

# Add and Edit Office Service Codes and Fee Schedule Entries

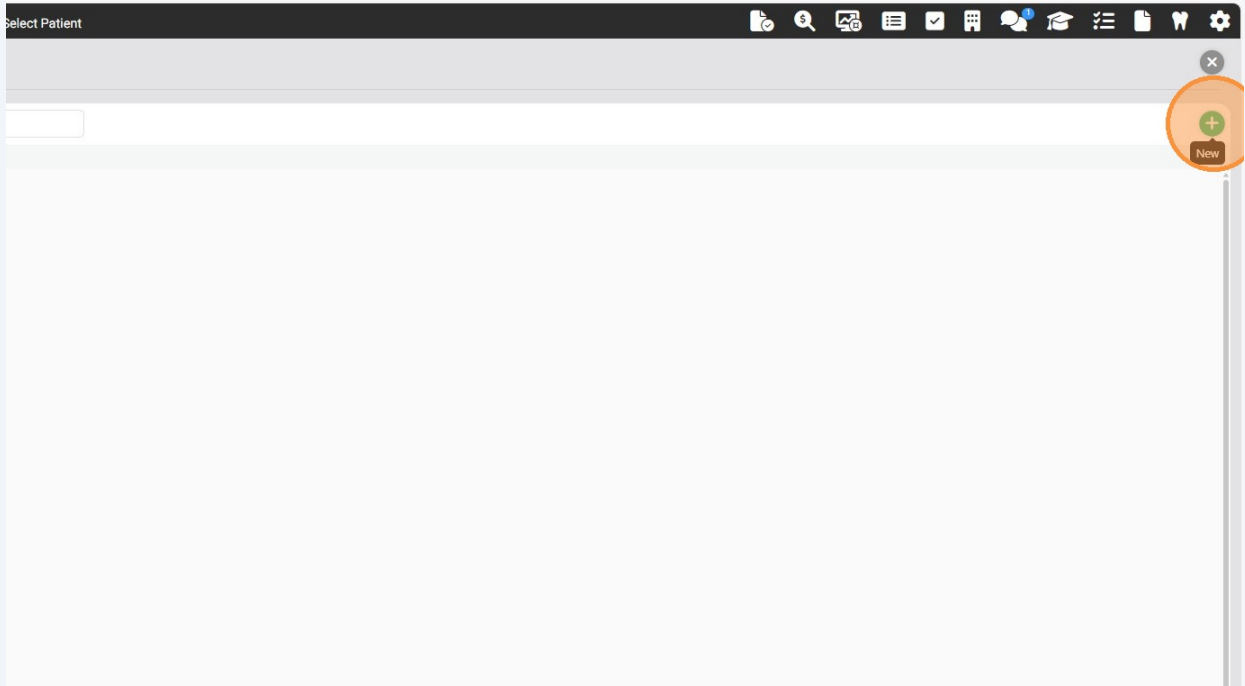
1 From the list menu on the upper right tool bar: Select Service Code List

The screenshot displays the DentiMax software dashboard. At the top, there is a 'Select Patient' header and a toolbar with various icons. The dashboard is divided into several sections:

