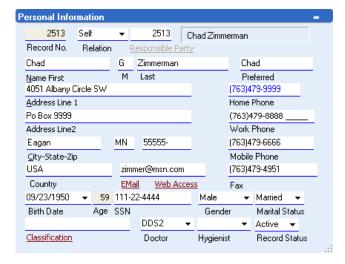
Dentrix 16 or G6



# **Patient Information:**



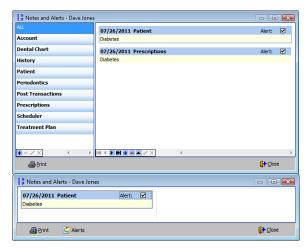
- ☑ Patients grouped by responsible party
- ☑ First Name
- ✓ Last Name
- ✓ Middle Initial
- ✓ Preferred Name
- ☑ Address Line 1
- ☑ Address Line 2
- ☑ City
- ✓ State
- ✓ Zip
- ☑ Home Phone Number
- ✓ Work Phone Number No extension
- ☑ Email Address
- ☑ Gender
- ☑ Marital Status
- ☑ Birth Date
- ☑ Patient SSN
- ✓ Doctor of Record
- Record Status

#### Notes:



- ☑ ID# 2
- √ Fax #
- ☑ Other Phone #

# **Notes and Alerts:**



- ☑ Patient Alerts convert to Patient Alerts
- ☑ Medical Alerts convert to Dental Chart Alerts
- Patient Notes convert to Patient Alert Notes
- Guarantor Notes convert to Account Alert Notes

# **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:**



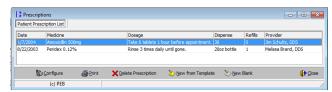
- ✓ Account Balances -- Aged accordingly based on patient primary doctor.
- ✓ Send Statement Defaults to Yes
- ☑ Charge Interest Defaults to Yes
- ✓ Send Dunning Defaults to Yes

# **HIPAA Forms and Treatment Information:**



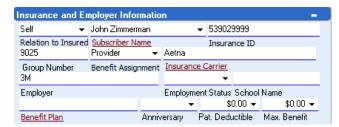
- ☑ First Visit Date
- ✓ Last Visit Date
- ✓ Last Recall Visit Based on Prior Treatment of Prophy
- ☑ Recall Frequency Defaults to 6 months
- ✓ Next Recall Date Based on last recall visit date using recall frequency
- ☑ TPO Consent Defaults to conversion date

# **Patient Prescription List:**



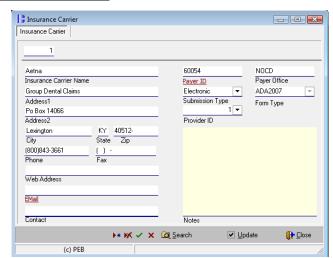
- ✓ Date
- Medicine
- ✓ Dosage
- Dispense
- ☑ Refills
- ✓ Provider

# **Insurance and Employer Information:**



- ☑ Relation to Primary Policy Holder
- ✓ Subscriber Name
- ✓ Insurance Id If blank defaults to SSN# if available Self only
- Benefit Assignment
- ✓ Insurance Carrier Name
- ☑ Employer Name Converts from Group Plan

# **Insurance Carrier:**

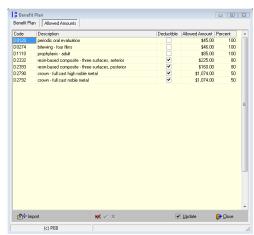


- ✓ Insurance Carrier Name
- Address 1
- ✓ Address 2
- ✓ City
- ✓ State
- ☑ Zip
- ☑ Contact
- ☑ Payer ID Verify after conversion
- ☑ Payer Office Always NOCD
- ✓ Submission Type Always Electronic
- ✓ Provider ID Defaults to 1

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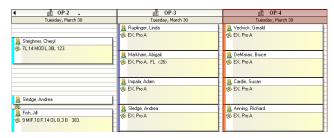
# **Benefit Plans Allowed Amounts Tab:**



