

DENTRIX ENTERPRISE 11.0.2 REPORTS REFERENCE



www.DentrixEnterprise.com | 800.459.8067

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Dentrix Enterprise and Microsoft Excel

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egistration Information Report
VU Day Sheet Report
VU Production Summary Report
VU Schedules Report
VU Utilization Report
econdary Insurance Claims Not Created Report
econdary Pre-Treatment Estimates Not Created Report
andard Coverage Tables Report
uspended Credits Report
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Introduction

The Dentrix Enterprise Reports Reference is designed to help your office get the most out of Dentrix Enterprise reporting. Detailed explanations, along with sample screenshots, are provided to help your office learn why and when to use each report and how to read each report.

For additional help with Dentrix Enterprise reports, consult the *Dentrix Enterprise User's Guide*, refer to the Dentrix Enterprise Help (in any module, from the **Help** menu, click **Contents**), or contact Technical Support at 1-800-459-8067.

How to Use this Book

Reports are listed alphabetically in this book. If you do not know the name of a report, do not know which report contains the data you are looking for, or want to know the filters of each report, use the Table of Contents or one of the following indexes located at the end of the manual:

- Index by Report Name Lists all the reports alphabetically.
- Index by Symbol Categorizes reports by Quick Reference symbol.
- Index by When to Run a Report Groups reports by when it is recommended to run each report.
- Index by Module Groups reports by the Dentrix Enterprise modules from which you run each report.
- Index of Filters by Report For each report, the available filters are listed.
- Index by Filter For each available filter, the reports that use that particular filter are listed.
- Index by Report Item Groups reports by the items found on each report. The report items are arranged in categories to help you find the report items you are looking for.

How to Read this Book

After each report is introduced, a Quick Reference section summarizes why and when to run the report. In the Quick Reference section, you'll find Quick Reference symbols that represent how your office can benefit from using the report.

Quick Reference Symbols

Quick Reference Symbols represent how your office will benefit from a report. Use the Quick Reference symbols and the "Index by Symbol" section (at the end of this manual) to help your office focus on specific aspects of the practice.

Symbol	Category	Explanation
6	Patient Care	Helps your practice provide patient care services.
9	Information	Gathers Dentrix Enterprise information together so that you can review it without opening multiple dialog boxes.
6	Financial	Helps you track , monitor, or project financial data.
	Production	Helps you track, monitor, or project production.
	Time	Saves you time.

You will find the following Quick Reference symbols in this book:

Tips for Understanding Dentrix Enterprise Reports

Procedure Date vs. Entry Date

Many Dentrix Enterprise reports can be run by Procedure Date or Entry Date. Because the type of date by which you run a report can filter out desired data, it is essential that you understand the difference between these two options.

- Entry Date The actual date a procedure is entered.
- **Procedure Date** The date a procedure is completed. Because the clinical chart must always be accurate, this date can be back-dated.

Scenario: You have to enter last Friday's procedures on Monday. The *Entry Date* would be Monday. The *Procedure Date* would be Friday.

Consequence: If you run a report, such as the Day Sheet, by *Entry Date* for Monday, the procedures would be included in the report. However, if you run the same report by *Procedure Date*, the procedures would not be included.

Additionally, if Friday was a previous month, the MTD totals would be affected by the option used to run the report.

Year-to-date vs. Month-to-date

Many Dentrix Enterprise reports include Year-to-date and Month-to-date totals. It is important to understand how each total is calculated.

- Year-to-date The total amount since the start of the current year (January 1).
- Month-to-date The total amount since the start of the current month.

Note: Month-to-date and Year-to-date values can be affected by whether a report is run by Entry Date or Procedure Date.

Dentrix Enterprise Reports

4 Adjustment Summary Report

Adjustment Summary Report

The Adjustment Summary Report displays adjustment totals by adjustment type.



Why: To assist in preparing tax documents (to view charity care and other tax deductible totals), and to view the amount of bad debt written off

When: Yearly and quarterly

	Adjustment	Summary		
	01/01/2018 - 04/05/201 Clinics: <br Providers: · Billing Type: Adjustment Typ	ALL> <all> : <all></all></all>		
Report Date: 04/05/2018	Report Generated By	y: enterprise		Page 1 of 1
Description	Quantity	Total	Average	Percent
+Debit Adjustment -Credit Adjustment -Professional Discount Finance Charge Late Charge	2 2 4 3	100.00 -75.00 -70.00 332.00 7,954.00	50.00 -37.50 -17.50 110.67 1,997 75	100.00% 51.72% 48.28% 100.00% 100.00%
Grand Totals	(\mathbf{A})	U	\mathbf{C}	U
Total Credit Adjustments Total Debit Adjustments Total Finance Charges Total Late Charges Totals	6 2 3 4 15	-145.00 100.00 332.00 7,951.00 8,238.00	-24.17 50.00 110.67 1,987.75 549.20	E

How do I run the Adjustment Summary Report?

From the DXOne Reporting module, select **Analysis**, and then double-click **Adjustment Summary**. For additional details about running this report, see the "Adjustment Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Quantity** The number of adjustments posted.
- **B.** Total The total dollar amount of adjustments.
- C. Average The average dollar amount of adjustments (Total / Quantity).
- **D. Percent** The adjustment total divided by the combined total of all adjustments in the same category.

Note: There are four adjustment categories: credit adjustments, debit adjustments, finance charges, and late charges.

E. Grand Totals – The Grand Totals section includes the quantity, total, and average for all the credit adjustments, debit adjustments, finance charges, late charges, and totals (of all adjustments) on the report.

6 Aging/Credit Balance Report

Aging/Credit Balance Report

The Aging/Credit Balance Report lists guarantors with outstanding balances or credit balances, along with their contact information.



Why: To identify guarantors with outstanding balances so that they can be targeted for collections, or to view and/or contact guarantors with a credit balance

When: Monthly

Hame Phone BT Last Pmt Ant Last Sint Ant 0-30 31-60 61-90 91-120 121-150 151-180 Over 180 Sus Cred Ins Est Quar Potion Balance nes (404)555-5445 1					Balano Guarantor F	Provi	23/2018 ent Before Range: < tt, James	Procedu e: <all> <all> : - Farrei No Limit: .> L></all></all>	re Date r, Lisa							
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y (404)555-1586 2 04/22/2018 125.00 04/03/2018 20.2018 -account note here int R (919)555-1432 1 0.00	Guarantor Name	Phor	e BT			0-30	31-60	61-90	91-120	121-150	151-180	Over 180	Sus Cred			Balance
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eily (919) 555-3775 1 0.00 0.0	Cross, Jill T Davis, Harmon J															
(212) 555-333 1 11/24/2017 0.00 0.00 0.00 0.00 0.00 0.00 92.00	Edwards, John Edwards, Kelly			21/2018 2	24.00											
U-30 31-60 61-90 91-120 121-150 151-180 Over 180 Cred Est. Portion Balance TALS 397.00 0.00 230.00 4,516.00 1,302.64 0.00 779.10 -104.00 1,772.00 5,452.74 7,120.74	Farrer, Lisa			24/2017												
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XENT 5.58% 0.00% 3.23% 63.42% 18.29% 0.00% 10.94% -1.46% 24.89% 76.58%			31-60	61-90	91-120	121-150	151	l-180	Over	180					E	Salance
	TOTALS						151				Cred	E	st.	Portion		
	TOTALS PERCENT	397.00	0.00	230.00	4,516.00	1,302.64		0.00	77	9.10	Cred -104.00	E:	st. 2.00	Portion 5,452.74		

	AMCCLURE						0.00	0.00	0.00	100.00	0.00	0.00	0.00			100.00
	Abbott, Patricia	(919)555-1586	2	04/22/2018	125.00	04/03/2018	0.00	0.00	0.00	100.00	0.00	0.00	0.00	1,772.00	4,792.04	100.00
(ח)	DDS1						326.00	0.00	230.00	22.00	0.00	0.00	252.00			830.00
	Brown, Mary	(919)555-1586	2	04/22/2018	125.00	04/03/2018	326.00	0.00	230.00	22.00	0.00	0.00	0.00	1,772.00	4,792.04	578.00
	Crosby, Brent G	(919)555-3778	1	02/21/2018	24.00		0.00	0.00	0.00	0.00	0.00	0.00	208.00	0.00	208.00	208.00
$\mathbf{\mathbf{\vee}}$	Davis, Harmon Q	(212)555-3333	1	11/24/2017	0.00		0.00	0.00	0.00	0.00	0.00	0.00	44.00	0.00	92.00	44.00

(E)	CENTRAL Abbott, Patricia	()555-1586 2	04/22/2018	125.00	04/03/2018	397.00 397.00	0.00 0.00	230.00 230.00	4,516.00 4,516.00	1,302.64 1,302.64	0.00 0.00	38.40 38.40	0.00 0.00	1,772.00	4,792.04	6,484.04 6,484.04
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How do I run the Aging/Credit Balance Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Aging/Credit Balance**. For additional details about running this report, see the "Aging/Credit Balance Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider. Or, the report can be grouped and subtotaled by clinic. The following information appears on the report:

- **A.** Guarantor Details The name, phone number, billing type, last payment, and last statement of each guarantor.
- B. Balances The guarantor's aged balances.
- **C.** Totals The combined totals of aged balances listed on the report. Use aged balance totals to quickly ensure the practice is current on collection efforts.
- **D.** By Provider The guarantors and corresponding balances are shown for the provider, along with a subtotal for the provider.
- **E.** By Clinic The guarantors and corresponding balances are shown for the clinic, along with a subtotal for the clinic.

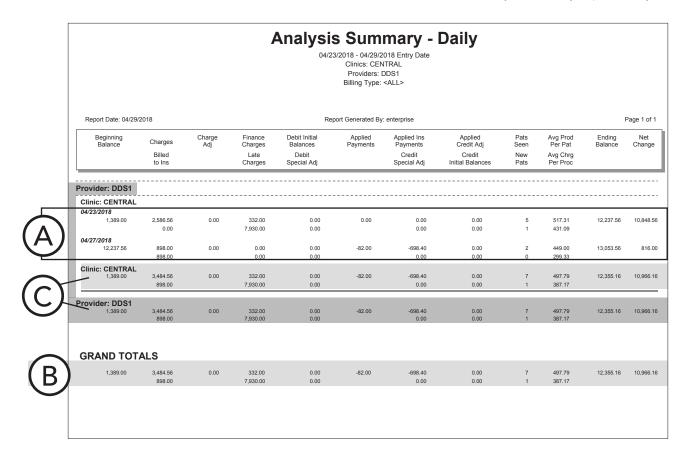
Analysis Summary Report - Daily

The Analysis Summary - Daily Report lists transaction totals. This report includes much of the same information as the Day Sheet Report, but formats it in a way that helps you compare provider and/ or clinic totals for each day in a given date range.



Why: To review production totals and compare provider and/or clinic totalsWhen: Monthly

					Analy	04/22/2018 - 04 Clini Provid	4/29/2018 Entry Da cs: <all> lers: <all> Type: <all></all></all></all>		У				
Re	port Date: 04/2	9/2018				Report Genera	ted By: enterprise					Ρ	age 1 of 1
	Beginning Balance	Charges Billed to Ins	Charge Adj	Finance Charges Late Charges	Debit Initial Balances Debit Special Adj	Applied Payments Suspended Payments OTH Applied Payments	Applied Ins Payments Suspended Ins Payments OTH Applied Ins Payments	Applied Credit Adj Suspended Credit Adj OTH Applied Credit Adj	Credit Special Adj Credit Initial Balances OTH Credit Special Adj		Avg Prod Per Pat Avg Chrg Per Proc OTH Credit tial Balances	Ending Balance	Net Change
04/	/ 22/2018 0.00	386.00 0.00	10.00	0.00 21.00	0.00 0.00	-148.00 0.00 0.00	0.00 0.00 0.00	-20.00 0.00 0.00	0.00 0.00 0.00	2 0	193.00 64.33 0.00	249.00	249.0
04/	/ 23/2018 249.00	3,376.56 0.00	0.00	332.00 7,930.00	0.00 0.00	-20.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	10 3	337.66 281.38 0.00	11,867.56	11,618.5
	/ 24/2018 11,867.56	105.00 105.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	1 1	105.00 35.00 0.00	11,972.56	105.0
04/	/ 27/2018 11,972.56	973.00 898.00	0.00	0.00 0.00	0.00 0.00	-100.00 0.00 0.00	-698.40 0.00 0.00	0.00 -25.00 0.00	0.00 0.00 0.00	3 0	324.33 243.25 0.00	12,122.16	149.6
GR		TALS											
3) –	17,940.04	4,840.56 1,003.00	10.00	332.00 7,951.00	0.00 0.00	-268.00 0.00 0.00	-698.40 0.00 0.00	-20.00 -25.00 0.00	0.00 0.00 0.00	16 4	302.54 193.62 0.00	30,062.20	12,122.1



					Analysi ^{04/2}	S Sum 3/2018 - 04/29/2 Clinics: CEN Providers: I Billing Type:	018 Entry Date ITRAL DDS1	Daily				
	Report Date: 04/29/2	2018			Re	port Generated By	enterprise				I	Page 1 of 1
	Beginning Balance	Charges Billed to Ins	Charge Adj	Finance Charges Late Charges	Debit Initial Balances Debit Special Adj	Applied Payments	Applied Ins Payments Credit Special Adj	Applied Credit Adj Credit Initial Balances	Pats Seen New Pats	Avg Prod Per Pat Avg Chrg Per Proc	Ending Balance	Net Change
	Clinic: CENTRAL Prov: DDS1											
	04/23/2018 1,389.00 04/27/2018	2,586.56 0.00	0.00	332.00 7,930.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00	5 1	517.31 431.09	12,237.56	10,848.56
	12,237.56	898.00 898.00	0.00	0.00 0.00	0.00 0.00	-82.00	-698.40 0.00	0.00	2 0	449.00 299.33	13,053.56	816.00
\bigcirc	Prov: DDS1 1,389.00	3,484.56 898.00	0.00	332.00 7,930.00	0.00	-82.00	-698.40 0.00	0.00 0.00	7 1	497.79 387.17	12,355.16	10,966.16
Y	Clinic: CENTRAL 1,389.00	3,484.56 898.00	0.00	332.00 7,930.00	0.00 0.00	-82.00	-698.40 0.00	0.00 0.00	7 1	497.79 387.17	12,355.16	10,966.16
\bigcirc	GRAND TOT 1,389.00	ALS 3,484.56	0.00	332.00	0.00	-82.00	-698.40	0.00	7	497.79	12,355.16	10,966.16
B	1,00100	898.00	0.00	7,930.00	0.00	02.00	0.00	0.00	1	387.17	12,000.10	10,000.10

How do I run the Analysis Summary Report - Daily?

