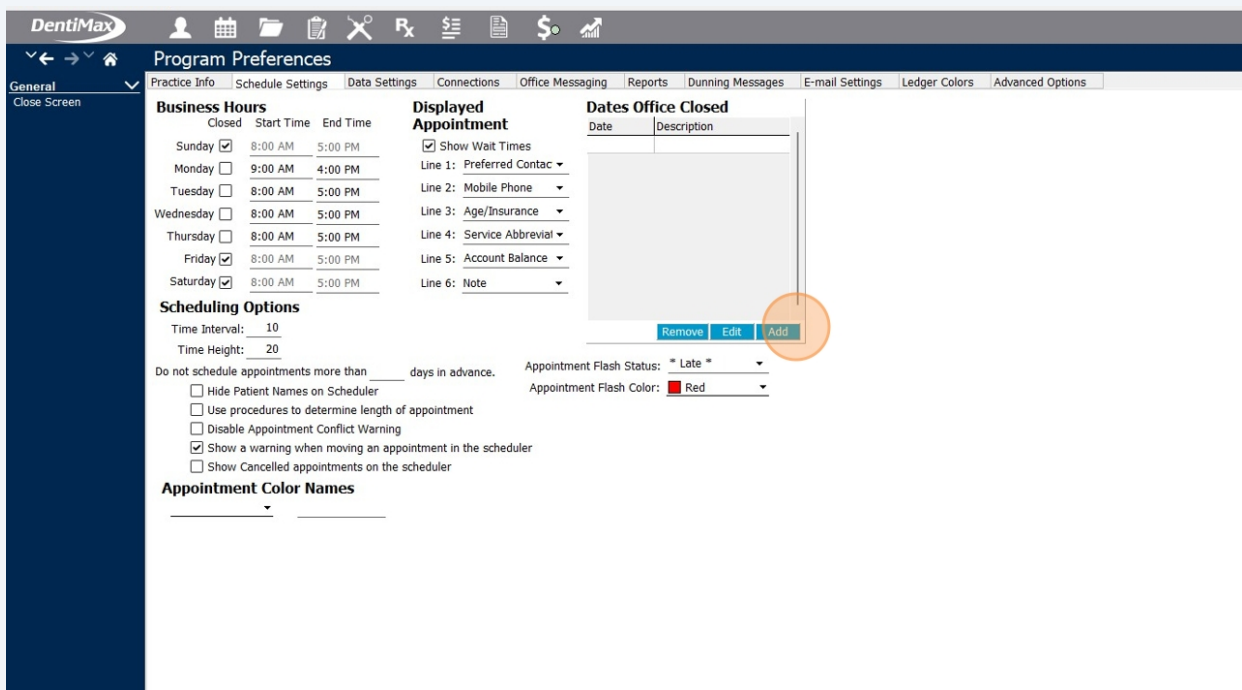
You can adjust the information that is displayed on the appointments on the schedule.

Use the drop down menu to select what you want on each line



7

You can add Dates Office Closed



8 Select the time interval for scheduling appointments

The screenshot shows the DentiMax software interface with the 'Program Preferences' window open. The 'Schedule Settings' tab is selected. Under 'Business Hours', a table lists days from Sunday to Saturday with checkboxes and time intervals. The 'Scheduling Options' section is highlighted with an orange circle, showing 'Time Interval' set to 10 and 'Time Height' set to 20. Other sections include 'Displayed Appointment', 'Dates Office Closed', and 'Appointment Flash Status'.

Day	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

9 If you would like to have your appointments color coded; you can select a color and rename it.

This will be the color on the top bar of appointments

This screenshot is a zoomed-in view of the 'Appointment Color Names' section from the previous image. An orange circle highlights the dropdown menu for selecting a color and renaming it.

Appointment Color Names

10 Click "Data Settings"

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Program Preferences

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

General
Save Changes [F3]
Cancel Changes [ESC]

Business Hours

Day	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

■ Cleaning [v] [Cleaning]

Displayed Appointment

Show Wait Times

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

Dates Office Closed

Date	Description
------	-------------

[Remove] [Edit] [Add]

Appointment Flash Status: * Late * [v]
Appointment Flash Color: Red [v]

11 Here you will need to select a default provider; this will need to be set AFTER you have created the provider profile.