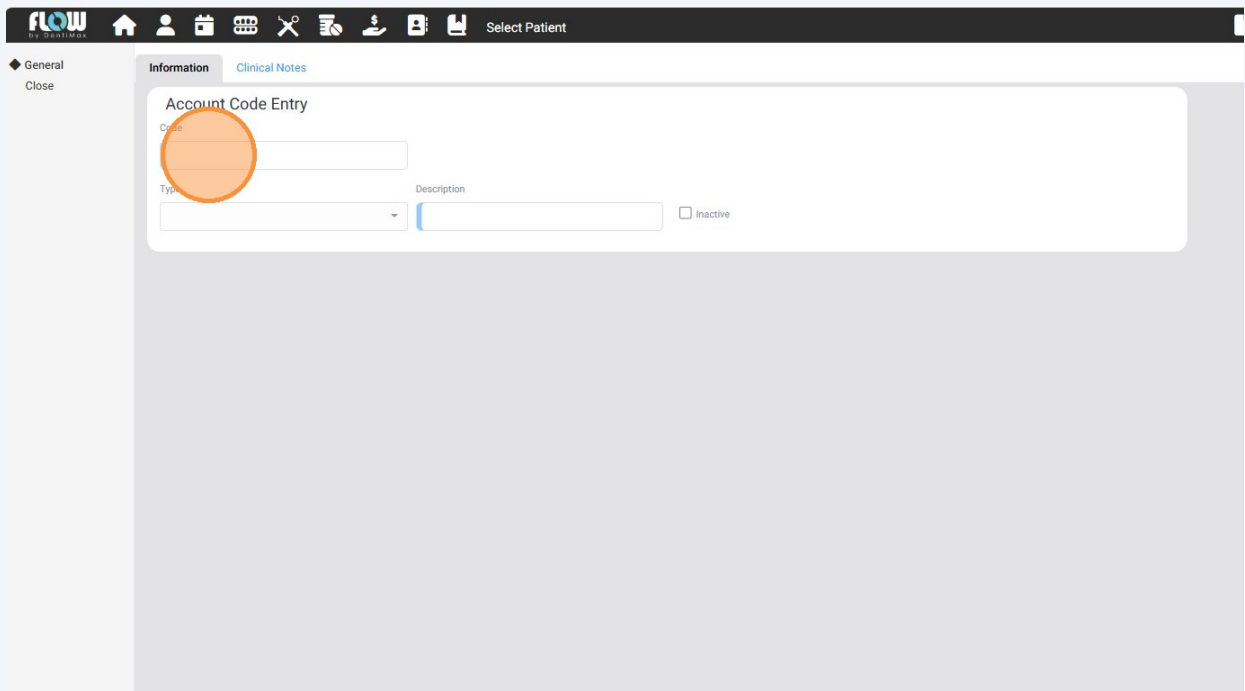
- Daily Revenue Goal:** Shows a current revenue of \$0 and a target of \$0.00.
- Office Recall Percentage:** Indicates 'No recalls set up'.
- Practice Stats (YTD):** Displays various metrics such as Patients Seen, New patients, Services Provided, Completed Appointments, Missed Appointments, and Unscheduled Treatment, all currently at 0.
- Common Reports:** Includes Patient Aging, Production Summary, Accumulative Totals MTD, Referral Source Report, Accumulative Totals by D..., and New Patients.
- Helpful Resources:** Includes Create Prescription, ASAP List, View Graphs, View Monthly Revenue, Number of unconfirmed..., and Calculator.
- Insurance Management:** Includes Outstanding Primary Insurance Claims, Outstanding Secondary Insurance Claims, and Work Claims.

A 'Lists' dropdown menu is open in the upper right corner, listing various reports and lists. The 'Service Code List' option is highlighted with a blue circle.

## 2 Use "+" to enter a new code



## 3 Enter the New Code (ie: D9244)



#### 4 Select "Fee for Service" from the drop down menu

FLOW by Dentimax

Select Patient

General  
Save Changes  
Cancel Changes

Information Clinical Notes

Account Code Entry

Code  
D9244

Type Description  Inactive

Fee for Service  
Other Fee  
Outside Lab Fee  
Inside Lab Fee  
Adjustment  
Automatic Payment Redistribution  
Insurance Adjustment

#### 5 Add ADA code Description

FLOW by Dentimax

Select Patient

General  
Save Changes  
Cancel Changes

Information Fee Amounts Charting Clinical Notes

Account Code Entry

Code  
D9244

Type Description  Inactive

Service Category Treatment Area

Abbreviation Code 2 Code 3 Code 4

Appointment Length (Minutes)  Taxable  Inactive  Recall Transaction  Use Assigned Hygienist for this service  Do Not Bill Insurance

6

Select the Category from the drop down menu: This code I put under "Adjunct Serv"

Account Code Entry

Code: D9244

Type: Fee for Service

Description: Minimal in-office Sedation

Service Category: [type to search] (dropdown menu open showing: Implant Serv, Prosth, fixed, Oral Surgery, Orthodontics, Adjunct Serv, Conditions, Office Codes)

Treatment Area: [dropdown menu]

Abbreviation: [text field]

Code 2: [text field]

Code 4: [text field]

Appointment Length (Minutes): [text field]

Taxable  
 Inactive

7

"Fee Amounts": From this tab you can directly enter the fee for this procedure on the fee schedules.

Fees can also be enter directly on the fee schedule itself if you would prefer.