From the DXOne Reporting module, select **Management**, and then double-click **Analysis Summary**. For additional details about running this report, see the "Analysis Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped by clinic and then by provider, or you can have the report grouped by provider and then by clinic.

A. Daily Summary – The transaction totals for each day in the date range.

- **B.** Grand Totals The grand total of transactions for the given date range.
- C. Provider Summary
 - **Clinic Subtotals** The daily transaction totals for a provider by clinic.
 - **Provider Totals** The transaction totals for a provider.
- D. Clinic Summary
 - **Provider Subtotals** The daily transaction totals for a clinic by provider.
 - Clinic Totals The transaction totals for a clinic.

Analysis Summary Report - Standard

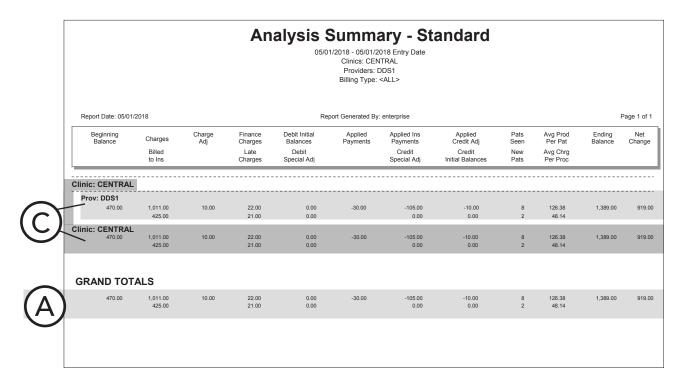
The Analysis Summary - Standard report lists transaction totals. This report includes much of the same information as the Day Sheet report, but formats it in a way that helps you compare provider and/or clinic totals.



Why: To review production totals and compare provider and/or clinic totalsWhen: Monthly

Report Date: 05/01/2018 Report Generated By: enterprise Page Beginning Balance Charges Adj Finance Charges Debit Initial Balances Applied Payments Applied Ins Payments Applied Adj Pass Credit Initial Balances Pass Per Pat Ending Balance Ending Balance Credit Per Proc New Pars Page Chrg Per Proc Ending Balance Credit Per Proc New Pars Applied Per Proc Page Chrg Per Proc Ending Balance Credit Per Proc New Pars Apg Chrg Per Proc Per Proc Ending Balance Credit Per Proc New Pars Apg Chrg Per Proc Per Proc
Balance Charges Adj Charges Balances Payments Payments Credit Adj Seen Per Pat Balance Debit Billed Late Debit Credit Credit Credit New Avg Chrg Charges Special Adj Initial Balances Pats Per Proc
Billed to Ins Late Charges Debit Special Adj Credit Special Adj Credit Initial Balances New Pats Avg Chrg Per Proc GRAND TOTALS 470.00 1.011.00 10.00 22.00 0.00 -30.00 -105.00 -10.00 8 126.38 1,389.00
470.00 1,011.00 10.00 22.00 0.00 -30.00 -105.00 -10.00 8 126.38 1,389.00
425.00 21.00 0.00 0.00 2 46.14

				An	alysis (Summa 1/2018 - 05/01/20 Clinics: CEN Providers: D Billing Type: -	018 Entry Date TRAL DDS1	andard				
	Report Date: 05/01/	/2018			Re	port Generated By:	enterprise				1	Page 1 of 1
	Beginning Balance	Charges	Charge Adj	Finance Charges	Debit Initial Balances	Applied Payments	Applied Ins Payments	Applied Credit Adj	Pats Seen	Avg Prod Per Pat	Ending Balance	Net Change
		Billed to Ins		Late Charges	Debit Special Adj		Credit Special Adj	Credit Initial Balances	New Pats	Avg Chrg Per Proc		
	Provider: DDS1											
\bigcirc	Clinic: CENTRAL 470.00	L 1,011.00 425.00	10.00	22.00 21.00	0.00 0.00	-30.00	-105.00 0.00	-10.00 0.00	8 2	126.38 48.14	1,389.00	919.00
P	Provider: DDS1	1,011.00 425.00	10.00	22.00 21.00	0.00 0.00	-30.00	-105.00 0.00	-10.00 0.00	8 2	126.38 48.14	1,389.00	919.00
	GRAND TOT	ALS										
(A)	470.00	1,011.00 425.00	10.00	22.00 21.00	0.00 0.00	-30.00	-105.00 0.00	-10.00 0.00	8 2	126.38 48.14	1,389.00	919.00
Ŭ												



How do I run the Analysis Summary Report - Standard?

From the DXOne Reporting module, select **Management**, and then double-click **Analysis Summary**. For additional details about running this report, see the "Analysis Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped by clinic and then by provider, or you can have the report grouped by provider and then by clinic.

A. Grand Totals – The grand total of transactions in the given date range.

B. Provider Summary

- Clinic Subtotals The transaction totals for a provider by clinic.
- Provider Totals The transaction totals for a provider.

C. Clinic Summary

- **Provider Subtotals** The transaction totals for a clinic by provider.
- **Clinic Totals** The transaction totals for a clinic.

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Appointment Book View Printout

The Appointment Book View printout displays a graphical representation of your appointment schedule.

Why: To print daily appointments by appointment view and to have printouts of the schedule to hang up in operatories

When: Daily or as needed

Date: 8:00am :10	06/26/2018 OP-1	Tuesday - June 26, 2018	Page:
:10	OP-1	Tuesday - June 26, 2018	
:10	OP-1		
:10	XBrown, Mary	OP-2 ▲XAbbott, Patricia	
	C-Ex, FMX, ProphyA	FMX, ProphyA, ProphyA	
	H:(919)555-3664	H:(801)555-1586	
:20 :30	XDR10 (A)	×DR05	
:40		0207	
:50	General	General	
9:00am		X	
:10	Wk:	XWk:	
:20	Edwards, John O		
:30	C-Ex, FMX, ProphyA	Abbott, James S	
:40	H:(919)555-3664	C-Ex, FMX, ProphyA	
:50	DR10	H:(801)555-1586	
10:00am	×0197		
:10	XGeneral	×0187	
:20		General	
:30	Wk:(808)555-8216		
:40	Smith, Michael A		
:50	C-Ex, FMX, ProphyA	Crosby, Brent T	
11:00am	×H:(919)555-1876	C-Ex, FMX, ProphyA	
:10	XDR10	H:(919)555-3766	
:20	X0197	XDR05	
		×0197	
:30	General		
:40		General	
:50	XWk:(808)555-4044	X	
12:00pm			
:10			
:20			
:30			
:40			
:50			
1:00pm	XGleason, Alice	Gleason, Gary T	
:10	C-Ex, FMX, ProphyA	C-Ex, FMX, ProphyA	
:20	×H:(781)555-6250	H:(919)555-3763	
:30	XDR10	XDR05	
:40	×0197	0172	
:50	XGeneral	General	
2:00pm	General	General	
:10	Wk:(701)555-3154	XWk:(808)555-8447	
:20	Perkins, Shelly A	Winters, Carl A	
:30	ExtSingTh#17	C-Ex, FMX, ProphyA	
:40	H:(343)555-7421	H:(919)555-1630	
:50	DR10	XDR05	
3:00pm	· Valgardson, Adrian	0197	
:10	KRCT3#31	General	
:20	×H:(743)555-3332	\boxtimes	
:30		Wk:(808)555-3470	
:40	×0800	×Farrer, Lisa	
:50	XGeneral	C-Ex, FMX, ProphyA	
4:00pm		H:(801)555-3864	
:10	Wk:(743)555-8700	H:(801)555-3864 DR05	
:20	×000-00-0000	×0172	
	A000-00-0000		
:30		General	
:40			
:50		Wk:	
	DR05 DR10		
\frown			
/ ¬)	Appointment Note:		
(\mathbf{R})	Order notepads for Gayle.		
ヽレノ			

How do I run the Appointment Book View Printout?

- 1. From the Appointment Book, select the view you want to print (for example, press F1), and navigate to the day you want to print (if not the day currently being displayed).
- 2. From the File menu, click Print Appointment Book View to open the Print Appointment Book View dialog box.
- **3**. Click **Print** or **Batch** to generate the Appointment Book View printout. The report can be printed in color (if you are using a color printer).

For additional details about running this report, see the "Appointment Book View Report" topic in the Appointment Book portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Appointments The appointments in each operatory of the view.
- **B.** Day Note The note for the day, which can be entered by clicking the Note box in the upperleft corner of the Appointment Book.

Appointment Cycle Time Report

The Appointment Cycle Time Report helps you analyze changes in appointments' statuses. The report provides statistics regarding how long patients wait to be treated and how long they spend in treatment.

	-	To generate a report of appointment information, total visit times, and in-clinic wait times to monitor daily activity
	When:	Daily
T	When:	Daily