Finish the Program Preferences then come back to this after the provider is completed

Please select "Force A New Patient Billing for Each Visit"

Program Preferences

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

General
Save Changes [F3]
Cancel Changes [ESC]

Data Entry Settings

Default Provider: TES00 [v] Test, Terry
Default Primary Teeth up to age: 6
Default Mixed Dentition up to age: 12
Default teeth for patients with no DOB: Permanent [v]
Diagnosis Code List Qualifier on Claim: B

Do Not Show Group Number in Patient Screen
 Allow Multiple Billings per Day
 Lock Completed Appointment
 Disable Automatic Chart Numbers
 Multiple Location Facility

Force a New Patient Billing Each Visit
 EOB Entry: Limit Patient Selection by Insurance Plan

Alerts

User Security is enabled. You can set the pop up settings in each [user account](#).

Tax

Enabled Manual Tax Tax Rate: 5
 Enable Auto Tax Tax Code: TAX [v]

Claim Edit Verification

Check for Claim Errors: When the claim is created [v]

Ledger

Hide Family Billing Options
 Hide Patient Billing Options

Estimation

Secondary Insurance Calculation: Standard Estimation [v]
* For use with Default Estimation only

12 Click "Connections tab"

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Program Preferences

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

General
Save Changes
Cancel Changes

Default Provider
Search for Default P...
Edit Default Provider
New Default Provider

Data Entry Settings

Default Provider: TES00 Test, Terry
Default Primary Teeth up to age: 6
Default Mixed Dentition up to age: 12
Default teeth for patients with no DOB: Permanent

Diagnosis Code List Qualifier on Claim: B

Do Not Show Group Number in Patient Screen
 Allow Multiple Billings per Day
 Lock Completed Appointment
 Disable Automatic Chart Numbers
 Multiple Location Facility

Force a New Patient Billing Each Visit
 EOB Entry: Limit Patient Selection by Insurance Plan

Alerts

User Security is enabled. You can set the pop up settings in each [user account](#).

Tax

Enabled Manual Tax Tax Rate: 5
 Enable Auto Tax Tax Code: TAX

Claim Edit Verification

Check for Claim Errors: When the claim is created

Ledger

Hide Family Billing Options
 Hide Patient Billing Options

Estimation

Secondary Insurance Calculation: Standard Estimation
* For use with Default Estimation only

13 If you will be using DentalXchange; you will enter your credentials here

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Program Preferences

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

General
Save Changes
Cancel Changes

Electronic Eligibility

Clearinghouse: DentalXChange
Account Name: alicadm
Password: test123
Recheck Days: 15
Default Directory: C:\Program Files (x86)\Der

Electronic Claim Attachments

NEA Facility ID: [Register Now](#)
Service:
Software:
 Check Attachment Requirements when creating claim

Dr First

User Name: de5555
User Password: *****
Vendor Account: vvendor15
Vendor Password: *****

DentiMax Online

Practice ID: _____
Practice Log User: _____
Practice Password: _____
Imaging Server: _____
Imaging Token: _____
Imaging User: _____
Imaging Password: _____

14 SAVE CHANGES

DentiMax - Default Data
File Edit Lists Activities Help

DentiMax

Program Preferences

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

General

Save Changes [F3] Cancel Changes [ESC]

Electronic Eligibility

Clearinghouse: DentalXChange

Account Name: aliciadm

Password: test123

Recheck Days: 15

Default Directory: C:\Program Files (x86)\Der

Electronic Claim Attachments

NEA Facility ID: _____ [Register Now](#)

Service: _____

Software: _____

Check Attachment Requirements when creating claim

Dr First

User Name: de5555

User Password: *****

Vendor Account: vvendor15

Vendor Password: *****

DentiMax Online

Practice ID: _____

Practice Log User: _____

Practice Password: _____

Imaging Server: _____

Imaging Token: _____

Imaging User: _____

Imaging Password: _____