Account Code Entry

Code: D9244

Type: Fee for Service

Description: Minimal in-office Sedation

Service Category: Adjunct Serv

Treatment Area: [dropdown menu]

Abbreviation: [text field]

Code 2: [text field]

Code 3: [text field]

Code 4: [text field]

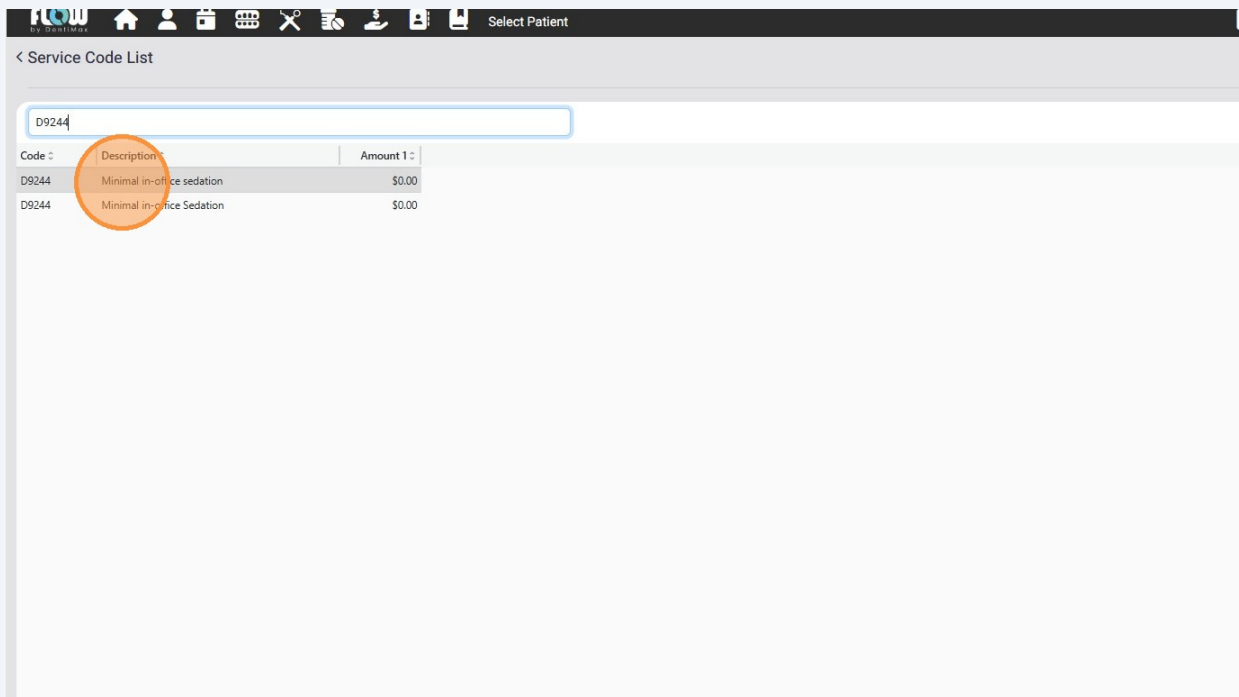
Appointment Length (Minutes): [text field]