		¢	Aŗ	Range: 12/19/ Clinics: Providers Patients: <al opt Time Start S pt Time End S</al 	2018 - 12/19/20 <all> s: <all> .L> - <all> Status: READY</all></all></all>	918	ne			
		-	Date Ap Ap	Range: 12/19/ Clinics: Providers Patients: <al opt Time Start S pt Time End S</al 	2018 - 12/19/20 <all> s: <all> .L> - <all> Status: READY</all></all></all>	918				
			In Operatory Track	in a Clathian and	tatus: CHKOUT					
				ang Statuses:	SEATED, SEDA	ATE, TX, WAK	E			
Appt Date	Appt Type	Provider	Patient Name	Chart#	ADA Code(s)	Current Status	Event Start Time	Changed Status	Event End Time	Event Total Time
12/19/2018	General	DESMITH	Morales, Debbie	MO0001C	D9110	READY	3:21PM	SEATED	3:21PM	0
						SEATED	3:21PM	CHKOUT	3:25PM	4
					B	Total Time ICWT				4 0
12/19/2018	General	DESMITH	Reyes, Jose	RE140	D9310	READY	3:21PM	SEATED	3:23PM	2
						SEATED	3:23PM	СНКОИТ	3:27PM	4
					\bigcirc	Total Time ICWT			(E [°]
				TR0031	D0330	READY	3:25PM			2
						SEATED	3:27PM	CHKOUT	3:35PM	8
						Total Time ICWT				10 2
12/19/2018	General	DESMITH	Reed, Sandy	RE0019C	D9310	READY	4:45PM	SEATED	4:46PM	
						SEATED	4:46PM	SEDATE	4:48PM	2
					(D)	SEDATE	4:48PM	тх	4:49PM	1
					\checkmark	TX	4:49PM	CHKOUT	4:51PM	2
							7.011 W	0111001	7.021 111	
						Total Time ICWT				7 1
						ICWT Average ICWT Mediar	1		(F) ¦
	12/19/2018 12/19/2018 12/19/2018	12/19/2018 General 12/19/2018 General 12/19/2018 General 12/19/2018 General 12/19/2018 General	12/19/2018 General DESMITH 12/19/2018 General DESMITH 12/19/2018 General MHAYES 12/19/2018 General MHAYES 12/19/2018 General DESMITH	Appt Date Appt Type Provider Name 12/19/2018 General DESMITH Morales, Debble 12/19/2018 General DESMITH Reyes, Jose 12/19/2018 General MHAYES Tran, Thomas 12/19/2018 General MHAYES Tran, Thomas 12/19/2018 General DESMITH Reyes, Jose	Appt Date Appt Type Provider Name Chart# 12/19/2018 General DESMITH Morales, Debbie MO0001C 12/19/2018 General DESMITH Morales, Debbie MO0001C 12/19/2018 General DESMITH Reyes, Jose RE140 12/19/2018 General MHAYES Tran, Thomas TR0031 12/19/2018 General MHAYES Tran, Thomas TR0031 12/19/2018 General DESMITH Reed, Sandy RE0019C	Appt Date Appt Type Provider Name Chart# ADA Code(s) 12/19/2018 General DESMITH Morales, Debbie MO0001C D9110 12/19/2018 General DESMITH Morales, Debbie MO0001C D9110 12/19/2018 General DESMITH Reyes, Jose RE140 D9310 12/19/2018 General MHAYES Tran, Thomas TR0031 D0330 12/19/2018 General DESMITH Reed, Sandy RE019C D9310	Apt Date App Type Previder Name Charit ADA Code(s) Status 12/19/2018 General DESMITH Morales, Debbie MO001C D9110 READY SEATED 12/19/2018 General DESMITH Reyes, Jose RE140 D9310 READY SEATED 12/19/2018 General DESMITH Reyes, Jose RE140 D9310 READY SEATED 12/19/2018 General MHAYES Tran, Thomas TR0031 D0330 READY SEATED 12/19/2018 General MHAYES Tran, Thomas TR0031 D0330 READY SEATED 12/19/2018 General DESMITH Reed, Sandy RE001SC D9310 READY SEATED	Appt Date Appt Type Provider Name Chartif ADA Code(s) Status Time 12/19/2018 General DESMITH Morales, Debbie MO0001C D9110 READY 3/21PM 12/19/2018 General DESMITH Morales, Debbie MO0001C D9310 READY 3/21PM 12/19/2018 General DESMITH Reyes, Jose RE140 D9310 READY 3/21PM 12/19/2018 General DESMITH Reyes, Jose RE140 D9310 READY 3/22PM 12/19/2018 General MHAYES Tran, Thomas TR031 D0330 READY 3/22PM 12/19/2018 General DESMITH Reed, Sandy RE001C D9310 READY 3/22PM 12/19/2018 General DESMITH Reed, Sandy RE001C D9310 READY 4/45PM 12/19/2018 General DESMITH Reed, Sandy RE001C D9310 READY 4/45PM 12/19/2018 General DESMITH Reed, Sandy RE001C D9310 READY 4/45PM 12/19/2018 General DESMITH Reed, Sandy RE001C D9310 READY 4/45PM <	Appt bate Appt Type Provider Name Chartit ADA Code(s) Status Time Status 12/192018 General DESMITH Morales, Debbe M00001C D9110 READY 321PM SEATED 12/192018 General DESMITH Morales, Debbe M00001C D9110 READY 321PM CHKOUT I2/192018 General DESMITH Reyes, Jose RE140 D9310 READY 321PM SEATED 12/192018 General DESMITH Reyes, Jose RE140 D9310 READY 321PM CHKOUT I2/192018 General MHAVES Tran. Thomas TR031 D030 READY 325PM SEATED I2/192018 General MHAVES Tran. Thomas TR031 D030 READY 325PM SEATED I2/192018 General DESMITH Reed, Sandy RED15C D9310 READY 349PM SEATED I2/192018 General DESMITH Reed,	Appt Date Appt Paye Provider Name Clariti ADA Code(s) Biatus Time Biatus Time 12/19/2018 General DESMITH Morales, Debbie MO0001C D9110 READY 3/21PM SEATED 3/21PM 3/22PM 12/19/2018 General DESMITH Morales, Debbie RE100 D9310 READY 3/21PM SEATED 3/21PM SEATED 3/21PM 12/19/2018 General DESMITH Reges, Jone RE140 D9310 READY 3/21PM SEATED 3/23PM 12/19/2018 General DESMITH Reges, Jone RE140 D9310 READY 3/21PM SEATED 3/23PM 12/19/2018 General DESMITH Reges, Jone RE140 D0310 READY 3/23PM SEATED 3/23PM 12/19/2018 General MHAYES Tran, Thomas TRO031 D0330 READY 3/23PM SEATED 3/23PM 12/19/2018 General DESMITH Reed, Sendy RED019C D03310 READY 4/49PM SEATED <td< td=""></td<>

How do I run the Appointment Cycle Time Report?

From the DXOne Reporting module, select **Management**, and then double-click **Appointment Cycle Time**. For additional details about running this report, see the "Appointment Cycle Time Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

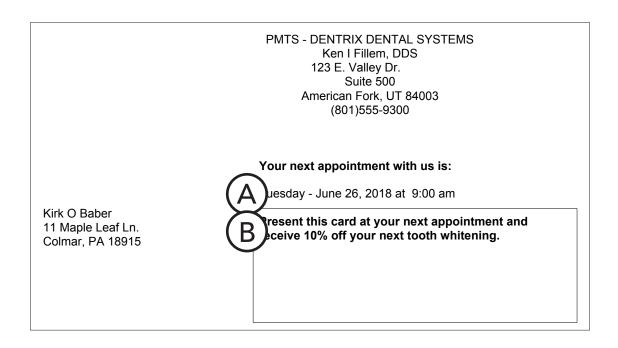
For each appointment listed, the report displays the following information:

- **A.** Appointment details The clinic, date, type, provider, patient name, chart number, and ADA code (or "Multiple" if there is more than one ADA code) associated with the appointment.
- **B.** Status change (waited) When the patient's time in the waiting room started and stopped, and how long the patient waited.
- **C.** Status change (treated) When the patient's time in an operatory started and stopped, and how long the patient was being treated.
- **D.** In-operatory statuses If In Oper Tracking Statuses were set when setting up options for this report, one or more status changes during treatment (such as imaging, sedation, treatment, and awake) may appear.
- **E.** Appointment subtotals The length of the appointment, according to the specified starting status and ending status. Also, the in-clinic wait time (ICWT) for the appointment.
- **F.** Average and median The average wait time and median wait time for all the appointments on the report.

Appointment Reminder Cards

Appointment Reminder Cards display a patient's next appointment date and time, along with a custom message.

Why: To print reminder post cardsWhen: Monthly, semi-monthly, or as needed



How do I run the Appointment Reminder Cards?

In the Ledger, from the **Print** menu, click **Walkout**, select **Appointment Card**, and then click **Print**. For additional details about running this report, see the "Walkout statements" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Next Appointment Date and Time** The patient's next scheduled appointment.
- **B.** Custom Message The custom message entered when setting options for this report.

Appointment Statistics Report

The Appointment Statistics Report displays statistics for late appointments, on-time appointments, wait/will call appointments, broken appointments, appointments that remained in specified statuses for a specified length of time, and appointment durations based on specified statuses.



Why: To view the productivity and efficiency of your practice regarding patient visitsWhen: As needed

	Appointment Statistics	
	Appointment Date Range: 01/01/2017 - 12/31/2017 Clinics: <all> Providers: <all> Remained in Statuses: APTSET Avg Appt Time Start Statuses: APTSET Avg Appt End Statuses: <complete></complete></all></all>	
A	Number of Scheduled Appointments that were late: Number of Scheduled Appointments that were on time: Number of Scheduled Appointments: Number of Wait/Will Call Appointments: Number of Broken Appointments: Total Appointments:	1 4 5 0 0 5
B	Percent Broken Appointments: Calculation: Number of Broken Appointments divided by Number of Broken Appointments + Sched Percent Late Appointments: Calculation: Number of Scheduled Appointments that were late divided by Number of Scheduled Ap	20.00%
\bigcirc	Number of Appointments that Remained in Status for 1 or more minutes: Number of Appointments that Remained in Status less than 1 minutes: Percent of Appointments that Remained in Status for 1 or more minutes:	1 0 100.00%
	Average Appointment Time between status range (in minutes):	56

How do I run the Appointment Statistics Report?

In DXOne Reporting, select **Management**, and then double-click **Appointment Statistics**. Enter a date range, select the desired clinics and appointment providers, select appointment statuses, type your goal, select a beginning and an ending appointment status, and then click **OK**.

For additional details about running this report, see the "Appointment Statistics Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the Help menu of any module, click Contents).

What important information does this report provide?

This report relies on the same underlying functionality as the Appointment Book "Late Appt"

Tracking feature to monitor <u>changes in appointment statuses</u>, but you do not have to enable late appointment tracking to run this report (of course, the report will not show late appointment statistics).

Important: If any appointments within the date range for which you are running this report have been purged using the purge utility in the Appointment Book or Office Manager, the report data may not be accurate.

A. Number of Appointments

- The number of late and on-time appointments that were scheduled.
- The number of wait/will call and broken appointments.

B. Broken and Late Appointment Percentages

- The number of broken appointments divided by the sum of the number of broken appointments and scheduled appointments.
- The number of late appointments divided by the number of scheduled appointments.

C. Remained in Status

- The number of appointments that remained in the specified statuses for more time than the specified goal but for less time than the specified number of minutes.
- The number of appointments that remained in the specified statuses for less time than the specified goal.
- The percentage of appointments that remained in the specified statuses for more time than the specified goal but for less time than the specified number of minutes.
- **D.** Average Length The average length of time in between the specified starting and ending statuses for appointments lasting up to the specified number of minutes.

Appointment Inform	ation - (Ab	bott, Jam	es S)	
Prov: AMCCLURE	Conti >> Care Attac	hed:	ROPHY	12
ENC# 1000111 Reason	<u>>></u>		🛛 Use Re	ason To
Initial Pc Prop Tx Misc.	ohylaxis-adu	lt		
Desc. Propriyad				
Length: 50 min >>	Status:	APTSET	•	Op: A
Amount: 156.03	Schedule:	FIXED	•	Date:
RVU: 1030.00	Type:	P3	Ŧ	Time:

D. U	nschedu	uled List <	Clinic:AF> < UT	C -07:00 [N	vist]>
View	Appt	Refresh	Office Journa	I	

Date	Time Zone	Status	Name
12/03/2021	UTC -07:00 [MST]	Broken	Abbott, Ja
01/17/2022	UTC -07:00 [MST]	W/Call	Crosby, B
01/17/2022	UTC -07:00 [MST]	Broken	Crosby, C

As Soon As Possible List

The As Soon As Possible List displays patients who want to move up their appointment time should an opening occur in the practice schedule.



Why: To assist in filling cancellations

When: Weekly or daily

					Date Range: 05/06/20 Primary Provide Appointment Provi	rs: <all></all>			
	Report Date: 05/06/2018				Report Generated B	y: enterprise	Page 1 o		
	Date	Time	Status	Patient Name	PROV/OP	Appointment Reason	Length	Phone	
05/ 05/ 05/	/06/2018 /06/2018 /06/2018	10:30 AM	xLMTape xEMER	Brown, Mary Perkins, Shelly Abbott, James S Crosby, Brent J Smith, Michael	DDS1/OP1 DDS1/OP1 DDS1/OP2 DDS2/OP2 DDS2/OP2	NP Ex 4BWX, Emerg Ex FabPtCr+B#7 L0VnPorLm#7 CCAdult, ExtEval Total Listed:	40m 10m 40m ((919) 555-1234 (919) 555-4457 (919) 555-2345 (919) 555-4531 (919) 555-6278 5	
					B	C	D	E	

How do I run the As Soon As Possible List?

From the DXOne Reporting module, select **List**, and then double-click **ASAP List**. For additional details about running this report, see the "As Soon As Possible (ASAP) List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Patient and Appointment Information** Each patient's name, status, and appointment date and time.
- **B. Prov/Op** The provider and operatory assigned to the appointment.
- **C.** Appointment Reason The description of procedures for the appointment.
- **D. Length** The appointment length.
- E. Phone The patient's phone number.

Assigned Rights Report

The Assigned Rights report lists the specified security rights assigned to users.



Why: To ensure security rights have been set up correctly for users across clinics

When: After Dentrix Enterprise setup, and as needed

		ASSIGNED RIGHTS Clinics: <all> Users: <all> Rights: Selected</all></all>	
Report Date: 04/29/2018		Report Generated By: enterprise	Page 1 of 1
USER	CLINIC	RIGHTS	
ENTERPRISE ENTERPRISE ENTERPRISE ENTERPRISE ENTERPRISE ENTERPRISE MCCLURE MCCLURE MCCLURE MCCLURE MCCLURE MCCLURE MSMITH MSMITH SLAUGH SLAUGH	AF CENTRAL DRAPER MESA PINEDALE PROVO SPRING AF CENTRAL DRAPER MESA PINEDALE PROVO SPRING CENTRAL MESA AF DRAPER	Appointments - Delete, Appointments - Edit, Appointments - Purge Appointments - Delete, Appointments - Edit, Appointments - Purge	
\bigcirc	B	C	

How do I run the Assigned Rights Report?