\*\*\*Carrier Master Fee Schedule\*\*\*

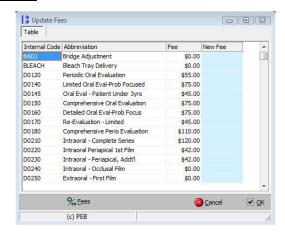
- ☑ Description
- ✓ Deductible
- ✓ Allowed Amount
- ✓ Percent

# **Appointment Book:**



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

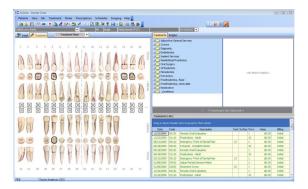
# Fee Table:



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

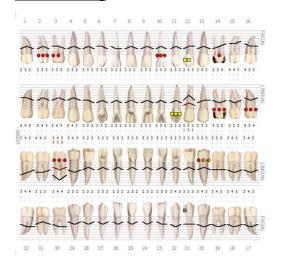


# **XLChart™:**



- 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
- ✓ Treatment
- ☑ Tooth
- ✓ Surface
- ☑ Value Defaults to \$0.00
- Provider

# **Perio Charting**



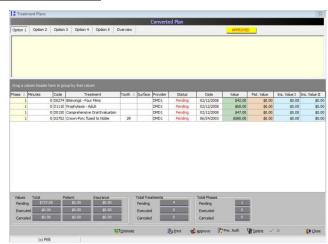
- ☑ Pocket
- ☑ Recession
- ✓ Bleeding
- ☑ Mobility

# **Progress Notes Reference Tab**



- Clinical Notes
- ✓ Date
- ✓ Procedure Code
- ✓ Tooth
- ✓ Surface
- ✓ Note Detail
- ✓ Provider

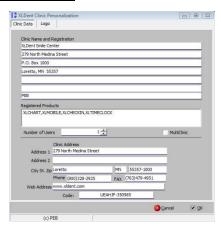
# **Treatment Plans:**



- ☑ Phase Defaults to 1
- ☑ 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

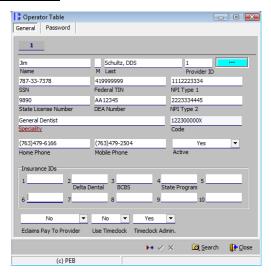


# **Practice Information:**



- ☑ 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
- ✓ Insurance ID's If available

#### **File Location:**

?:\Dentrix\ or ?:\program files\Dentrix

# Files Needed

?:\dentrix\common\\*.\* excluding Images folder

Need Dentrix disks if available.

#### Reports Needed

Print Off a Accounts Receivable Report - Click Start →
Programs → Dentrix → Office Manager → Click Reports
→ Highlight Ledger → Click Aging Report → Click ok→
At the Batch Processor screen → Highlight Report →
Click on printer icon.

# XLDent™ File Conversion

Dentrix 15 or G5 Dentrix 16 or G6

# 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.

## **Patient Documents:**

For an additional fee, we have the ability to convert Documents and Images that reside in the Document Center. You must contact Dentrix to decrypt the files.

#### **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:

- Provider Accounts Receivable Distribution
- Payment Plans/Contract Balances
- Outstanding Insurance Claims
- Benefit Plans / Insurance Coverage Information
- Patient Questionnaires
- Patient Work Extension
- Condition Procedure Notes

- Class 5
- Appointment Detail

# **Notes on Conversions:**

- > Plan name converts in place of employer name.
- Only treatment plans created in the last year (12 months) will convert.
- All adjustments convert to the responsible party.
- Patient Insurance may not be converted when linking in existing system is inaccurate or inconsistent.
- ➢ If the insurance subscriber is not the responsible party on the account, the link to family members will need to be updated after conversion.
- If multiple Perio Exams on the same date, only one will convert.
- In order to convert Progress Notes, Dentrix must be contacted to obtain a copy of the data that is not encrypted.

Below are some 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.

#### **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<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 6.

## **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 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.

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