

Dentech Support Recommendations for End of Year Procedures 2011

****PRIOR TO DOING YEAR END PROCEDURES, PLEASE MAKE SURE THAT YOU HAVE A VALID BACKUP.****

POSTING: After all activity has been entered for 2011, run POSTING manually

Do not wait until January to post.

To ensure that posting runs in 2011, do not run posting through the Job Scheduler. ******If you having POSTING in the Job Scheduler you need to remove this from the Job Scheduler and reset the dates to begin running for the first business day in January.***

RESET INSURANCE MAXIMUMS:

This should be run after all activity has been entered for 2011 and before any work is entered in 2012.

Reset Maximums After 12/31/2011

Through 01/31/2012

******If you have Reset Maximum set to run in Job Scheduler make sure that it is set to run on January 1st.***

Reset Patient/Dr. Referral Period? Answer "yes" if you want the system to zero out the count for Patient and Doctor referrals. This will allow the system begin counting the referrals again starting January 1st. The count of "Total Referrals" is not affected.

End of Year? Answering "yes" tells the system that all of the financial transactions have been posted. What this does: In Patient Registration any amounts accumulated for this years "Year to Date" totals will be moved to the "Last Year" column.

DO NOT answer "yes" to this question more than once or you will lose your figures! When the question comes up again at the end of January, answer "no".

MONTH END GENERATION:

MONTHEND should be done after all of the above has been completed.

Answer the prompts as follows: Month: 12 Year: 2011 Pay Class Data: Y

******If MONTH END is set to run in the Job Scheduler make sure that it is set to run on January 1st.***

GENERATE AND PRINT REPORTS:

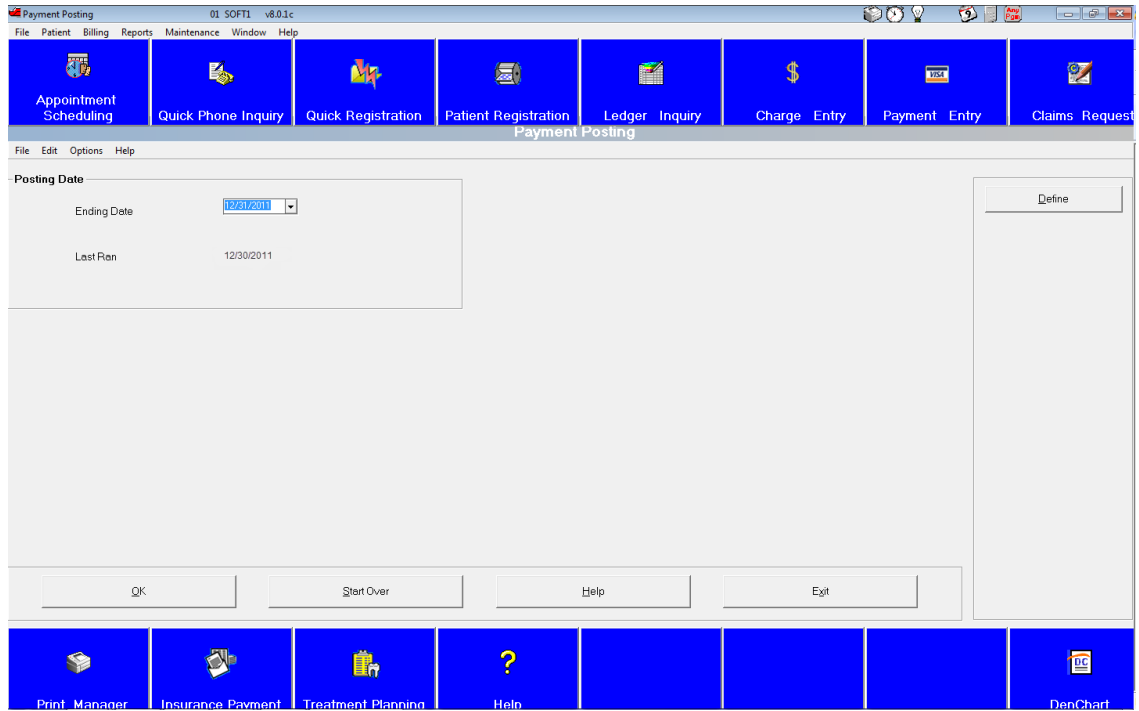
Account Receivable reports, if required by you or your accountant, should be run prior to 2012 entries.

Time sensitive reports include Producer A/R along with Daysheet A/R, Aged Accounts Receivable, Payor A/R.