From the DXOne Reporting module, select **Management**, and then double-click **Assigned Rights Report - Current**. For additional details about running this report, see the "Assigned Rights Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Users The providers and staff listed in the Clinic Resource Setup and Security Rights Setup dialog boxes. (You can choose to group the users on the report by clinic when setting up the options for running the report.)
- **B.** Clinics The clinics to which the user has been assigned security rights.
- **C. Rights** The security rights assigned to the user.

	AF> <utc -07:00="" [mst]<="" th=""><th>> ></th></utc>	> >
Clinic Information My Dental Corporation 1234 Pine Drive American Fork, UT 11111 (801)555-1111 January	Operatories AF-OP-01 AF-0P-02 AF-0P-03 AF-0P-EM	New Edit
Administrative Contact: Edit		
Provider(s)		
DSMITH - Smith, Dennis MHAYES - Hayes, Marie D1 - Thomas, David TH1 - Tompkins, Heather TTRAN - Tran, Tom		New Edit Inactivate
Staff JSMITH - Smith, Jeanette		Maria
TDA1 - Smith, Jeanette TDA1 - Harris, Ellie		Edit
1		Inactivate

	Options								
Select Jser							Preview		
ID	Login Name	Last	First	Def Clinic	P/S			±[Administration
ALLY	ALLY	Ally	Rose	PROVO	P				Appointments
AROSE	AROSE	Rose	Allison	CENTRAL	Р		Edit Rights		Billing and Collections
BFULLER	BFULLER	Fuller	Bob	PROVO	S	-			Central Clinic Only
	C.								Chart
DSMITH	DSMITH (A	Smith	Dennis	AF	P		Expand List		Completed Procedures Continuing Care
HYG10	JWYNN	Wynn	Jordan	CENTRAL	P				Document Center
JGUO	JGUO	Guo	James	UTA	P	-	Collapse List		Emergency Access
linic selected	: CENTRAL	•	List Inactive	Change	Passwo	ord			I Fam
	Assigned Gro	ups						÷[Letters
	By Clinic	C By G	iroup						More Information
	1								Contraction Office Journal
	Clinics 🚺								Coffice Manager
	AF								Practice/Clinic Setup
		~							 Prescriptions/Immunizations Questionnaire
	OF UT D ()		`					- U	
	CENTRAL	(R)					<u> </u>	I Referrals
	CENTRAL DRAPER	—(B)						I Referrals I Treatment Plans

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Audit Report - Appointments

The Audit - Appointments Report lists appointments that were created, altered, and deleted during the specified date range.

Why: To ensure that appointments are being scheduled, edited, and deleted in accordance with the desired security restrictions for each user, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed

	Report Date: 4/22/2018				R	ted By: enterprise				Page 7 of 8
(A)	DATE CHANGED	USER CHANGED		(B	OVERRIDING USER - SECURITY OPTION					
	PATIENT NAME	DATE	TIME	LENGTH		STATUS	PRODUCTION TYPE	AMOUNT	OPERATORY	PROVIDER
	Date/Time: 3/8/2018 11:59:57AM		User Cha	nged: Enter	prise					
	Little, Brian	03/14/2018	8:00 AM	180	FIXED	No Answer	High Production	1,110.00	HYG_1	DDS1
	Date/Time: 3/8/2018 12:00:16PM <inserted></inserted>		User Cha	nged: Enter	prise	•				
	Little, Carol	03/14/2018	1:00 PM	200	FIXED	No Answer	High Production	2,470.00	HYG_1	DDS1
	Date/Time: 3/8/2018 12:00:30PM <inserted></inserted>		User Cha	nged: Enter	prise	-				
(c)	Little, Chad	03/14/2018	8:00 AM	50	FIXED	No Answer	High Production	1,540.00	OP_3	DDS1
しし	Date/Time: 3/8/2018 12:00:48PM <inserted></inserted>		User Cha	nged: Enter	prise					
	Little, Dean	03/14/2018	9:00 AM	30	FIXED	No Answer	Low Production	111.00	OP_3	DDS1
	Date/Time: 3/8/2018 12:01:19PM <inserted></inserted>		User Cha	nged: Enter	prise	-				
	Little, Kevin	03/14/2018	10:00 AM	10	FIXED	No Answer	Medium Production	274.00	OP_3	DDS1
	Date/Time: 3/23/2018 12:10:09PM <inserted></inserted>			nged: Enter		-				
	Davis, Karen	03/28/2018	8:00 AM	30	FIXED	No Answer	High Production	218.00	OP_3	DDS1
	Date/Time: 3/23/2018 12:11:20PM <inserted> Crosby, Brent L</inserted>	03/28/2018	User Cha 8:30 AM	nged: Enter	prise FIXED	- No Answer	Low Production	148.00	OP_3	DDS9
	Date/Time: 3/23/2018 12:12:12PM		User Cha	nged: Enter	prise	-			-	
\sim	Crosby, Brent L <deleted></deleted>	03/28/2018	8:30 AM	50	FIXED	No Answer	Low Production	148.00	OP_3	DDS9
	Date/Time: 3/23/2018 12:12:33PM		User Cha	nged: Enter	prise	-				
S	<inserted> Crosby, Brent</inserted>	03/28/2018	8:30 AM	40	FIXED	No Answer	High Production	1,000.00	OP_3	DDS9
	Date/Time: 3/23/2018 12:13:33PM <inserted></inserted>	User Changed: Enterprise		prise						
	Edwards, Anna	03/28/2018	9:10 AM	50	FIXED	No Answer	Low Production	0.00	OP_3	DDS1
	Date/Time: 3/23/2018 12:13:56PM User Changed: Enterprise				-					

How do I run the Audit Report - Appointments?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Appointments**. For additional details about running this report, see the "Audit - Appointments Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Date/Time The date and time of the insertion, alteration, or deletion.
- **B.** Changing Users The user who made the change appears. Also, if another user (user B) entered his or her credentials to allow the user (user A) to make a change because user A didn't have the appropriate rights, user B and the security option being overridden appear.
- **C.** Original Value Details of the record in its original state. (For new records, this line will read, "<INSERTED>.")
- **D. New Value** Details of the record after the change. (For deleted records, this line will read, "<DELETED>.")

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Audit Report - Audit Log Status

The Audit - Audit Log Status Report lists the changes to the "patient access logging" and "patient print logging" settings during the specified date range.

Why: To ensure that patient access and print logging is set up in accordance with the desired security restrictions for each user, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed

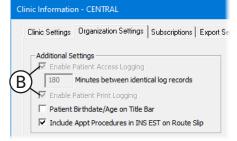
AUDIT REPORT - AUDIT LOG STATUS Audit Log Status report has been altered outside of Dentrix Enterprise! Date Range: 1/1/2018 - 1/9/2018 Users: <all></all>					
eport Date: 01/09/2018				Page 1 of 1	
DATE TIME	AUDI T LOG OPTI ON	STATUS	USER		
1/03/2018 08:47:10 AM	Enable Patient Access Logg	Enabled	ELLIOT		
1/03/2018 08:47:10 AM	Enable Patient Print Logging	Enabled	ELLIOT		
\bigcirc	B	C	D		

How do I run the Audit Report - Audit Log Status?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Audit Log Status**. For additional details about running this report, see the "Audit - Audit Log Status Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

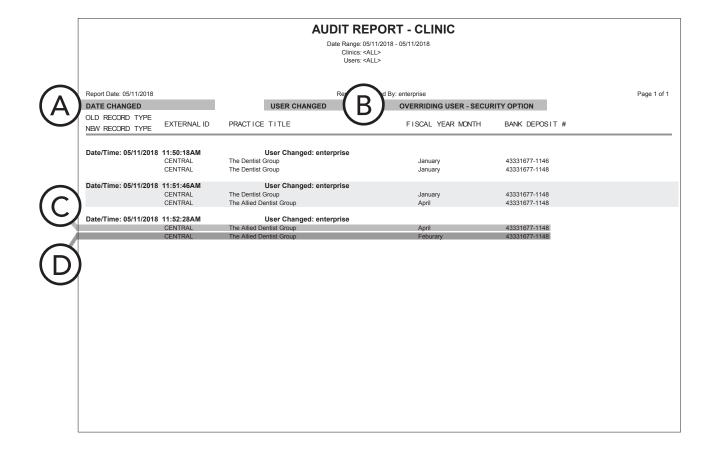
- A. Date/Time The date and time of the setting change.
- B. Audit Log Option The Enable Patient Access Logging or Enable Patient Print Logging option.
- C. Status Enabled or disabled.
- **D. User** The user who made the change.



Audit Report - Clinics

The Audit - Clinics Report lists changes to clinic information during the specified date range.

9	Why:	To ensure that practice information is being changed in accordance with the desired security restrictions for each user, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary
	When:	Monthly and as needed



How do I run the Audit Report - Clinics?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Clinics**. For additional details about running this report, see the "Audit - Clinics Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

This report tracks the changes made to the practice title, fiscal year month, and bank deposit number in the **Clinic Information** dialog box.

- **A. Date/Time** The date and time of the change of the clinic information.
- **B.** Changing Users The user who made the change appears. Also, if another user (user B) entered his or her credentials to allow the user (user A) to make a change because user A didn't have the appropriate rights, user B and the security option being overridden appear.
- **C.** Original Value Details of the record in its original state.
- **D.** New Value Details of the record after the change.

inic Information - AF	
Clinic Settings Organization Se	ttings Subscriptions Export Se
Descriptive ID: AF	Internal ID: 1000018
Financial Number:	Merchant ID:
12341234	300000014
Clinic TIN:	Entity ID Code:
2341234	
Clinic NPI:	Clinic OID:
Title:	
My Dental Corporation Time Zone:	
UTC-07:00) Mountain Time (U	S & Canada) 🛛 🔻
Show/Hide/Mask SSN:	
Show Completely	•
Administrative Contact:	
23121	>>
Bank Deposit Number:	
11112222	
Fiscal year's beginning month (1	1-12):

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Audit Report - Combined

The Audit - Combined Report lists patient information that was created, altered, deleted, viewed, printed, and exported during the specified date range.

Why: To ensure that patient information is being inserted, edited, deleted, accessed, printed, and exported in accordance with the desired security restrictions for each user, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed

			AUDIT REPOR	T - COMBINED)		
			Date Range: Patient Range: Clinics: Users: Sorted By:	12/03/2017 - 12/03/2017 Crosby, Brent - Crosby, Brent <all> <all> Date/Time</all></all>			
Report Date: 12/09/2017 DATE/TIME	USER	OVERRIDE USER	Report	Generated By: enterprise	ACTION TYPE		Page 1
Old Record Type New Record Type	Entry Date	Proc Date	Description	Amount	Encounter #	Clinic	Provider
12/03/2017 10:09:02AM	ENTERPRISE		Crosby, Brent (CR000	4C)	Patient Module Accessed		Family File
12/03/2017 10:40:52AM	ENTERPRISE		Crosby, Brent (CR000	14C)	Patient Module Accessed	CENTRA	L Family File
12/03/2017 10:44:38AM	ENTERPRISE		Crosby, Brent (CR0004C)			CENTRAL Patient Module Accessed Patie Exch CENTRAL	
12/03/2017 10:45:18AM	ENTERPRISE		Crosby, Brent (CR000	Exported	CENTRA	C-CDA	
12/03/2017 1:32:17PM	SINSERTED>		Crosby, Brent (CR000	4C)	Inserted		Patient Chart
Completed Procedure	12/03/2017	12/03/2017	Resin-1 surface, poster	90.00	111212	AF	DESMITH
12/03/2017 1:33:15PM	DSMITH		Crosby, Brent (CR000	4C)	Modified		Patient Chart
Completed Procedure	12/03/2017	12/03/2017	Resin-1 surface, poster	90.00	111212	AF	DESMITH
Completed Procedure	12/03/2017	12/03/2017	Resin-1 surface, poster	90.00	111212	AF	DESMITH
12/03/2017 1:35:17PM	DSMITH		Crosby, Brent (CR000	4C)	Patient Module Accessed		Patient Goals
12/03/2017 1:41:26PM	DSMITH		Crosby, Brent (CR000	14C)	Patient Module Accessed	AF	Patient Medical Alerts
						AF	

How do I run the Audit Report - Combined?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Combined**. For additional details about running this report, see the "Audit - Audit Log Status Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A. Date/Time** The date and time of the insertion, alteration, deletion, accessing, printing, or exporting.
- **B.** User The user who made the change.
- **C.** Override User If another user (user B) entered his or her credentials to allow the user (user A) to make a change because user A didn't have the appropriate rights, user B appears.
- D. Patient Name (Chart #) The patient whose record was accessed.
- **E.** Action Type What action was performed, such as a module was accessed or a C-CDA document was exported.
- **F.** Data Accessed The module or area of Dentrix Enterprise that was accessed.
- **G.** Original Value Details of the record in its original state.
- **H.** New Value Details of the record after the change.

