

# Patient Information:

1426	Self	•	1426	James	Miller			
Record No.	Relation	E	esponsible P	arty				
James		L	Miller			Jim		
<u>N</u> ame First		М	Last			Pre	ferred	
2453 Canyon R	oad					(555)5	55-5555	
Address Line 1						Home	Phone	
PO Box 15						(444)4	44-4444 _	
Address Line2						Work F	hone	
Anytown		MN	55384-			(		
<u>C</u> ity-State-Zip						Mobile	Phone	
USA		jim (	©yahoo.com			(		
Country		EMa	ail Web A	<u>cess</u>		Fax		
1/27/1963	◄ 47	999-9	99-9999	Ma	ale	-	Married	•
Birth Date	Age	SSN		G	Gende	r	Marital St	tatus
			1	•		•	Active	•
Classification			Doctor	Hy	gienis	t	Record S	tatus

- ☑ Patients grouped by responsible party
- First Name
- Last Name
- Middle Initial
- Preferred Name
- Address Line 1
- Address Line 2
- ☑ City
- ✓ State
- 🗹 Zip
- ☑ Home Phone Number
- ☑ Work Phone Number
- ☑ Email Address
- ☑ Gender
- Marital Status
- ✓ Birth Date
- Patient SSN
- Doctor of Record
- Record Status Active & Auxiliary

## Notes:

Notes and Alerts	_
11/25/09- number disconnected	
2/7/2008:	
SCAP Patient	
SCAP Fax # 578-8690 Diabetes	
High Blood Pressure	
AIDS/HIV	
Bells Palsy	

# Patient Medical Alerts

Patient Notes

# History Reference Tab:

	Running Balance Ra							_
Date	Patient Name	Code	Treatment.	Tooth	Surface		Provider	
06/16/1993	Larry	C3	SENT TO COLLECTION			-\$417.43 1		
04/26/1993	Larry	00002	Finance Charge			\$4.09 1		
04/26/1993	Larry	1	Evergreen Pre Collection			\$0.00		
03/25/1993	Larry	00002	Finance Charge			\$4.09 1		
03/25/1993	Larry	2	Our Accountant Has Advised Lis To			\$0.00		
03/25/1993	Larry	2	Only Carry Your Account Until April			\$0.00		
03/25/1993	Larry	2	15, 1993. Collection Proceedings			\$0.00		
03/25/1993	Larry	2	Will Begin After 4/15/93.			\$0.00		
03/25/1993	Larry	2	Final Notice Sent, Due By May 3, '93			\$0.00		
01/25/1993	Larry	12405	Payment Check 19*2			-\$941.80 1		
12/21/1992	Larry	12405	Payment Check 19-2			-\$218.40 1		
12/15/1992	Trenace	02990	Buildup	30		\$130.00 1		
12/15/1992	Trenace	02890	Endo Post	30		\$47.00 1		
12/15/1992	Trenace	02950	Buildup	31		\$130.00 1		
12/15/1992	Trenace	02890	Endo Post	31		\$47.00 1		
12/03/1992	Trenace	03330	Root Canal Treat-three Can	30		\$478.00 1		
12/03/1992	Trenace	03330	Root Canal Treat-three Can	31		\$478.00 1		
12/03/1992	Trenace	09231	Anal-nitrous Oxide 30 Min			\$21.00 1		
12/03/1992	Larry	P2	Payment Check 19-2			-\$76.55 1		
11/12/1992	Trenace	00130	Emergency Oral Exam			\$22.00 1		
11/12/1992	Trenace	09110	Eng Pain Relief			\$37.00 1		
11/12/1992	Trenece	09130	Emg Pain Relief			\$37.00 1		

- ☑ Treatment History Viewable as History Reference [includes Charges, Payments, Debits and Credits]
- ☑ Date
- ☑ Patient Name
- ☑ Code
- ☑ Treatment Description
- ✓ Tooth
- ☑ Surface
- ☑ Value
- Provider

## Financial Information:

\$745.00	\$50.00	\$60.00	\$135.00	\$500.00
Balance	0 - 30	31 - 60	61 - 90	90+
Stmt. Sent	Last Patient Pa	ayment	Last Insurance	e Payment
Yes .	Yes	<ul> <li>Yes</li> </ul>	-	