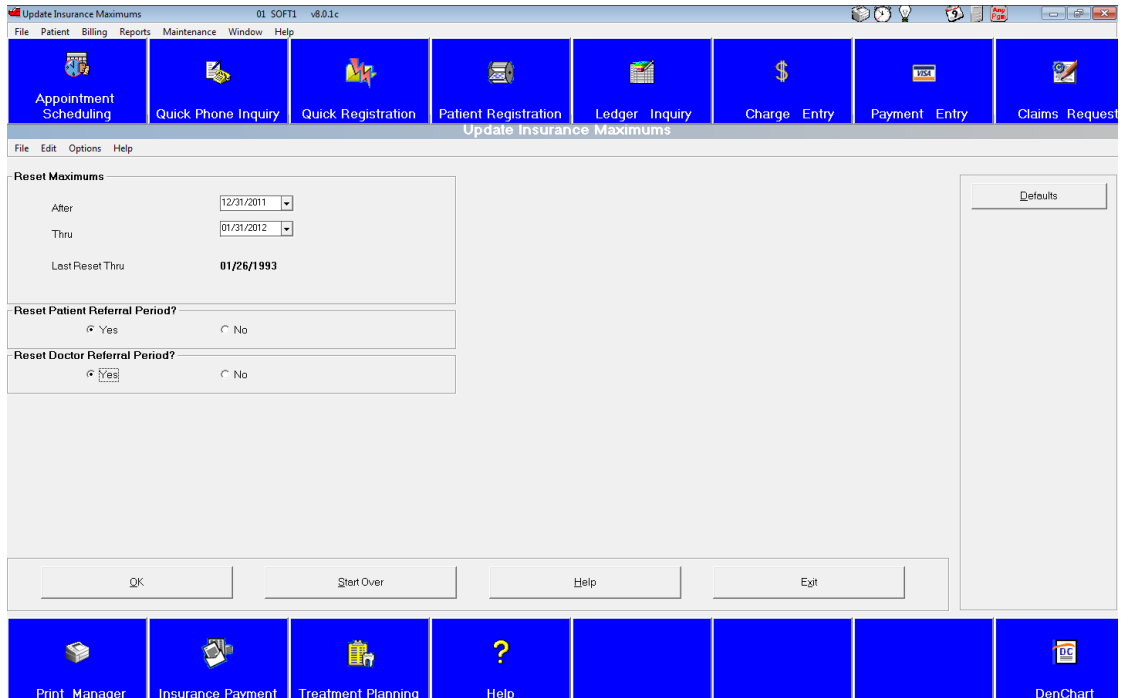
All other Dentech reports can be requested at anytime as needed.