Taxable  
 Inactive

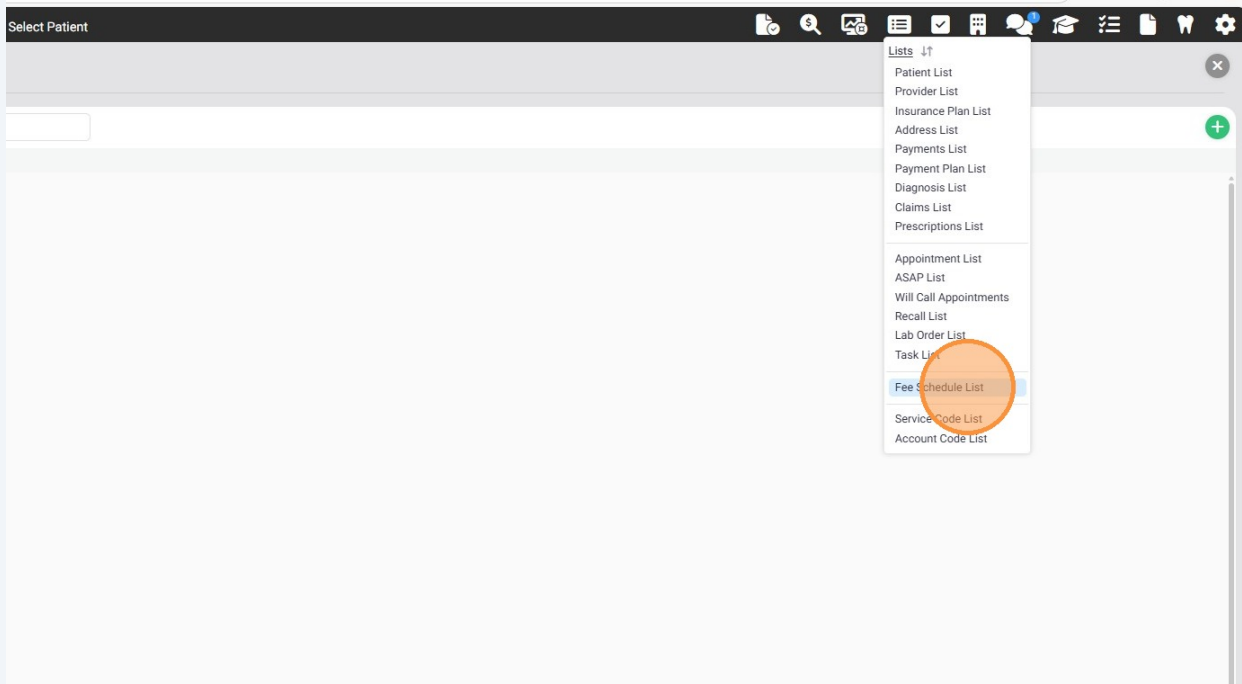
Recall Transaction  
 Use Assigned Hygienist for this service  
 Do Not Bill Insurance



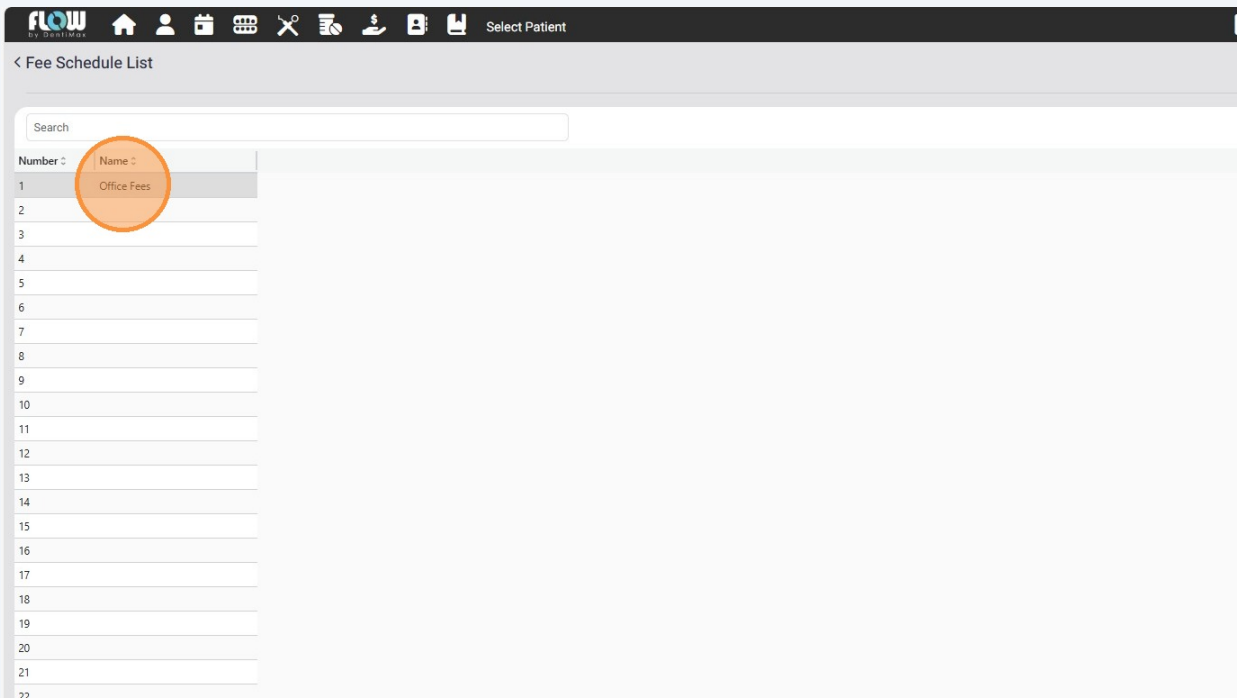
10 Now you can search your service code list and the code will be there.



