



ADDRESSING THE NEEDS OF
YOUR DENTAL PRACTICE

Dentech Quarterly

What will they
Think of
Next?

DENTECH is gearing up for the next Windows update release projected to be out the first quarter of 2008. Every indication is it will be one of the best to date. Take a look at just some of the new exciting features version 8.0 will incorporate into an already feature rich program.

Appointment Scheduling Warning - When making a hygiene appointment, the system will check to make sure the reviewing doctor is also scheduled to be in the office that day. If not, a warning will pop-up informing you that the doctor is not scheduled.



Security Enhancement - A feature has been added to the Security program that will allow you to enter the maximum amount each user will be permitted to make for adjustments in the Payment Entry program.

New Features in the Patient Wait List - When you schedule a patient from the wait list, a question will display asking if you want to remove that patient from the list. Also, under Appointment Preferences, the day of the week will also be numbered. The numbered days are used in the new prompt, Select by Day. Select by Day gives you the opportunity to isolate patients by day, morning, or afternoon search and time preference so empty time slots in your schedule can be filled.

Treatment Planning - New Feature! Using the insurance maximum for the following year option. A new prompt will display "Calculate using next year's Maximum and Deductible?" By answering "Y" will use the patient's maximum for the following year when calculating the treatment plan.

Insurance Payments - A prompt for Electronic payments has been added to the screen. When the insurance company deposits the check directly into your bank account, you can inform the system the payment is electronic. This will allow your bank deposit amounts to match with your daily log and/or day sheet.

Electronic Deposits - A separate page has been added for Electronic (Insurance Payments) deposits.

Pharmacy Maintenance - You will now be able to add the name, address and phone numbers of the pharmacies that your office regularly use. This will be a great time saver for your office!

History and Default Functions in Reports - All reports have a button added for the History Function. This will display a list of the last 20 reports run, along with the date and user's initials. This displays the reports you have generated. There is also a Default function. This returns the screen to the original system default.

Time Clock - New Program! Every office who is a current subscriber of a DENTECH software and support agreement will be receiving the Time Clock program with this update! Streamline employee attendance records with our easy-to-use features. Automatically track employee holiday, sick and vacation time to provide accurate payroll reports.



dentech.com
 965(62)COM

New Look

Dentech.com has a new look! It is with great pleasure that we announce the launch of our new and improved website, which can be accessed at www.dentech.com.

In addition to improved navigation and simpler links to our events and partners, our aim is to add informative news, features, and tools that will help in supporting our client base.

We hope you find our website informative, easy and enjoyable to use. As always, we greatly welcome and value any feedback you may have. If you have any comments, suggestions, or questions, please feel free to contact us at 866.221-6081 or email tdonovan@dentech.com.



Read
all about it

The DENTECH Newsletter is going green! With the push to become a paperless society, we realize that we could do our part and eliminate the paper version of the DENTECH newsletter. So going forward, DENTECH will now be publishing the Newsletter on the DENTECH website. Or if you prefer, provide us with an email address and we would be more than happy to email you a copy.



Safe Guards

Did you know that DENTECH has numerous safe-guards and reporting mechanisms built into the software to monitor the financial security of your practice? Regrettably, there are employees who are tempted to embezzle, and in a tough economy the prospect is even greater. Rest assured there are methods in DENTECH that allows for tracking without much difficulty.

Given that posting is done on a daily basis with DENTECH, it greatly limits the possibility of embezzlement within the office. When posting is complete, the data is date and time stamped therefore financial information *cannot* be changed without a doctor's security level. A great feature of DENTECH is the ability to assign detailed security levels for each employee. Security levels should periodically be reviewed for each employee to assure proper usage.