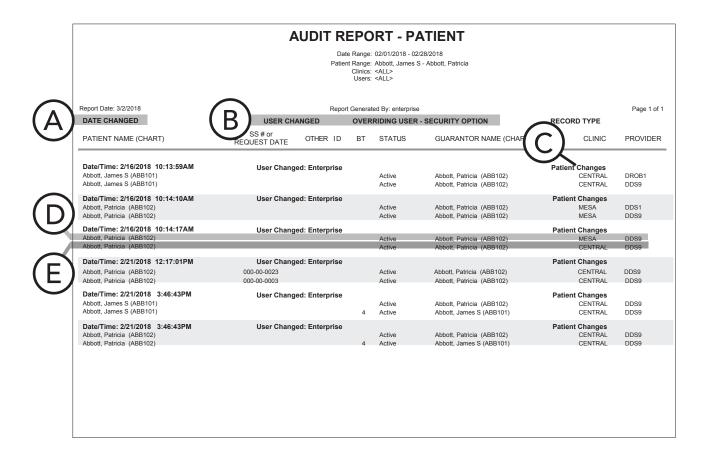
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Audit Report - Patients

The Audit - Patients Report lists when patient information and medical consultations notes were created, altered, and deleted during the specified date range.

Why: To ensure that patient information is being changed in accordance with the desired security restrictions for each user, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed



How do I run the Audit Report - Patients?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Patients**. For additional details about running this report, see the "Audit - Patients Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

This report tracks when changes have been made to the patient information, which can be accessed by double-clicking the **Patient Information** block in the Family File, and to medical consultations notes, which can be accessed by clicking the **Medical Consultations** button in the Family File.

- **A.** Date/Time The date and time of the change.
- **B.** Changing Users The user who made the change appears. Also, if another user (user B) entered his or her credentials to allow the user (user A) to make a change because user A didn't have the appropriate rights, user B and the security option being overridden appear.
- **C. Record Type** The type of change made, such as a change to the patient information or medical consultation notes.
- **D. Original Value** Details of the record in its original state. (For new records, this line will read, "<INITIAL ENTRY>.")
- **E.** New Value Details of the record after the change. (For deleted records, this line will read, "<DELETED>.")

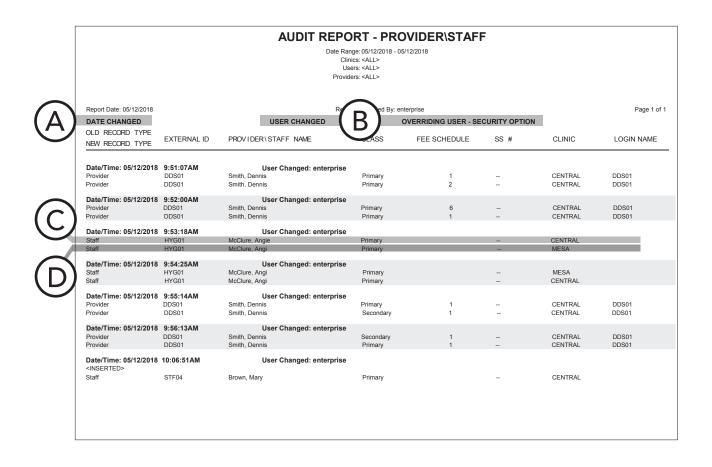
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Audit Report - Providers/Staff

The Audit - Providers/Staff Report lists changes to provider and staff information during the specified date range.

Why: To ensure that provider/staff information is being changed in accordance with the desired security restrictions for each user, and to provide a legal document to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken

When: Monthly and as needed



How do I run the Audit Report - Providers/Staff?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Providers/Staff**. For additional details about running this report, see the "Audit - Providers/Staff Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

This report tracks the changes made to the provider's or staff member's name, provider's class, provider's fee schedule selection, provider's or staff member's assigned clinic, and provider's or staff member's login information in the **Provider Information** (or **Staff Information**) dialog box.

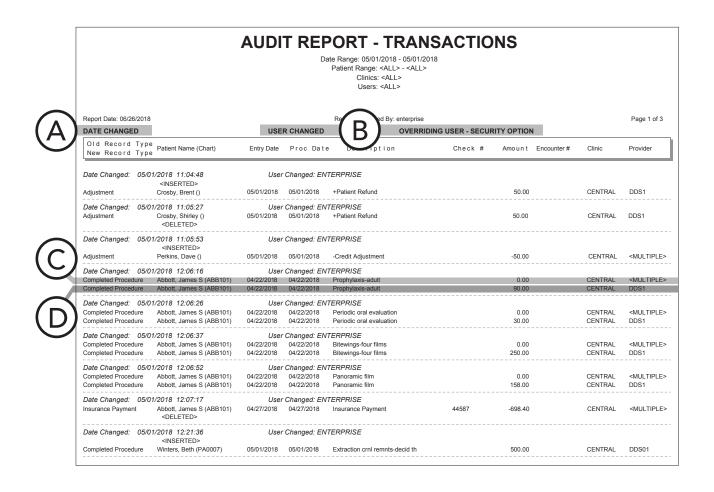
- **A.** Date/Time The date and time of the change of the provider/staff information.
- **B.** Changing Users The user who made the change appears. Also, if another user (user B) entered his or her credentials to allow the user (user A) to make a change because user A didn't have the appropriate rights, user B and the security option being overridden appear.
- **C. Original Value** Details of the record in its original state. (For new records, this line will read, "<INSERTED>.")
- **D. New Value** Details of the record after the change.

Audit Report - Transactions

The Audit - Transactions Report lists transactions (completed procedures, guarantor payments, insurance payments, and adjustments) that were posted, changed, and deleted during the specified date range.

Why: To ensure that transactions are being posted, altered, and deleted in accordance with GAAP (Generally Accepted Accounting Principles) and the desired security restrictions for each user, and to provide a legal document to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken

When: Monthly and as needed



How do I run the Audit Report - Transactions?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit - Transactions**. For additional details about running this report, see the "Audit - Transactions Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Date/Time The date and time of the change of the provider/staff information.
- **B.** Changing Users The user who made the change appears. Also, if another user (user B) entered his or her credentials to allow the user (user A) to make a change because user A didn't have the appropriate rights, user B and the security option being overridden appear.
- **C.** Original Value Details of the record in its original state. (For new records, this line will read, "<INSERTED>.")
- **D. New Value** Details of the record after the change. (For deleted records, this line will read, "<DELETED>.")

Audit Rights Report - Assigned Individually

The Audit Rights - Assigned Individually Report lists security rights that were granted to or removed from users during the specified date range.

Why: To ensure that security rights are being assigned in accordance with the desired security restrictions for each user, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed

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Γ		Au	dit Right	s - Assigned Individ	dually	
			-	te Range: 12/12/2017 - 12/12/2017	•	
				Users: DSMITH		
				Clinics: <all></all>		
				Isers who made change: DSMITH		
				·		
	\sim	$\sim \sim$	Display I	Date Changed value in: Logged on Clinic		
	A)te: 12/12/2017	<u>B)(C)</u>		Report Generated By: DSMITH		Page 1 of !
	DATE CHANGED		SER CHANGED	OLD SECURITY RIGHT	OLD CLINIC	OLD USER
				NEW SECURITY RIGHT	NEW CLINIC	NEW USER
DL	<u>'</u>					
シ	12/12/2017 12:45:30PM	Removed D	SMITH	My Clinics, View	AF	DSMITH
	40/40/0017 40 45 00014					D-01-1771
	12/12/2017 12:45:30PM	Removed D	DSMITH	Integration Settings, File Exchange	AF	DSMITH
	12/12/2017 12:45:30PM	Added D	SMITH			
$ \models $				Treatment Request, Open	AF	DSMITH
⊢୵⊓	12/12/2017 12:45:30PM	Added D	SMITH			
				Treatment Request, Add/Edit	AF	DSMITH
	12/12/2017 12:45:30PM	Added D	SMITH			
				Treatment Request, Delete	AF	DSMITH
	12/12/2017 12:47:31PM	Added D	DSMITH		45	DSMITH
	12/12/2017 12:47:53PM	Removed D	SMITH	My Clinics, View Audit, Clear	AF CENTRAL	DSMITH
	11,11,101, 11.11.33111	itemorea - E		hour, cical	CENTIONE	bowinn
	12/12/2017 12:47:53PM	Removed D	SMITH	Dentrix, Log on	CENTRAL	DSMITH
	12/12/2017 12:47:53PM	Removed D	SMITH	Print Insurance Aging Reports	CENTRAL	DSMITH
	12/12/2017 12:47:53PM	Removed D	DSMITH	Audit, Send To Batch	CENTRAL	DSMITH
	12/12/2017 12:47:53PM	Removed D	DSMITH	Transactions, Delete	CENTRAL	DSMITH
	12/12/2017 12:47.55PW	Removed L	JSIMITH	Transactions, Delete	CENTRAL	DSMITH
	12/12/2017 12:47:53PM	Removed D	SMITH	Transactions, Edit	CENTRAL	DSMITH
!	12/12/2017 12:47:53PM	Removed D	SMITH	Transactions, Enter	CENTRAL	DSMITH
	12/12/2017 12:47:53PM	Removed D	SMITH	ODBC Data Access	CENTRAL	DSMITH
						D-01-1771
	12/12/2017 12:47:53PM	Removed D	OSMITH	Clinical Record, Modify	CENTRAL	DSMITH
h	12/12/2017 12:47:53PM	Removed D	DSMITH	Month End Wizard	CENTRAL	DSMITH
	12/12/2017 12:47.335191	Kenioveu L			CENTRAL	Dowith
	12/12/2017 12:47:53PM	Removed D	SMITH	Practice Assistant	CENTRAL	DSMITH

How do I run the Audit Rights Report - Assigned Individually?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit Rights - Assigned Individually**. For additional details about running this report, see the "Audit Rights - Assigned Individually Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Date/Time The date and time of the security right assignment or removal.
- **B.** Action Whether the right was added or removed.
- **C.** Changing User The user who made the change.
- **D.** Original Value Details of the record before being removed.
- E. New Value Details of the record after being added.

Audit Rights Report - Assigned to Groups

The Audit Rights - Assigned to Groups Report lists security rights that were granted to or removed from user groups during the specified date range.

Why: To ensure that security rights are being assigned in accordance with the desired security restrictions for each user group, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed

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			Audit Rig	ghts - Assigned to Gro	ups	
				Date Range: 1/1/2017 - 12/12/2017		
				Group Names: <all></all>		
				Users who made change: DSMITH		
		_	Di	splay Date Changed value in: Logged on Clinic		
	A te: 12/12/2017	BIC		Report Generated By: DSMITH		Page 1 of 2
	DATE CHANGED	ACTION	USER CHANGED	OLD GROUP NAME	OLD SECURITY RIGHT	
3			\backslash	NEW GROUP NAME	NEW SECURITY RIGHT	
IJ	1/31/2017 4:12:25PM	Removed	DSMITH	Doctors	Password, Multi-Clinics	
	1/31/2017 4:12:25PM	Removed	DSMITH	Doctors	Chart, Open	
	1/31/2017 4:13:40PM	Added	DSMITH			
F)				Doctors	Chart, Open	
シ	3/20/2017 4:51:03PM	Added	DSMITH	Doctors	My Clinics, View	
	3/20/2017 4:51:03PM	Added	DSMITH	Doctors		
	3/20/2017 4:51:03PM	Added	DSMITH	Doctors	My Clinics, Select Provider My Clinics, View	
	3/20/2017 4:51:03PM	Added	DSMITH	Doctors		
	3/20/2017 4:51:03PM	Added	DSMITH	Doctors	My Clinics, View	
				Doctors	Security Rights Setup, View All Users	
	3/20/2017 4:51:32PM	Removed	DSMITH	Admins	Password, Multi-Clinics	
	3/20/2017 4:51:32PM	Added	DSMITH	Admins	My Clinics, View	
	3/20/2017 4:51:32PM	Added	DSMITH	Admins	My Clinics, Select Provider	
	3/20/2017 4:51:32PM	Added	DSMITH	Admins	My Clinics, View	
	3/20/2017 4:51:32PM	Added	DSMITH		,	
				Admins	My Clinics, View	
	3/20/2017 4:51:32PM	Added	DSMITH			
	3/20/2017 4:51:42PM	Removed	DSMITH	Admins	Security Rights Setup, View All Users Password, Multi-Clinics	
	3/20/201/ 4.31.42PW	Removed	D SIVILI H	Billing	Fassword, Multi-Clinics	
	3/20/2017 4:51:42PM	Added	DSMITH	Billing	My Clinics, View	
	3/20/2017 4:51:42PM	Added	DSMITH	Billing	My Clinics, Select Provider	
	3/20/2017 4:51:42PM	Added	DSMITH		,,	

How do I run the Audit Rights Report - Assigned to Groups?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit Rights - Assigned to Groups**. For additional details about running this report, see the "Audit Rights - Assigned to Groups Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Date/Time The date and time of the security right assignment or removal.
- **B.** Action Whether the right was added or removed.
- **C.** Changing User The user who made the change.
- **D.** Original Value Details of the record before being removed.
- E. New Value Details of the record after being added.