******PLEASE BACKUP AGAIN AFTER COMPLETING THE ABOVE.******

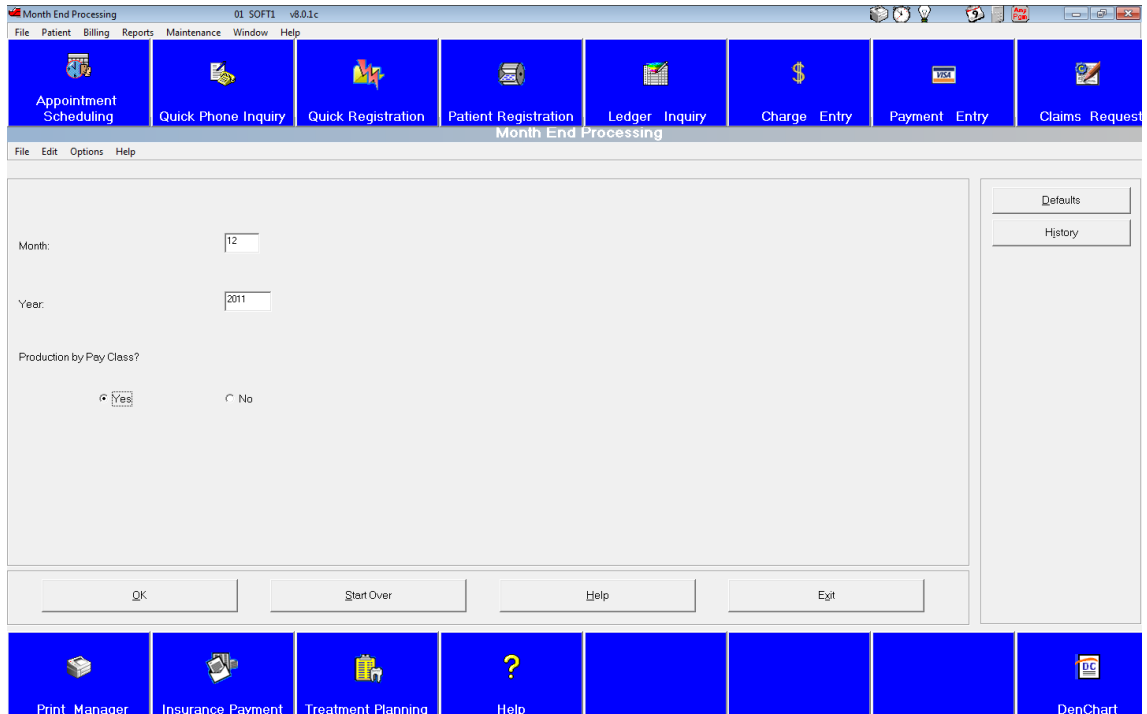
POSTING: Maintenance to Posting



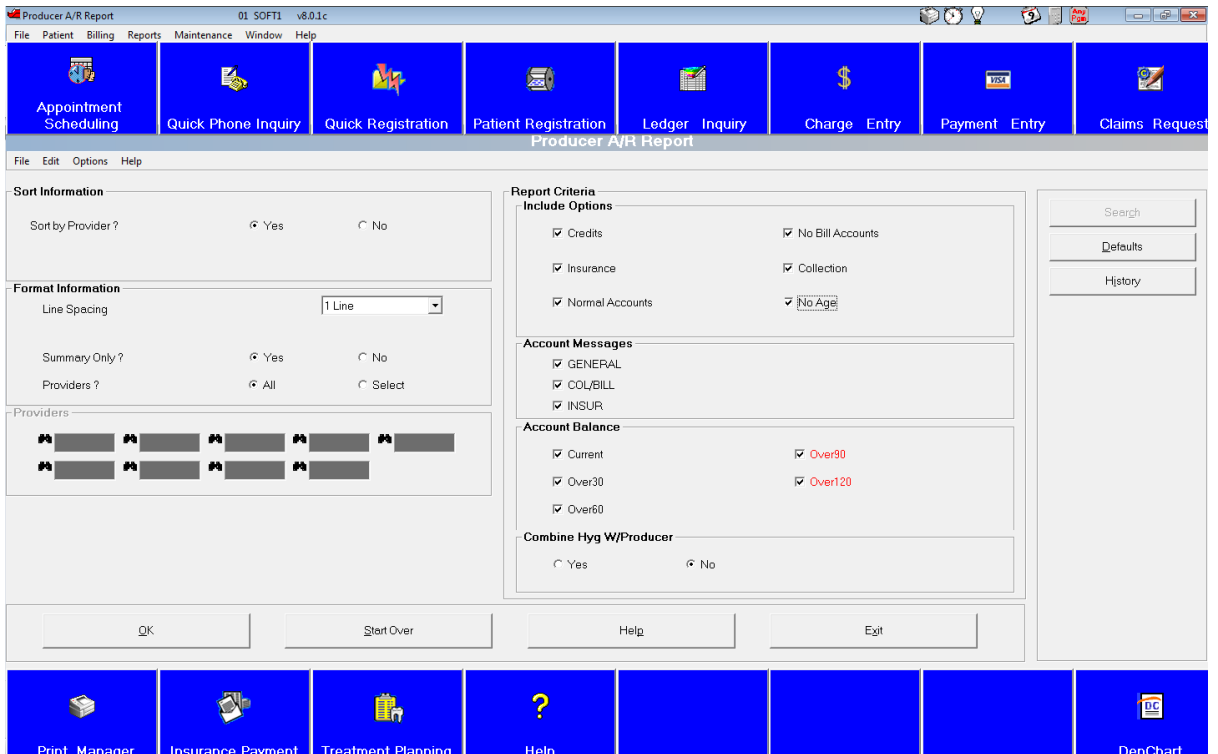
RESET INSURANCE MAXIMUMS: Reports to Monthly to Reset Maximums



MONTH END GENERATION: Reports to Monthly to Month End Processing



**Producer A/R: Reports to Monthly to Producer A/R
True accounts receivable**



Daysheet A/R: Reports to Daily to Day Sheet

Day Sheet 01 SOFT1 v8.0.1c

File Patient Billing Reports Maintenance Window Help

Appointment Scheduling Quick Phone Inquiry Quick Registration Patient Registration Ledger Inquiry Charge Entry Payment Entry Claims Request

Day Sheet

File Edit Options Help

Date & Time Information
 Starting Date: 12/31/2011
 Ending Date: 12/31/2011
 Starting Time:
 Ending Time:

Format Information
 A/R Totals: Yes No
 Bank Deposit: Yes No
 Daily Log Detail: Yes No
 Daily Log Summary: Yes No

Sort Information
 Sort Log by Doctor: Yes No
 Deposit Category: Yes No
 Sort by: Name Time Account
 Page Break by Provider?: Yes No

Report Criteria
 Service Charges
 Insurance Payments
 Clinical Notes
 Patient Payments
 All Select [Thru] [Thru]
 Patient Adjustments
 All Select [Thru] [Thru]
 Other Adjustments
 All Select >>> [Debit Patient]
 Prescriptions
 Operator: []