- Account Balances -- Aged accordingly based on patient primary doctor.
- Send Statement
- ☑ Charge Interest
- ☑ Send Dunning

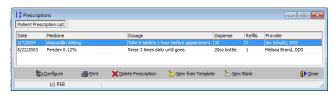
## **HIPAA Forms and Treatment Information:**

02/19/2010 👻	11/14/2008 -	6 🛟	05/14/2009	0 \$
First Visit	Last RC Visit 02/19/2010 ▼	RC Frea.	Next Recall	Failed Appt.
Notice Receipt	TPO Consent	Response/Delay	Complaint	

- First Visit Date
- ☑ Last Visit Date
- ☑ Last Recall Visit
- ☑ Recall Frequency
- ✓ Next Recall Date Based on last recall visit date using recall frequency
- ☑ TPO Consent Defaults to Conversion Date



# Patient Prescription List:



- ☑ Date
- ☑ Medicine
- ☑ Dosage
- ☑ Dispense
- ☑ Refills
- ✓ Provider

## Prescription Predefined Templates:

Medicine	Dosage	Dispense	Refills	
Amox prophylaxis	4 tabs, 1 hour prior to dental appointment		0	
Amoxicilin 500mg	Take 1 tablet three times a day for 10 days,	30 tabs	0	
Ativan	Take 1 tab 1 hour before dental appointment.	10 tabs	0	
Augmentin XR	Take 2 tabs every 12 hours	40 tabs	0	
BE prophylaxis-Amoxicilin			0	
BE prophylaxis-PCN allergic	Take 2 tablets 1 hour before dental	8	0	
capsaicin	Apply small dab to affected area gid	2 tube	6	
Chlorhexidine	Fill cap to "fill" line (15ml) Swish in mouth	1 bottle	0	
Clindamycin (300mg)	Take 1 tab tid for 10 days	30 tabs	0	
clindamycin premed (pcn allergic)	Take 4 tabs 1 hour before dental appoinment.	20 tabs	0	
Darvocet-N	Take 1 tab every 6 hours as needed.	20 tabs	0	
Diflucan (150mg)	Take 1 tablet	1 tab	0	
doxycycline	Take 1 tab every day for 90 days.	100 tabs	0	
Doxycycline (100MG)	Take 1 tab every 12 hours for 60 days.	120 tabs	0	
Erythromycin 250mg	TID for 10 days	30 tabs	0	
Famvir	1 tab 2 X day for 5 days	10 tabs	0	
Flagyl (250mg)	Take one tab 3 times a day for 1 week. Do	21 tabs	0	
Flexeril (5mg)	Take 1 up to 3 times a day as needed for pain.	20 tabs	0	
Fluoridex 1.1% neutral sodium fluoride	use as directed	1 tube 4 0z.	0	
Halcion	Take 1 tablet before bedtime and 1 tablet 1	2 tablets	0	
Keflex	Take 1 tab gid for 10 days.	40 tabs	0	
Keflex 500mg	4 tabs 1 hr prior to dental appointment	32 tabs	0	
Magic Mouthwash	Rinse with 1/2 oz. for 30 seconds and spit out		0	
Medrol Dosepak	Take as directed on package	1 Pack	0	
Meprozine (50MG/25MG)	1 q4-6h prn pain	25 tabs	0	-

- Medicine
- ☑ Dosage
- ☑ Dispense
- ☑ Refills

# Insurance and Employer Information:

Self 🛛 👻	John Zimmer			• 999999	9999	
Relation to Insured	Subscriber Nan	ne		Insura	nce ID	
60018408	Provider	•	AETNA			
Group Number	Benefit Assignr	nent	Insurance	e Carrier		
			Full Time	•		
Employer			Employme	nt Status	School I	Name
			•	¢r	).00 👻	\$0.00 🔻

- Relation to Primary Policy Holder
- ☑ Subscriber Name
- ☑ Insurance Id
- Group Number
- Benefit Assignment Default to Provider
- ☑ Insurance Carrier Name
- ✓ Employer
- Employment Status Defaults to Full Time