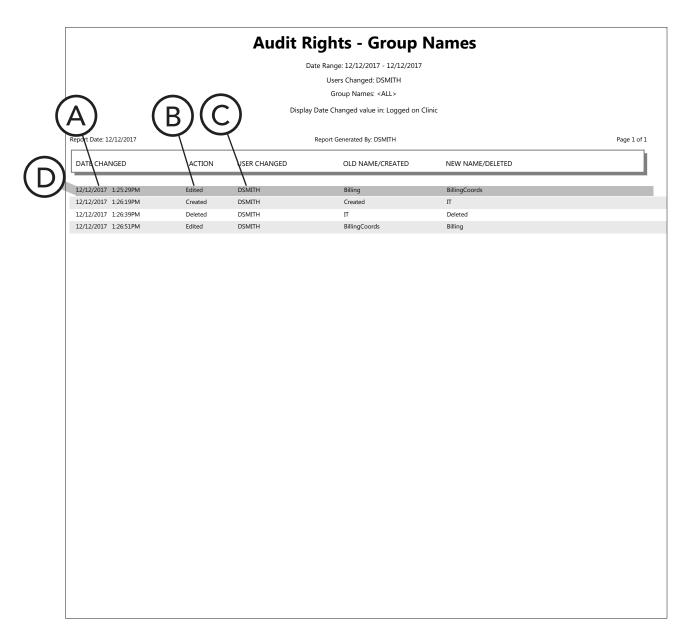
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Audit Rights Report - Group Names

The Audit Rights - Group Names Report lists new, deleted, and renamed user groups during the specified date range.

Why: To ensure that security user groups are being managed in accordance with the desired policies, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed



How do I run the Audit Rights Report - Group Names?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit Rights - Group Names**. For additional details about running this report, see the "Audit Rights - Group Names Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Date/Time The date and time of the security right assignment or removal.
- **B.** Action The type of change made.
- **C.** Changing User The user who made the change.
- **D. Original/New Values** Details of the record before and after the change. If the record was created, the original value displayed is "Created." If the record was deleted, the new value displayed is "Deleted."

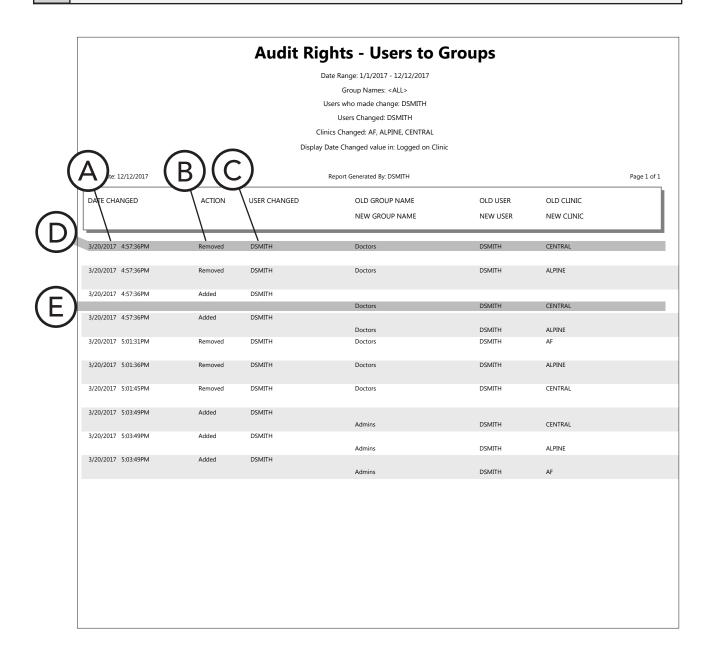
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Audit Rights Report - Users to Groups

The Audit Rights - Users to Groups Report lists users who were added to or removed from user groups during the specified date range.

Why: To ensure that users are being assigned to user groups in accordance with the desired security restrictions for each user group, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed



How do I run the Audit Rights Report - Users to Groups?

From the DXOne Reporting module, select **Audit**, and then double-click **Audit Rights - Users to Groups**. For additional details about running this report, see the "Audit Rights - Users to Groups Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Date/Time The date and time of the security right assignment or removal.
- **B.** Action Whether the user was added or removed.
- **C.** Changing User The user who made the change.
- D. Original Value Details of the record before being removed.
- E. New Value Details of the record after being added.

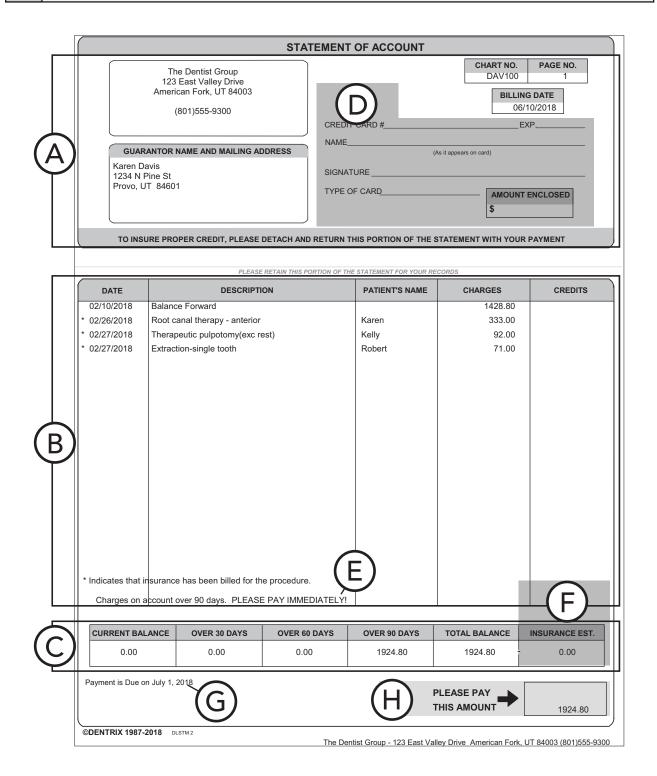
Billing Statement

Billing statements provide guarantor's with a record of their financial transactions with the practice.

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Why: To keep patients informed of their financial standing

When: Monthly or semi-monthly



How do I generate billing statements?

In the Office Manager, from the **Reports** menu, click **Billing**. Or, for a specific family, in the Ledger, from the **Print** menu, click **Statement**. For additional details about running this report, see the "Billing statements" topic in the Office Manager and Ledger portions of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does the statement provide?

- **A.** Payment Slip The portion of the billing statement that can be cut off and returned with the payment.
- **B.** Financial Transactions The financial transactions posted to the guarantor's account since the previous billing statement.
- **C.** Financial Summary The guarantor's current balance, prior balance, and total of credits and charges applied during the current billing cycle.

Note: If you select **Print Account Aging** when setting options for generating statements, this section displays the guarantor's aged balances.

- **D. Credit Card Information** If you select **Allow Credit Card Payments** when setting options for generating statements, the credit card information lines appear on the payment slip.
- E. Dunning Message/Guarantor Note If a guarantor note has been entered for a guarantor, the note prints on the guarantor's billing statements. If no guarantor note has been entered, the appropriate dunning message is printed. For details about how to enter guarantor notes or dunning messages, see the "Working with guarantor notes" or "Dunning messages" topics in the Ledger or Office Manager portions of the Dentrix Enterprise Help (from the Help menu of any module, click Contents).
- **F.** Insurance Estimate Box If you select Print Dental Insurance Estimate when setting options for billing statements, the insurance estimate box appears on the statement.
- **G. Statement Note** If you entered a note in the **Statement Message** field when setting options for billing statements, the text of that note appears on each statement.
- **H.** Please Pay This Amount Box If you select Print Agreed Payment when setting options for billing statements, the Please Pay This Amount box appears on the statement.

Birthday List

The Birthday List displays patients whose birthdays fall on a selected month, day, and/or year. This report can also be run for a given date or date range.



Why: To assist in preparing birthday cards for patientsWhen: As needed

	BIRTHDAY LIST					
Birthday Range: Month: 5 - Month: 6 Clinics: <all> Provider: <all> Billing Types: <all> Patient Range:<all> - <all></all></all></all></all></all>						
eport Date: 05/06/2018	Report Generated By: enterprise		Page 1 of 3			
PATIENT NAME		BIRTHDATE				
Abbott, James 123 Pine Drive Atlanta, GA. 30361		11/11/1930				
Abbott, Patricia 123 Pine Drive Yardley, PA. 19067		11/11/1965				
Brown, Mary J 1234 Maple Avenue Springfield, PA. 19064		11/11/1965				
Crosby, Brent G 12345 Oak St. Media, PA. 19063		11/11/1955				
Crosby, Shirley 123 Hickory Place Kailua, TN. 77301		11/11/1974				
Davis, Harmon 1234 Black Road Barstow, RI. 95765		11/11/1969				
Edwards, Johnathan 1234 Grove Way Elk Grove, RI. 95750		11/11/1996				
Edwards, John 1234 West Pond Dr. Kailua, TN. 77301		11/11/1960				
Farrer, Lisa E. 12 Clover Ln Kailua, TN. 77301		11/11/1927				
Gleason, Alice F 12345 Hope Rd Lowland Heights, IN. 40870		11/11/1955				
Gleason, Gary O. 123 Wild Rd Kailua, TN. 77301		11/11/1926				
A		B				

Dentrix Enterprise 11.0.2 Reports Reference

How do I run the Birthday List?

From the DXOne Reporting module, select **List**, and then double-click **Birthday List**. For additional details about running this report, see the "Birthday List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Patient Details The patient's name and mailing address.
- **B.** Birth Date The patient's birth date.

Caries Prevalence and Periodontal Index Report

The Caries Prevalence and Periodontal Index Report indicates, for various ages and age ranges, the percent of patients who have caries and how many do not, the percent of patients with certain conditions, and the percent of patients with certain pocket depths and clinical attachment levels.

	_	To print a record of patient statistics for caries, conditions, and perio measurements
9	When:	Quarterly

Caries Preval	ence and Periodontal Index Report Date Range: 05/27/2018 - 05/28/2018 Clinics: <all></all>	rt
Report Date: 05/28/2018	Report Generated By: enterprise	Page 1 of 3
Preschool children (2-5 years): dmfs / dmft Mean dmfs for Max. Incisors & Posterior teeth Percent with fistory of decay on anterior teeth posterior teeth Percent with caries history on >= 1 maxillary incisors Percent with caries history on >= 1 maxillary incisors or dmft >= 6 Percent with caries history on >= 1 maxillary incisors or dmft >= 6 Percent with drains history on >= 1 maxillary incisors or dmft >= 6 Percent with drains history on >= 1 maxillary incisors or dmft >= 6 Percent with drains history on >= 1 maxillary incisors or dmft >= 6 Percent with caries free children by individual ages and age cohorts 2 Years: 3 Yea	20/12 13333 66.67% 33.33% 0.00% 66.67% 30.00% 66.67% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	Page 1 of 3

How do I run the Caries Prevalence and Periodontal Index Report?

From the DXOne Reporting module, select **List**, and then double-click **Caries Prevalence and Periodontal Index Report**. For additional details about running this report, see the "Caries Prevalence and Periodontal Index Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

This report prints on three pages with statistics for five age groups:

- The age group 2 5 years is on the first page.
- The age groups 6 14 years and 15 19 years are on the second page.
- The age groups 35 44 years and 55 years and older are on the third page.

Terms Used

You need to be familiar with the following terms before reading this report:

- Caries Free No decayed, missing, or filled teeth
- **CPITN** Community Periodontal Index of Treatment Needs
- Dmfs Decayed, missing, or filled surfaces on primary teeth
- DMFS Decayed, missing, or filled surfaces on permanent teeth
- **Dmft** Decayed, missing, or filled primary teeth
- DMFT Decayed, missing, or filled permanent teeth
- Dentate Having teeth (i.e. a patient who does not have a full set of dentures)
- **Fluorosis** An abnormal condition of the tooth enamel caused by excessive exposure to fluoride

Age Group 2 - 5 Years

The data for each of the following statistics is listed by individual ages and age ranges:

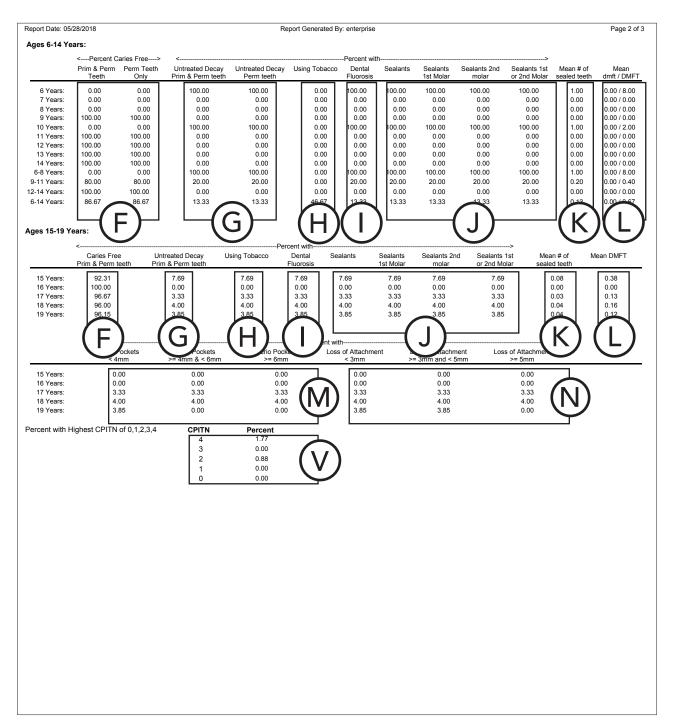
A. dmfs / dmft

- **dmfs** The total number of surfaces with one or more untreated caries for all patients in the age group, total number of surfaces with one or more fillings, and total number of teeth (multiplied by 5 surfaces) that have been extracted (using the oral surgery procedures D7111, D7140, D7210, D7220, D7230, D7240, D7241, D7250). A surface with a code posted for untreated followed by a code posted for restoration or extraction only counts once.
- **dmft** The total number of teeth with one or more untreated caries for all patients in the age group, the total number of teeth with one or more fillings, and the total number of teeth that have been extracted (using the oral surgery procedures D7111, D7140, D7210, D7220, D7230, D7240, D7241, D7250) or are missing. A tooth with a code posted for untreated followed by a code posted for restoration or extraction only counts once.