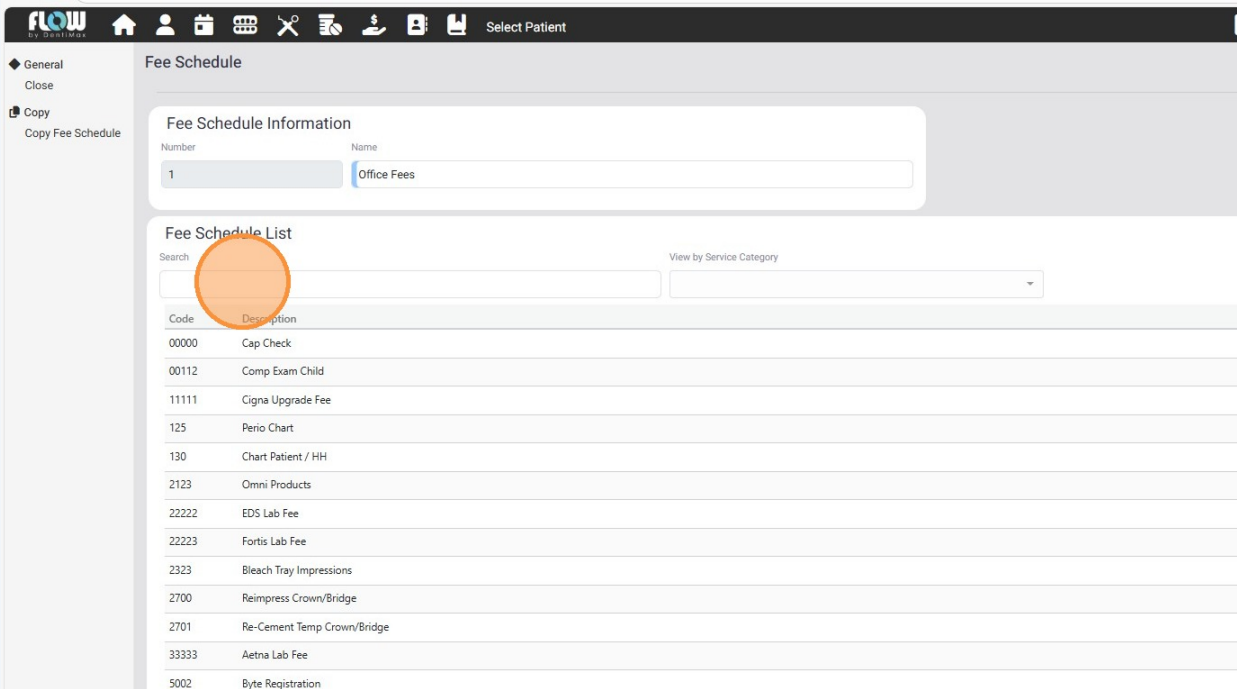
11 If you need to view or make changes to your fee schedule: from the List menu (this can also be found in the practice set up screen; on the lower left menu) select Fee Schedule List



12 Click "Office Fees" (or the fee schedule you are wanting to make changes to)



13 Search for the code that you need to add the fee for



## 14 Enter the fee in the "Amount" box

Fee Schedule

Fee Schedule Information

Number: 1 Name: Office Fees

Fee Schedule List

Search: d9244 View by Service Category: [Dropdown]

Code	Description	Amount
D9244	Minimal in-office Sedation	
D9244	Minimal in-office sedation	

## 15 Click "Save Changes"

FLOW by DENTIMAX

Fee Schedule

General | Save Changes | Cancel Changes | Copy | Copy Fee Schedule

Fee Schedule Information

Number: 1 Name: Office Fees

Fee Schedule List

Search: d9244 View by Service Category: [Dropdown]

Code	Description
D9244	Minimal in-office Sedation
D9244	Minimal in-office sedation