## Second Insurance and Employer Information:

Second Insurance	e and Emplo	oyer l	nformatio	n			-
Spouse 👻	Debbra Dalby	,		▼ 8888	3888		
Relation to Insured	Subscriber Na	ime		Insur	ance ID		
60018408	Provider	-	AETNA				
Group Number	Benefit Assigr	nment	Insuranc	e Carrier			
			Full Time	-			
Employer			Employme	ent Statu	is School	Name	
			Ψ.	\$	0.00 <del>-</del>		\$0.00 👻
<u>Benefit Plan</u>		Anniv	ersary	Pat. Dec	luctible	Max.	Benefit

- Relation to Primary Policy Holder
- ☑ Subscriber Name
- ☑ Insurance ID
- Group Number
- Benefit Assignment Default to Provider
- ☑ Insurance Carrier Name
- ☑ Employer
- ☑ Employment Status Defaults to Full Time

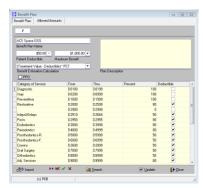


# **Insurance Carrier:**

Insurance Carrier						- 0 🛃
Insurance Carrier						
1						
Aetna				60054		NOCD
Insurance Carrier Name			-	Payer ID		Payer Office
Group Dental Claims				Electronic	•	ADA2007 💌
Address1			-	Submission Ty	pe	Form Type
Po Box 14066					1 🔻	
Address2			-	Provider ID		
Lexington	KY 40512-					
City	State Zip					
(800)843-3661	() •					
Phone	Fax					
Web Address			-			
EMail			-			
Jane Doe						
Contact			-	Notes		
	<b>▶</b> ∗ ₩	✓ ×	<u>a</u> <u>S</u> e	arch	✓ Upd	ate 🚺 🔂 🔂 🔂
(c) PEB						

- ☑ Insurance Carrier Name
- Address 1
- Address 2
- ☑ City
- ☑ State
- 🗹 Zip
- ☑ Phone
- 🗹 Fax
- ☑ Web Address
- 🗹 Email
- ☑ Contact
- ☑ Payer ID Verify after conversion
- ☑ Payer Office Always NOCD
- ☑ Submission Type Always Electronic
- ☑ Form Type current ADA Form
- ☑ Provider ID Defaults to 1

# Benefit Plan:



- ☑ Benefit Plan Name
- Patient Deductible
- Maximum Benefit
- ☑ Benefit Estimation Calculation Defaults to (Treatment Value Deductible) \* PCT)
- ☑ Category of Service
- $\boxdot$  Codes From and Thru
- ☑ Percent
- $\boxdot$  Deductible

# Appointment Book:

S Green	Red 🔬	戱 White
Monday, March 15	Monday, March 15	Monday, March 15
8 Bill Rhodes	🤱 Savannah Sclair	🤱 Brenna Sclair
recal APRO,CPRO,FL	RECC APRO,CPRO,FL	RECC APRO,CPRO,FL
🤱 Deb Sclair		
Fecal APRO, CPRO, FL		
		8 Michael Anderson
	8 Ricky Lee	#7-DI and st crown 14 RES,COMP
🤱 Arvin Meyer	facebow photos DEL,TRY	
ecal APRO,CPRO,FL		

- Practice Appointments will convert to appropriate column
- ☑ Assigned to Doctor in the XLDent<sup>™</sup> Scheduler
- ☑ Patient Name
- ☑ Appointment Date
- ☑ Appointment Time
- ☑ Appointment Length
- ☑ Appointment Comments
- All appointments convert with procedure codes if supplied.

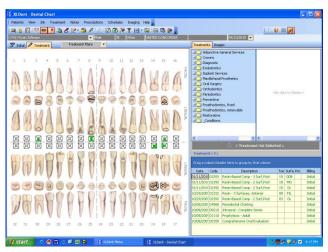


# Fee Table:

Fee \$75.00 \$45.00 \$75.00 \$75.00 \$45.00	New Fee	-
\$45.00 \$75.00 \$75.00		
\$75.00 \$75.00		
\$75.00		
4		
A45.00		
\$45.00		
\$110.00		
\$120.00		
\$42.00		
\$42.00		
\$0.00		
\$0.00		
\$0.00		
\$26.00		
\$45.00		
\$0.00		
\$65.00		
\$0.00		
\$0.00		
	\$0.00 \$0.00	\$0.00

