
CHECK LIST - UNIX

DAILY - Programs that you will be entering information throughout each day

CHARGE	Enter all charges.
PMTENT	Enter all patient payments, appointments, and recalls.
CLAIMS	Request insurance forms.
INSPMT	Enter insurance payments.
TRTPLN	Generate treatment plans, when desired.
FINANC	Enter financial arrangements or promised payment plans.
APTDIR	Generate a list of next days appointments, as entered in PMTENT, to use for confirming.
QKRGST	Register new patients as they call for appointments.
UNBILL	Generates a report of all Unbilled procedures prior to printing insurance forms so that necessary claims may be requested through the Claims program.
AGING	Aging of account balances.
SPOOLR	Print the Unbilled work report and delete aging.

END OF DAY - Close out your day with these programs

LOGINQ	Balance production totals and payments prior to printing DAYSHT
DAYSHT	Balance production and payments. Production may also be verified through
PRDRPT	Payments are also listed on the summary screen of LOGINQ
POSTNG	Run, after verifying both charges and payments, for that date.
IFORMS	Request Electronic Claims.
BACKUP	Should be performed daily
PCFREQ	Generate Patient Care Forms for next days appointments.

WEEKLY - Suggested list of programs to run each week

LSTMNU	Lost and Found Report. To find patients that do not have an appointment or Recall in the system.
LETTER	Dentech Letter Book. Generate letters for patients and referring doctors.
IFORMS	Request batched ADA forms and manual claims.

MONTH END – DENTECH highly recommends programs run each month

MTHEND	Is an “internal” program that stores monthly totals for future analysis. There is no associated report after generation. This program must be run prior to requesting analysis reports. (See Note)
RSTMAX	To reset annual maximums for insurance benefits. This should be run at the end of the last working day of the month or in the morning of the first working day of the month.

MONTHLY PROCEDURES - Suggested monthly programs and reports

LTCHRG	Generates Late Charges to outstanding accounts.
STMENT	Generate patient statements.
LSTMNU	U-Account Audit Report to see if any accounts are out of balance.
RECALL	Generate a report or database for selected month for patients recall.
APTDIR	To generate a report or database for selected monthly appointments.

MONTHLY REPORTS - Suggested monthly reports

REVRPT	Revenue Report, If applicable.
PRDRPT	Summary only. Shows Gross & Net production by provider.
PRODAR	Producer Account Receivable Report. Shows A/R total per provider. Separates Insurance A/R & Account A/R per provider, by patient.
INCWRK	Generates a list of all patients with outstanding treatment plans within a given time frame.
IAGRPT	Insurance Aging Report for Claims and Predetermination's.
AGERPT	Aging Report by patient balance.
CAPRPT	Generate Capitation Reports (if applicable)
PAYAR	To receive a summary of balances. Aged to 180 days.
MOSSUM	A summary of all charges, payments & adjustments, including net change.
PRDRPT	Adjustment Report shows all adjustments for a given time frame.
PRDRPT	Collection Report creates a report of all payments.
DAYSHT	Bank Deposit Report shows a summary of each days bank deposit for a given period.

ANALYSIS REPORTS - (Month-end must be created first)

ANALYS	Reports should be run for monthly Production, Collection, and Revenue totals. These totals may be compared to a previous month or quarter if desired.
PLANAL	Analysis reports for specific Insurance companies, Employer, or Form codes.
MKTANL	Analysis reports of marketing areas, referral acknowledgment report.

**** NOTE****

The suggested "monthly" reports may be run more frequently, if desired, and DO NOT necessarily have to be run at the end of the month.

PERIODIC MAINTENANCE

SYSTEM: Create System Recovery Media. Generate every time an update is installed or an enhancement or correction has been made. This is a NECESSARY part of rebuilding your system in the unlikely event of a hardware failure.