OK Start Over Help Exit

Print Manager Insurance Payment Treatment Planning Help DenChart

Time Sensitive Reports: Aged A/R: Reports to Monthly to Aged A/R

Aged A/R 01 SOFT1 v8.0.1c

File Patient Billing Reports Maintenance Window Help

Appointment Scheduling Quick Phone Inquiry Quick Registration Patient Registration Ledger Inquiry Charge Entry Payment Entry Claims Request

Aged A/R

File Edit Options Help

Sort Information
 Sort by Provider
 Sort by Days Overdue
 Sort by Balance Due

Format Information
 Line Spacing: 1 Line 2 Lines 3 Lines
 Summary Only?: Yes No
 Providers?: All Select

Enter Providers
 [] []
 [] []
 [] []
 [] []
 [] []

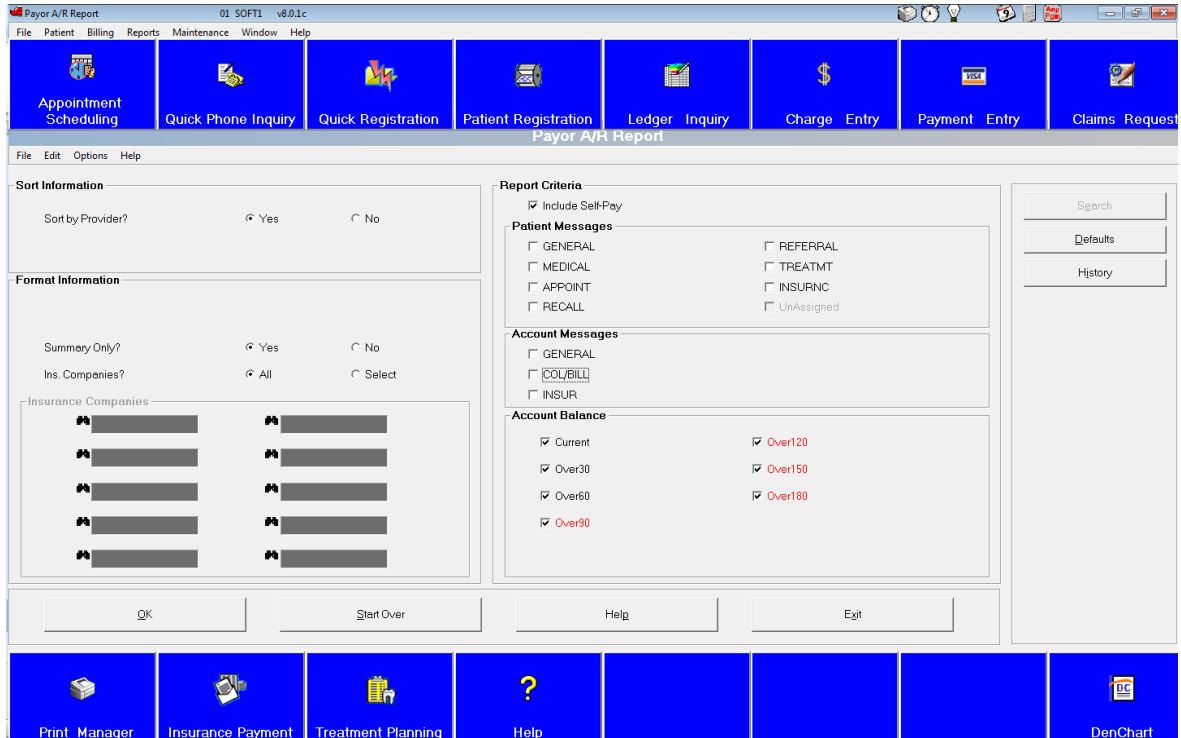
Report Criteria
Account Messages
 GENERAL COL/BILL INSUR
Include Options
 Credits Credits Only
 Normal Accounts
 No Bill
 No Age
 Collect
Account Balances
 Current
 Over 30
 Over 60
 Over 90
 Over 120

Min Private Balance: 5.00 Bill Cycle: 0
 Max Private Balance: 99999.99
 Last Payment Prior To: 12/31/2011
 Create Phone*Mate?: Yes No

OK Start Over Help Exit

Print Manager Insurance Payment Treatment Planning Help DenChart

Payor A/R: Reports to Monthly to Payor A/R



TIP: Utilize DAYSWORKED starting with the New Year
Begin the year of 2012 with accurate information in the Practice Manager. By adding on a monthly basis the number of days your providers are projected to work, you will begin to build the Day and the \$/Day in both the Month to Date and Year to Date totals.

Reports to Monthly to Days Worked
Add or Subtract days to a provider as necessary.