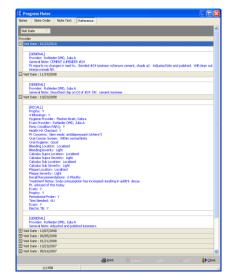
- ☑ Procedure Codes
  - Active ADA Codes
  - Base Code Abbreviation
- ☑ Primary Fee Schedule

# XLChart™:



- ☑ Restorative Chart -- As a visual representation of treatment completed on valid ADA codes only. This will be recorded as Initial Treatment in XLChart<sup>™</sup>
- ☑ Date
- ☑ Patient Name
- $\begin{tabular}{c} \label{eq:code} \hline \end{tabular}$  Code
- ☑ Treatment
- ☑ Tooth
- ☑ Surface
- ☑ Value Defaults to Zero

# Progress Note Reference Tab:



- ☑ Date
- ☑ Note Body

# Treatment Plans:

Drag a column h	eader here to gr	roup by that column								
Phase 🔺 Minute			Tooth 🛆		Status	Date	Value	Pat. Value		Ins. Valu
1		Crown-Porc fused to High Noble Core Buildup	02	1	Pending	01/15/2010 01/15/2010	\$1,074.00 \$231.00	\$0.00 \$0.00	\$0.00	

- Accepted and Approved Plans Convert.
- ✓ Phase
- ☑ Minutes Defaults to 0
- ☑ Code
- ☑ Treatment Description
- ☑ Tooth
- ☑ Surface
- Provider
- Status Defaults to Pending
- ☑ Date
- ✓ Value
- ☑ Patient Value Defaults to 0
- ☑ Insurance Value I Defaults to 0
- ☑ Insurance Value II Defaults to 0



# Practice Information:

c Data Logo							
Clinic Name and Re	gistration						
XLDent Smile Cent	er						
279 North Medina	Street						
P.O. Box 1000							
Loretto, MN 5535	7						
PEB							
Registered Product							
the second second second second second		IN, XLTIMECLOC	ĸ				_
Registered Product		IN, XLTIMECLOC	ĸ				
Registered Product		IN,XLTIMECLOC	ĸ			Mu	ItClinic
Registered Product XLCHART,XLMOB Number of Users			ĸ			Mu	ltClnic
Registered Product XLCHART,XLMOB Number of Users	ILE, XLOHEOK	1÷	ĸ			Mu	ltClnic
Registered Product XLCHART, XLMOB Number of Users Address 1 2	ILE, XLOHEOK	1÷	ĸ			_ Mu	ltiClinic
Registered Product XLCHART,XLMOB3 Number of Users Address 1 2 Address 2	ILE, XLCHECK	1÷		5535	7-1000	Mu	ltClinic
Registered Product XLCHART,XLMOBI Number of Users Address 1 2 Address 2 City St. Zp <sup>LC</sup>	ILE, XLCHECK linic Address 79 North Med pretto	1 💼	MN	_	7-1000	Mu	ltClinic
Registered Product XLCHART, XLMOBI Number of Users Address 1 2 Address 2 City St. Zp 4 P	ILE, XLCHECK inic Address 79 North Med aretto hone (800)3	1	MN	5535 (763)47		Mu	ltClinic
Registered Product XLCHART,XLMOBI Number of Users Address 1 2 Address 2 City St. Zp L	ILE, XLCHECK inic Address 79 North Med aretto hone (800)3	1 +	MN	(763)47			ltClinic

- ☑ Practice Demographic Information
- ☑ Clinic Name
- ☑ Clinic Address and Phone
- ☑ Clinic Logo

# **Operator Table:**

🕽 Operator Table 👘 🗖 💌							
General Password							
1							
Jim	Schultz, DDS	1					
Name	M Last	Provider ID					
787-33-7378	419999999	1112223334					
SSN	Federal TIN	NPI Type 1					
9890	AA12345	2223334445					
State License Number	DEA Number	NPI Type 2					
General Dentist		122300000X					
Speciality		Code					
(763)479-6166	(763)479-2504	Yes 🔻					
Home Phone	Mobile Phone	Active					
Insurance IDs							
1 2	ental BCBS 4	5					
		tate Program					
67	8 9	10					
No Ves Ves							
Edaims Pay To Provider Use Timeclock Timeclock Admin.							
	▶* √	🗙 🗖 Search 🚺 Gose					
(c) PEB							

- Provider Information for all Doctors and Hygienists
- ☑ First Name
- Middle Initial
- ✓ Last Name
- ✓ Provider ID Same as previous software
- ☑ SSN
- ☑ Federal TIN
- ☑ NPI Type 1
- State License Number
- DEA Number
- ☑ NPI Type 2
- Specialty
- Home Phone
- Mobile Phone
- Active All convert as Yes
- ☑ Insurance ID's If available

# File Location:

?:\program files\DMC\

## Files Needed

?:\program files\DMC\\*.\* excluding Images folder

Need software and license disks if available.