- 54 Caries Prevalence and Periodontal Index Report
- **B.** Mean dmfs The mean dmfs for maxillary incisors and posterior teeth, which is the dmfs of maxillary incisors (c h) and posterior teeth (a, b, i, j, k, l, s, and t) for all patients in the age group divided by the number of patients in the age group. A surface with an untreated caries code that has been fixed later is counted only once.
- **C. Decay History** The percent of patients in the age group with a history of decay. The statistics are broken down by decay on anterior teeth, posterior teeth, and both. Each value is the total number of patients in the age group with a caries code (15104, 15105, 15106, or 15107) or restorative code on any anterior, posterior, or anterior and posterior teeth divided by the number of patients in the age group.
- **D. Caries History** The percent of patients in the age group with caries history. The statistics are broken down by one or more caries on any maxillary incisor, two or more caries on any maxillary incisor, and one or more caries on any maxillary incisors or where dmft is greater than or equal to 6. Each value is the total number of patients in the age group with a caries code (15104, 15105, 15106, or 15107) or restorative code on the given number of caries on any of the maxillary incisors (or the total number of patients in the age group with a dmft greater than or equal to 6) divided by the number of patients in the age group.
- **E.** dmfs > 0 The percent of patients in the age group with a dmfs that is greater than 0.
- **F.** Caries Free The percent of patients of each given age (or in each given age range) without caries. To be considered caries free, a patient cannot have any of the following conditions or codes posted in the Chart:
 - Caries conditions 15104, 15105, 15106, or 15107.
 - Missing teeth conditions 15100 or 15101.
 - Procedure codes D2000 D4276, D4910, D4999, D6000 D6079, D6100, D6199 D7259, or D7999.

An explanation of the next page of the report begins on page 56.

Caries Prevalence and Periodontal Index Report 55



Page 2

Age Group 6 - 14 Years

The data for each of the following statistics is listed by individual ages and age ranges:

- F. Caries Free The percent of patients of each given age (or in each given age range) without caries. This statistic is broken down by primary and permanent teeth and permanent teeth only. To be considered caries free, a patient cannot have any of the following conditions or codes posted in the Chart:
 - Caries conditions 15104, 15105, 15106, or 15107.
 - Missing teeth conditions 15100 or 15101.
 - Procedure codes D2000 D4276, D4910, D4999, D6000 D6079, D6100, D6199 D7259, or D7999.
- **G. Untreated Decay** The percent of patients of each given age (or in each given age range) with untreated decay. An untreated caries is any caries condition code (15104, 15105, 15106, or 15107) that has not had either a procedure that covers the same surface posted after the caries condition code was posted or has not had the corresponding tooth extracted (an existing, existing other, or missing tooth condition is considered extracted for the purposes of this report). This statistic is broken down by primary and permanent teeth and permanent teeth only. A restoration code on a tooth followed chronologically by an untreated caries condition indicates that the tooth decayed again after it was fixed and is counted as untreated decay.
- H. Using Tobacco The percent of patients of each given age or in each given age range (with caries) who are using tobacco (patients who have the condition code "15203 Tobacco Use" posted in the Chart).
- 1. Dental Fluorosis The percent of patients of each given age or in each given age range (with caries) who have dental fluorosis (patients who have the condition code "15200 Dental Fluorosis" posted in the Chart).
- J. Sealants The percent of patients of each given age or in each given age range (with caries) who have dental sealants (patients who have the sealant code D1351 posted in the Chart).
- **K.** Mean # of Sealed Teeth The total number of sealed teeth for all patients of each given age (or in each given age range) divided by the number of patients of each given age (or in each given age range).
- L. Mean dmft/DMFT The dmft/DMFT for all patients of each given age (or in each given age range) divided by the number of patients of each given age (or in each given age range). A tooth with an untreated caries code that has been fixed later is counted only once.

Age Group 15 - 19 Years

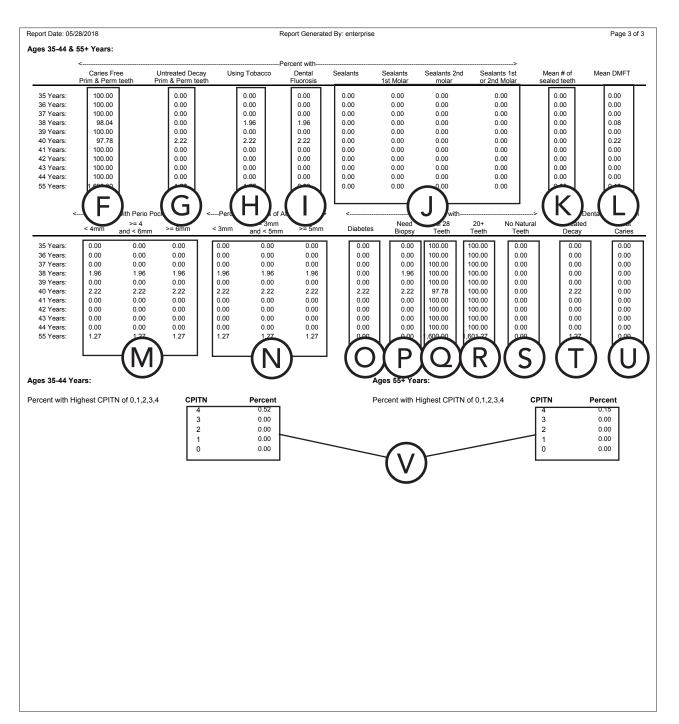
The data for each of the following statistics is listed by individual ages:

- **F.** Caries Free The percent of patients of each given age without caries. This statistic applies to both primary and permanent teeth. To be considered caries free, a patient cannot have any of the following conditions or codes posted in the Chart:
 - Caries conditions 15104, 15105, 15106, or 15107.
 - Missing teeth conditions 15100 or 15101.
 - **Procedure codes** D2000 to D4276, D4910, D4999, D6000 to D6079, D6100, D6199 to D7259, or D7999.

- **G.** Untreated Decay The percent of patients of each given age with untreated decay. An untreated caries is any caries condition code (15104, 15105, 15106, or 15107) that has not had either a procedure that covers the same surface posted after the caries condition code was posted or has not had the corresponding tooth extracted (an existing, existing other, or missing tooth condition is considered extracted for the purposes of this report). This statistic applies to both primary and permanent teeth. A restoration code on a tooth followed chronologically by an untreated caries condition indicates that the tooth decayed again after it was fixed and is counted as untreated decay.
- **H. Using Tobacco** The percent of patients of each given age (with caries) who are using tobacco (i.e. patients who have the condition code "15203 Tobacco Use" posted in the Chart).
- I. Dental Fluorosis The percent of patients of each given age (with caries) who have dental fluorosis (i.e. patients who have the condition code "15200 Dental Fluorosis" posted in the Chart).
- **J. Sealants** The percent of patients of each given age (with caries) who have dental sealants (i.e. patients who have the sealant code D1351 posted in the Chart).
- K. Mean # of Sealed Teeth The total number of sealed teeth for all patients of each given age divided by the number of patients of each given age.
- L. Mean dmft/ DMFT The dmft/ DMFT for all patients of each given age divided by the number of patients of each given age. A tooth with an untreated caries code that has been fixed later is counted only once.
- **M. Perio Pockets** The percent of patients of each given age with the specified perio pocket measurements.
- **N. Loss of Attachment** The percent of patients of each given age with the specified clinical attachment level.
- V. CPITN The percent of patients in both age groups combined (ages 6 19) with the highest CPITN of 0, 1, 2, 3, and 4. CIPTN is calculated from periodontal exams within the date range of the report:
 - Any patients who have a Probing Depth (PD or Pocket Depth) for any tooth higher than 6 mm are counted towards the 4 category and are not counted towards any other category.
 - Any patients who have a Probing Depth (PD or Pocket Depth) for any tooth of 4 6 mm are counted towards the 3 category and are not counted towards any other category.
 - Any patients that are marked as having Plaque (not set to "0 None") and a Probing Depth (PD or Pocket Depth) for any tooth less than 4 for any tooth are counted towards the 2 category and are not counted towards any other category.
 - Any patients that have bleeding marked for any tooth are counted towards the 1 category and are not counted towards any other category.
 - Any remaining patients should be counted towards the 0 category.

An explanation of the next page of the report begins on page 60.

Caries Prevalence and Periodontal Index Report **59**





Age Group 35 - 44 Years and Age Group 55 Years and Older

The data for each of the following statistics is listed by individual ages:

- **F.** Caries Free The percent of patients of each given age without caries. To be considered caries free, a patient cannot have any of the following conditions or codes posted in the Chart:
 - Caries conditions 15104, 15105, 15106, or 15107.
 - Missing teeth conditions 15100 or 15101.
 - Procedure codes D2000 to D4276, D4910, D4999, D6000 to D6079, D6100, D6199 to D7259, or D7999.
- **G.** Untreated Decay The percent of patients of each given age with untreated decay. An untreated caries is any caries condition code (15104, 15105, 15106, or 15107) that has not had either a procedure that covers the same surface posted after the caries condition code was posted or has not had the corresponding tooth extracted (an existing, existing other, or missing tooth condition is considered extracted for the purposes of this report). A restoration code on a tooth followed chronologically by an untreated caries condition indicates that the tooth decayed again after it was fixed and is counted as untreated decay.
- **H.** Using Tobacco The percent of patients of each given age (with caries) who are using tobacco (patients who have the condition code "15203 Tobacco Use" posted in the Chart).
- 1. Dental Fluorosis The percent of patients of each given age (with caries) who have dental fluorosis (patients who have the condition code "15200 Dental Fluorosis" posted in the Chart).
- **J. Sealants** The percent of patients of each given age (with caries) who have dental sealants (i.e. patients who have the sealant code D1351 posted in the Chart).
- **K. Mean # of Sealed Teeth** The total number of sealed teeth for all patients of each given age divided by the number of patients of each given age.
- L. Mean DMFT The DMFT for all patients of each given age divided by the number of patients of each given age. A tooth with an untreated caries code that has been fixed later is counted only once.
- **M. Perio Pockets** The percent of patients of each given age with the specified perio pocket measurements.
- **N. Loss of Attachment** The percent of patients of each given age with the specified clinical attachment level.
- **O. Diabetes** The percent of patients of each given age (with perio measurements that appear on this report) who have diabetes (patients who have the condition code "15201 Diabetes" posted in the Chart).
- P. Need Biopsy The percent of patients of each given age (with perio measurements that appear on this report) who need biopsies (patients who have the condition code "15202 Needs Biopsy" posted in the Chart).
- **Q.** All 28 Teeth The percent of patients of each given age who have all 28 natural teeth (patients who do not have any Existing, Existing Other, or Completed extractions, other than wisdom teeth, or condition codes "15100 Missing Tooth > 1 year" or "15101 Missing Tooth" posted in the Chart).

- **62** Caries Prevalence and Periodontal Index Report
- **R. 20+ Teeth** The percent of patients of each given age who have 20 or more natural teeth. A patient has a missing tooth if an extraction, appropriate condition, or appropriate Existing/ Existing Other code is posted in the patient's Chart.
- **S.** No Natural Teeth The percent of patients of each given age who have no natural teeth.
- **T. Untreated Decay (Dentate Adults)** The percent of dentate patients of each given age with untreated decay (patients who do not have both D5110 and D5120 and have untreated decay—any condition code 15104 –15107—posted in the Chart). A restoration code on a tooth followed chronologically by an untreated caries condition indicates that the tooth decayed again after it was fixed and is counted as untreated decay.
- **U. Root Caries (Dentate Adults)** The percent of dentate patients of each given age with root caries (i.e. patients who have the condition code "15104 Deep Dentinal/Cemental Caries" posted in the Chart).
- **V. CPITN** The percent of patients in each age group (ages 35 44, and 55 and older) with the highest CPITN of 0, 1, 2, 3, and 4. CIPTN is calculated from periodontal exams within the date range of the report:
 - Any patients who have a Probing Depth (PD or Pocket Depth) for any tooth higher than 6 mm are counted towards the 4 category and are not counted towards any other category.
 - Any patients who have a Probing Depth (PD or Pocket Depth) for any tooth of 4 6 mm are counted towards the 3 category and are not counted towards any other category.
 - Any patients that are marked as having Plaque (i.e. not set to "0 None") and a Probing Depth (PD or Pocket Depth) for any tooth less than 4 for any tooth are counted towards the 2 category and are not counted towards any other category.
 - Any patients that have bleeding marked for any tooth are counted towards the 1 category and are not counted towards any other category.
 - Any remaining patients should be counted towards the 0 category.

