

Patient Information:



- Patients grouped by responsible party
- ☑ First Name
- ✓ Last Name
- ✓ Middle Initial
- ✓ Preferred Name
- ☑ Address 1
- ✓ City
- ✓ Zip
- ✓ Home Phone Number
- ✓ Work Phone Number
- ☑ Mobile Phone Number
- ☑ Gender
- ☑ Birth Date
- ✓ Patient SSN
- Doctor of Record
- ☑ Record Status Active, Auxiliary, Inactive

Notes:

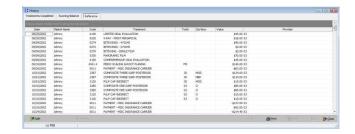


- ✓ Patient Type
- ☑ Referred By
- ☑ Post It Note
- ✓ Patient Comments
- ☑ Time Payments

Notes and Alerts:

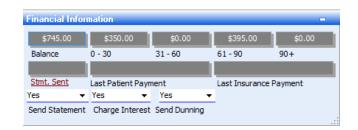


History Reference Tab:



- ☑ Treatment History Viewable as History Reference Does not include deleted transactions [includes Charges, Payments, Debits and Credits]
- ✓ Date
- ☑ Patient Name
- ✓ Code
- ☑ Treatment Description
- ✓ Tooth
- ✓ Surface
- ✓ Value
- Provider

Financial Information:



- Account Balances
- ✓ Send Statement Defaults to Yes
- ☑ Charge Interest Defaults to Yes
- ✓ Send Dunning Defaults to Yes

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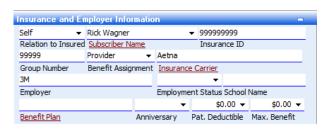


HIPAA Forms and Treatment Information:



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

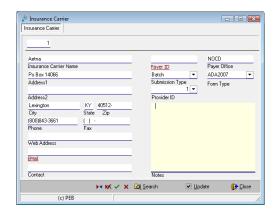
Insurance and Employer Information:



- ☑ Relation to Primary Policy Holder
- ✓ Subscriber Name
- ✓ Insurance Id If blank defaults to SSN# if available
- Benefit Assignment
- ✓ Insurance Carrier Name

- □ Patient Deductible Defaults to 0
- Max Benefit Defaults to 0

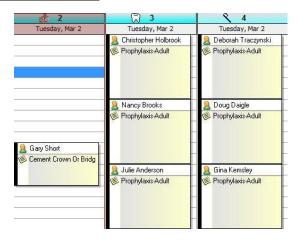
Insurance Carrier:



- ✓ Insurance Carrier Name
- ✓ Address 1
- ✓ Address 2
- ☑ City
- ☑ Zip
- ☑ Phone
- ☑ Payer ID Add after conversion
- Payer Office Defaults to NOCD
- ✓ Submission Type Defaults to Electronic
- ✓ Provider ID Defaults to 1

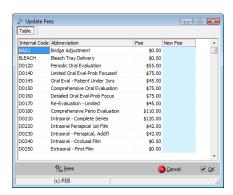


Appointment Book:



- ☑ Practice Appointments will convert to appropriate column
- ✓ Patient Name
- ☑ Appointment Date
- ☑ Appointment Time
- ☑ Appointment Length
- Appointment Notes
- All Appointments convert default Prophy Code [D1110]. Operative appointments may need to be modified following conversion.

Fee Table:



- ✓ 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™
- ✓ Date
- ✓ Patient Name
- ✓ Code
- ✓ Treatment
- ☑ Tooth
- ✓ Surface
- ✓ Value
- Provider

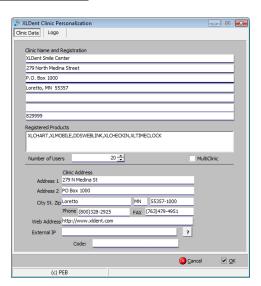
Treatment Plans:



- ☑ Treatment Plan Name defaulted to Converted Plan
- ☑ Minutes Defaults to 0
- ☑ 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

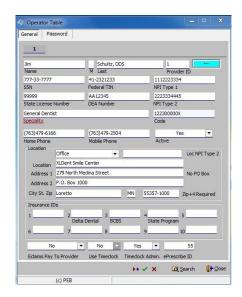


Practice Information



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

Operator Table:



- ✓ Provider Information for all Doctors and Hygienists
- ✓ First Name
- ☑ Middle Initial
- ✓ Last Name
- ✓ Provider ID Same as previous software
- ✓ SSN
- ✓ NPI Type 1
- ☑ State License Number
- ☑ DEA Number
- ✓ NPI Type 2
- ✓ Specialty
- ☑ Home Phone
- ✓ Mobile Phone
- ✓ Active All convert as Yes
- ✓ Location Defaults to Office Name
- ✓ Location Address1 and 2
- ✓ Location City, State, Zip
- ✓ Insurance ID's If available

File Location:

?:\program files\diamond dental software

Files Needed

?:\program files\diamond dental software*.* excluding Images folder

Need software and license disks if available.



XLDent™ File Conversion Diamond Dental Software V.3.7

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.

Duplicate Patients:

Some Practice Management software will allow entry of patients and other information multiple times without warning of duplication. Due to the nature of the database conversion process, there are some items that you should review on the conversion evaluation to identify this duplication. One such item is the duplication of Patient records. To assist you in locating duplicate patients, the XLDent™ Name and Address listing is provided during the evaluation process. Please contact your XLDent™ representative with any questions regarding this process. We look forward to helping you with a smooth transition to XLDent™.

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™ 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
- Payment Plans/Contract Balances
- Outstanding Insurance Claims
- Benefit Plans / Allowed Amounts
- Progress Notes

Notes on Conversions:

- > A/R report in Diamond Dental does not have aging. All account balances converted as current.
- If insurance is held by a non-patient, the non-patient and the insurance linkage will not convert.
- When a patient is transferred in Diamond Dental, the history items do not fully transfer to the new record and therefore will not be converted.
- > Appointments will convert with a defaulted prophy code. This can be manually changed after the conversion.
- Archived patients convert over as Inactive.

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

Patient ID

A new patient identification number will be assigned for all patients. The patient id number in your previous system will not be converted.

Gender

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

Marital Status

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

Preferred Dentist

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

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™. This can be manually changed.

Recall Frequency

When this is not entered into current system it will default to 0. This will have to be manually updated after loading the converted database.

Appointment Category on Appointment

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

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™ 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 inacurate for End of Month and End of Year due to duplicate entry.

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

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