## Disclaimer:

The success of the conversion is largely based on the data provided. Please be aware that not all data will be transferred. Information that is incorrect or corrupt in your previous system will not be corrected by the conversion. Therefore, some information will need to be manually entered. Verification of conversion data is dependent on supplied fax documents by end user.

## Special Conversion Considerations:

Conversions are in constant development. In the event you have questions about data being converted or require special consideration, please contact your XLDent<sup>™</sup> Representative.

## Items that do not convert:

Specific areas that will not convert include, but are not limited to, the following:

- ⊘ Periodontal Charting
- Provider Accounts Receivable Distribution
- S Payment Plans/Contract Balances
- S Outstanding Insurance Claims
- S Benefit Plan Allowed Amounts
- Cancelled or Pending Appointments
- ⊘ Referrals
- ⊘ Patient Photos
- ⊘ Account Notes
- ⊗ Non-Patient Subscribers
- S Treatment Plan Treatment Notes
- ⊗ Recall Comments



#### Notes on Conversions:

- > Plan name converts in place of employer name
- Only treatment plans created in the last year (12 months) will convert. Accepted plans and planned patient history procedures convert as approved, Proposed plans convert as not approved.
- ➤ Last Prophy visit is converted as last RC Visit in XLDent<sup>™</sup>. Perio patients will need to be reviewed after conversion.
- If a family member has dual insurance from a single subscriber, the secondary insurance carrier will not pull correctly. This must be reviewed after conversion.
- Duplicate patients may be converted if naming is not consistent between guarantor and patient records in your old system.
- All payments and adjustments will be converted to the guarantor. There will be no provider converted in reference history for these items.
- We do not convert over all the variations of phone numbers, due to the way your existing Practice Management Software records this information.
- If the Insurance Subscriber is a non-patient on the account, insurance linkage to family members does not convert.
- Benefit Plan table converts, but it is not linked to subscriber. This will need to be reviewed and manually updated after conversion.
- Benefit Plan Category of Service Codes will need to be reviewed and manually updated after conversion if necessary.

Below are some notes concerning some of the items that will or will not be converting.

## Patient ID

The patient id number in your previous system will be converted.

#### Patient Preferred Name

When this field is blank, this will convert the First Name as the Preferred Name.

#### Preferred Dentist

When this is not converted all patients will be assigned to the default Doctor.

## Marital Status

Unknown is converted as Other.

# First Visit Date

When this is not converted or the patient does not have a first visit date, it will be assigned to the date of the conversion. This is done so the New Patient Report will be accurate for new patients entered into XLDent<sup>tm</sup>. This can be manually changed.

#### Recall Frequency

When this is not converted or not entered into current system it will default to 0.

#### Appointment Category

When this is not converted the Appointment Category will be blank. This can be manually updated after the conversion.

## Payer ID

The Payer ID's from your previous system may not be accurate according to the Emdeon Payer List. This field must be verified following conversion.

#### **TPO Consent Date**

Your Practice Management Software does not record a consent date, therefore this will not convert. For your convenience, the date of the conversion has been inserted as the consent date. It is important that you verify and update this date following the conversion.

## Fee Schedule

The Primary Fee Schedule will be determined at time for preliminary conversion.

## Treatment Plan

Quadrants do not convert over with treatment plans.

End of Month and End of Year will be processed during the conversion. You will be starting a new month and a new year after the conversion. You will want to maintain the End of Month and End of Year totals or reports from your previous system. At the end of the actual month and year, you will combine the totals from XLDent<sup>™</sup> and the totals from your previous system to get an accurate Month to Date and Year to Date total.

If posting after conversion cutoff date in your existing practice management software, reports will be inaccurate for End of Month and End of Year due to duplicate entry.

# Actual Data varies from dataset to dataset, visual representation may be different.

www.XLDent.com