There are many detailed reports within DENTECH that monitor financial information within the practice. These will vary based

on individual needs, however, we highly recommend each office generates an Adjustment Report on a daily basis to monitor any unusual or unauthorized adjustments. The Bank Deposit Report should also be viewed *daily* to find out if payments have been zeroed out on a patient's account without authorization. *The key is making sure these reports are being monitored daily.*

Being involved in the day to day business activities goes well beyond the practice of dentistry, it is an integral part of maintaining the integrity of your dental practice. DENTECH has strong reporting features, and numerous methods to monitor and prevent any misconduct within a practice. These will vary based on individual needs.

If you would like more information or a individual analysis on protecting your practice, call 866.221.6081 ext. 232.



Big computer Blowout SALE

Are you looking for a *great* deal on a great computer for your home or office? DENTECH is making available for you to purchase one of the 2007 User Conference computers at a reduced price. If you are interested in taking advantage of this exceptional offer, please contact a DENTECH representative at 800.233.4998 to reserve your computer. Quantities are limited and will be available October 15, 2007.

Dell OptiPlex 745 Minitower -or- Small Form Factor Workstation With:

- Intel Core 2 Duo E6400/2, 13 Gigahertz Processor
- 80 Gigabyte Hard Drive
- 1 Gigabyte Random Access Memory
- CD-RW/DVD Combo Drive
- Integrated Audio
- Windows XP Professional
- Microsoft Office Basic Edition
- 17" Ultra Sharp Flat Panel Display
- Keyboard and Optical Mouse



745 Mini Tower

\$1,395.⁰⁰

Good while supplies last. Tax and shipping not included



Three Year Standard Next Business Day On-Site Warranty

As the end of the year quickly approaches, the number one question the DENTECH support department receives is, *"Is there anything I need to do for year end?"*. The answer to that question is yes! DENTECH recommends the following procedures be completed before the new year begins.

POSTING:

After all activity has been entered for 2007, run POSTING manually while it is still 2007. Do not wait until January to post. To ensure that posting runs in 2007, *do not* run posting through the Job Scheduler.

RESET INSURANCE MAXIMUMS:

This should be run after all activity has been entered for 2007 and before any work is entered in 2008. Reset Maximums after 12/31/2007 through 01/31/2008

Reset Patient/Dr. Referral Period? Answer "yes" if you want the system to zero out the count for Patient and Doctor referrals. This will let 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:

Should be done after all of the above has been completed. Answer the prompts as follows: Month: 12 Year: 2007 Pay Class Data: Y

GENERATE AND PRINT REPORTS:

Account Receivable reports, if required by you or your accountant, should be run prior to 2008 entries. Time sensitive reports include Producer A/R, Aged Accounts Receivable, Payer A/R, Aged Insurance. All other Dentech reports can be requested at anytime as needed.

BACKUP:

DENTECH recommends that you run an extra "End-of-Year" Daily full backup to archive.

If you have any questions regarding the Year End procedures, contact DENTECH support at (866) 549-8702.



Not Late

2007
Dentech User's Conference
October 11th -13th
Chicago Radisson Hotel & Suites

You still have time to attend the Dentech National User's Conference that will be held October 11th through October 13th at the Radisson Hotel & Suites located in Chicago, Illinois. This is a great opportunity to have staff participate and discover new ways to improve patient care and communication and increase practice management efficiency. The agenda has been structured to meet the needs of dentists, staff and new employees as well as the seasoned veterans.

Dentech seminars range from in-depth presentations on specific subjects (i.e., A/R, Insurance Processing, Appointment Scheduling, Management Reports, etc) to forums that invite discussion on a broad range of topics. Some sessions are hands-on, some are lecture style, some are forums, but ALL include and welcome your input and participation.

Our Guest Speaker:

Dr. Barry Freydborg, will present a full day seminar which includes examining and discussing the controversies for high-tech "minimal or no-prep" veneers and crowns vs. the traditional methods. Dr. Freydborg's lecture will also cover "Techsthetics" using technology to enhance the quality of care and treatment acceptance of esthetic procedures.

If you haven't already signed up.....it's not too late to participate! Please call (866) 221-6081 ext. 232 for more information.



To request additional copies of the newsletter, please contact DENTECH at 1.800.233.4998

www.dentech.com

