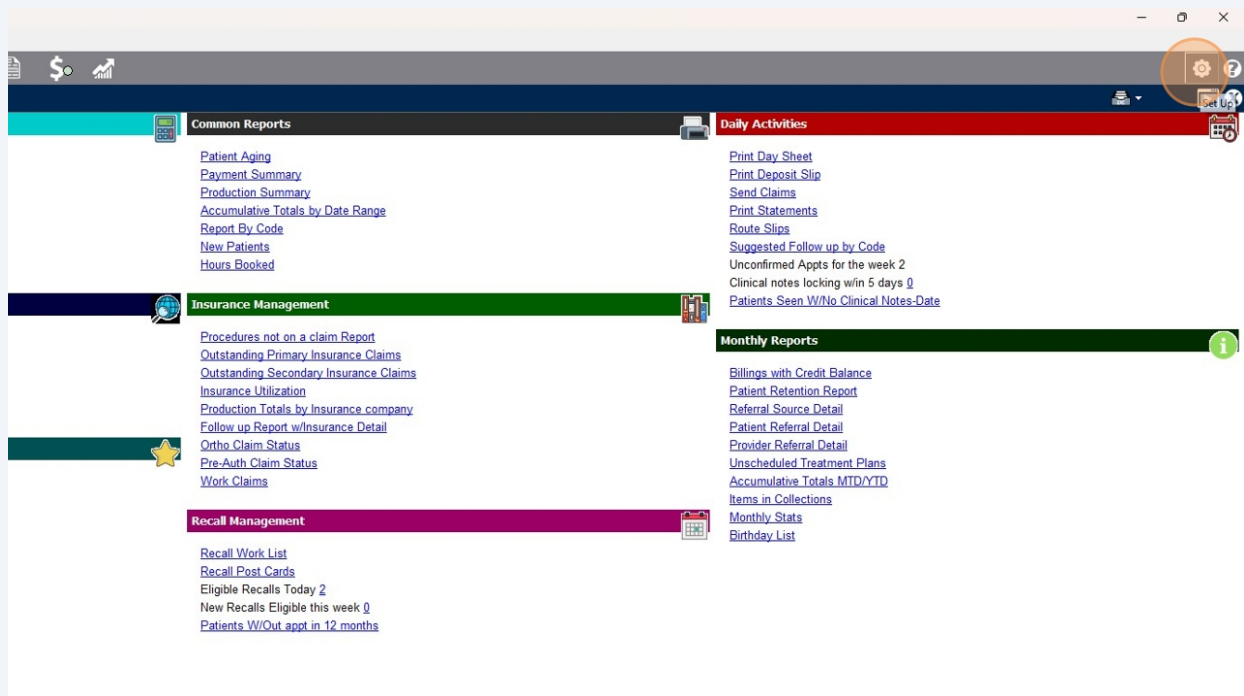


# DentiMax: How to update TIN on each provider

1 Click on the "gear" to open practice set up



## 2 Select 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 Double-click the selected provider (or click edit provider)

DentiMax - Default Data  
File Edit Lists Activities Help

**DentiMax**

Provider List - Test

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							

General  
Close Screen  
Customize View  
Customize Filter

Modify Data  
Edit Provider  
Delete Provider  
New Provider

## 4 Open IDs tab

DentiMax - Default Data  
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | **IDs** | Custom

Code: TES01

Last Name: Test  
First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Credentials: \_\_\_\_\_  
Specialty: \_\_\_\_\_

Street: \_\_\_\_\_  
Street 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Office Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_

Inactive

Billing Dentist (Box 48-52): TES00 Terry Test  
Bill Claims using another Provider (Box 53-58): TES01  
Print in Claim Signature Box: \_\_\_\_\_  
Appointment Color: Black  
Default Resource: \_\_\_\_\_  
Facility: \_\_\_\_\_  
Locum Tenens Treating Dentist

## 5 Update the TIN and click Save Changes

DentiMax - Default Data  
File Edit Lists Activities Help

DentiMax

Provider Entry

General | Provider Information | Work Schedule | IDs | Custom

Save Changes  
Cancel Changes ESG

Office Number: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
State ID Number: \_\_\_\_\_  
TIN Number: 1  
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: \_\_\_\_\_

## 6 Do this for each provider in use

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

## 7 Verify that each provider that is attached as the "Billing Dentist" or "Bill Claims Using another" with each provider entry has been updated with the new TIN

Provider Entry

Provider Information | Work Schedule | IDs | Custom

Code: SM100

Last Name: Smith  
First Name: Mrs Middle Initial: \_\_\_\_\_  
Credentials: Dds  
Specialty: Dentist

Street: 987654 Test St  
Street 2: \_\_\_\_\_  
City: Kljij State: AZ  
Postal Code: 85297

E-mail: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
 Inactive

Billing Dentist (Box 48-52): SM100 Mrs. Smith  
Bill Claims using another Provider (Box 53-58): SM100 Mrs. Smith

Print in Claim Signature Box: \_\_\_\_\_  
Appointment Color: Black  
Default Resource: \_\_\_\_\_  
Facility: \_\_\_\_\_  
Locum Tenens Treating Dentist