Caries Prevalence and Periodontal Index Report 63

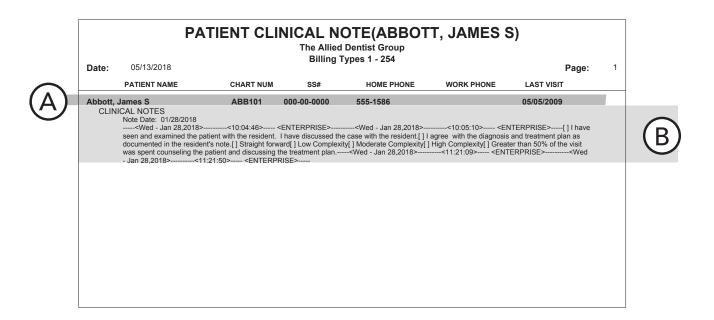
Clinical Notes Report

The Clinical Notes report displays a clinical note for a patient on a specified date.



Why: To print a patient's clinical notes on a specific day

When: As needed



How do I run the Clinical Notes Report?

In the Family File, Patient Chart, or Ledger, from the **File** menu, click **Clinical Notes**, and then click the Print button; or in DXOne Reporting, select **Lists**, and then double-click **Clinical Notes**. For more detailed instructions on how to generate this report, see the "Clinical Notes Report" and "Printing clinical notes" topics of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Patient Details The patient's name, chart number, Social Security number, home and work phone numbers, and last visit date.
- **B.** Note Details The creation date and text of the clinical note.

Why:

When: As needed

Clinical Quality Measures List

The Clinical Quality Measures List displays each Meaningful Use measure, the corresponding results (the population, the denominator and numerator used for calculating the actual percentage for a result, exclusions, and exceptions), and the details of the requirement for that measure.

To view the calculated results of Meaningful Use clinical measures

					Ē)		
All Core Dental Measure Description	B Performance Rate	C	Den.) /	E Num.	Excep.	Performance Not Met	•
CMS 68/MIPS 130 - Documentation of Current Medications in the Medical Record	1 %	16	16	N/A	1	1	N/A	View Detai
CMS 74/MIPS 379 - Primary Caries Prevention Intervention as Offered by Primary Care Providers, including Dentists Unstratified	50%	4	4	2	1	N/A	N/A	View Detai
CMS 74/MIPS 379 - Primary Caries Prevention Intervention as Offered by Primary Care Providers, including Dentists Stratum 1: age 0-4	100%	1	1	0	1	N/A	N/A	View Detai
CMS 74/MIPS 379 - Primary Caries Prevention Intervention as Offered by Primary Care Providers, including Dentists Stratum 2: age 5-11	0%	1	1	0	0	N/A	N/A	View Detail

How do I run the Clinical Quality Measures List?

In the Office Manager, from the **Analysis** menu, point to **Meaningful Use**, and then click **Clinical Quality Measures**. After opening CQMsolution, click **Create Report**. For additional details about running this report, see the "Clinical Quality Measures List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The CQM report results include all the measures that were defined for the report.

- A. Measures The list of measures.
- **B.** Results The calculated results.
- **C.** Population The patients.
- **D. Denominator** The denominator used in the calculation.
- **E.** Numerator The numerator used in the calculation.
- **F. Exclusions and Exceptions** Exclusions and exceptions that were not taken into account during the calculation.

Note: To view details of any of the measures in the report, click View Detail.

The following tables explain the calculations and requirements for each measure.

68 Documentation of Current Medications in the Medical Record

Requirement: Percentage of patient visits for patients aged 18 years and older for which the eligible professional (EP) attests to documenting a list of current medications using all immediate resources available on the date of the encounter. This list must include all known prescriptions, over-the-counter drugs, herbal supplements/medicines, and vitamin/mineral/dietery (nutritional) supplements and must contain the medications' name, dosage, frequency, and route of administration.

Exception: Patient is in an urgent or emergent medical situation where time is of the essence and to delay treatment would jeopardize the patient's health status.

Initial Patient Population	The number of patients 18 years old or older before the start of the specified Measurement Period who have visits occurring during the 12-month reporting period.
Denominator	The number of patients in the Initial Patient Population.
Numerator	The number of patients (from the Denominator) for whom the EP attests to documenting a list of current medications for those patients.

74 Primary Caries Prevention Intervention as Offered by Primary Care Providers, Including Dentists

Requirement: Percentage of children who are less than 20 years of age and who received a fluoride varnish application during the specified Measurement Period.

Initial Patient Population	The number of children who are less than 20 years old with a visit during the specified Measurement Period.
	• Stratum 1 – Patients 0 to 5 years old.
	• Stratum 2 – Patients 6 to 12 years old.
	• Stratum 3 – Patients 13 to 19 years old.
Denominator	The number of patients in the Initial Patient Population.
Numerator	The number of patients (from the Denominator) who receive a "Fluoride Varnish" (a procedure posted from the Chart with the appropriate CDT code).

75 Children Who Have Dental Decay or Cavities

Requirement: Percentage of children who are less than 20 years old who have tooth decay or cavities during the specified Measurement Period.

Initial Patient Population	The number of children who are less than 20 years old with a visit during the specified Measurement Period.
Denominator	The number of patients in the Initial Patient Population.
Numerator	The number of patients (from the Denominator) who have "Tooth Decay" or "Cavities" (a condition/diagnosis with the appropriate ICD-9-CM code).

138 Preventive Care and Screening: Tobacco Use: Screening and Cessation Intervention

Requirement: Percentage of patients aged 18 years or older who were screened for tobacco use one or more times within 24 months and who received cessation counseling intervention if identified as a tobacco user.

Exception: Documentation of medical reason(s) for not screening for tobacco use (for example, limited life expectancy or other medical reason).

	, ,
Initial Patient Population	All patients aged 18 years old or older.
Denominator	The number of patients in the Initial Patient Population.
Numerator	The number of patients (from the Denominator) who have been identified as a "Tobacco User" (a patient with the appropriate SNOMED-CT code) or "Non-Tobacco User" (a patient with the appropriate SNOMED-CT code) within 24 months of a patient's health assessment or medical encounter being entered within the specified Measurement Period.

156 Use of High-risk Medications in the Elderly

Requirement: Percentage of patients 66 years of age or older who were ordered high-risk medications.

Initial Patient Population	Patients 66 years old or older who had a visit during the specified Measurement Period.
Denominator	The number of patients in the Initial Patient Population.
Numerator 1	Patients with an order for at least one "High-risk Medication" (a prescription with the appropriate RxNorm code) during the specified Measurement Period.
Numerator 2	Patients with an order for at least two different "High-risk Medications" (prescriptions with the appropriate RxNorm codes) during the specified Measurement Period.

165 Controlling High Blood Pressure

Requirement: The percentage of patients 18-85 years of age who had a diagnosis of hypertension and whose BP was adequately controlled during the measurement year.

Initial Patient Population	The number of patients who were 18 years old or older and less than or equal to 85 years old before the beginning of the specified Measurement Period.
Denominator	The number of patients in the Initial Patient Population who were diagnosed with "Hypertension" (a medical alert with the appropriate ICD-9-CM or SNOMED-CT code) up to 6 months after the specified Measurement Period and who have an "Encounter Outpatient" (a patient health assessment or medical encounter with the appropriate AMA-CPT code) with one of the selected Providers within the specified Measurement Period and who do not have one of the following:
	• Evidence of end stage renal disease (ESRD) (an "active" medical alert with the appropriate ICD-9-CM or SNOMED-CT code).
	• One or more procedures, such as dialysis or a renal transplant, that were performed for ESRD (a procedure posted from the Chart with the appropriate AMA-CPT code).
	• Active diagnosis of "Pregnancy" (an "active" medical alert with the appropriate ICD-9-CM or SNOMED-CT code).
	• "Encounter Pregnancy" (a medical encounter with the appropriate ICD-9-CM code).
Numerator	The number of patients (from the Denominator) who have had a diastolic blood pressure reading less than 90 mmHg and a systolic blood pressure reading greater than 140 mmHg during the most recent patient health assessment with one of the selected Providers within the specified Measurement Period.

Collections Manager List

The Collections Manager List is a highly customizable report that lists guarantors with outstanding balances.



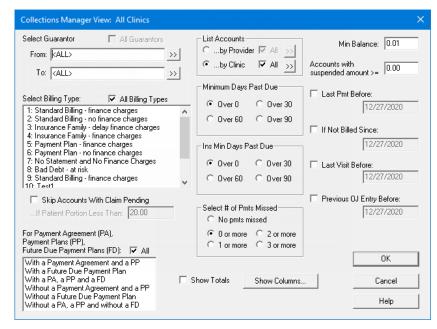
Why: To identify guarantors with outstanding balances so they can be targeted for collections

When: Monthly

				C	Collectio	on Ma	nage	er List					
	Data: 12/21/2017			PMTS -	DENTR	IX DE	NTA	L SYSTEMS				Page:	1
		BALANCE LAST PMT	0->30 PMT AMT	31->60 AM	6 IT DUE	1->90		91-> PRV OJ		TO INS TYPE	INS EST REMINDER		1
\overline{A}	NOTE Abbott,James T 117.42	117.42	3.42 0.00	0.00				114.00	N/A	0.00	0.00		
\leq	James is divorced from												
B)	Brown,Mary T 144.20	144.20	4.20 0.00	0.00		0.00	0	140.00	N/A	0.00	0.00		
	Crosby,Brent O 3014.60	3799.60 12/29/2017	1564.60 125.00	0.00	0.00			2235.00	2363.60	895.00	785.00		
_	Davis,Janet D 66.96	66.96	1.96 0.00	0.00		0.00		65.00	N/A	0.00	0.00		
	Edwards,John G 1115.00	1115.00	0.00 0.00		129.90			1115.00	1115.00	0.00	0.00		
_	Farrer,Lisa 66.96	66.96	1.96 0.00	0.00	0.00	0.00	0	65.00	N/A	0.00	0.00		
_	Gleason,Gary F 786.00	786.00 11/18/2017	86.00 65.00	0.00		0.00		700.00	N/A	0.00	0.00		
_	Hayes,Sally 146.12	204.62 11/18/2017	133.12 0.00	0.00	0.00	0.00		71.50	N/A	65.00	58.50		
	Perkins,Shelly A. 66.96	66.96	1.96 0.00	0.00		0.00		65.00	N/A	0.00	0.00		
	Smith,Michael 66.96	66.96	1.96 0.00	0.00		0.00		65.00	N/A	0.00	0.00		
	Winters,CElise 133.90	133.90	3.90 0.00	0.00		0.00		130.00	N/A	0.00	0.00		
_	TOTALS: BALANCE 0->30	31->60 61->	>90 91->	DAI	REM		10	INS EST	CUADES		AMT DUE	4	
=	6568.58 1803.08		0 4765.50					843.50			129.90		

How do I run the Collections Manager List?

 From the Collections Manager, click View Setup on the menu bar to open the Collections Manager View dialog box.



- 2. Configure the view filters as needed.
- 3. Click Show Columns to open the Show Columns dialog box.

Show Columns			×
Available Columns: Account Clinic Account Provider Best Time to Call Billing Type Birthday & Age Chart # E-mail address Family Position Guarantor City Guarantor State Guarantor State Guarantor State Guarantor Zip Code Home Phone Last Statement Date Soc Sec # Work Phone&Ext	Add -> <- Remove	Show these columns in this order: Guarantor Name Acct Balance 0-30 Balance 61-900 Balance 91-> Balance 91-> Balance Suspended Credit PA Rem Balance Amt Billed to Ins Insurance Estimate Guarantor Estimate Guarantor Estimate Last Payment Amount PA Amount Date Last Payment Amount PA Amount Due # Pmts Missed Prev. Office Journal Entry Prev. Data Future Reminder Date Future Rem. Type	OK Cancel
		Move Up Move Down	

- **4**. Add/remove the data you want included/excluded on the report in the **Show these columns in this order** list box.
- 5. Click OK to save the settings and close the Show Columns dialog box.
- 6. Click OK to save the settings and close the Collections Manager View dialog box.
- 7. From the Print menu, click Collections Manager List.
- 8. Click Yes to run the report.

For additional details about running this report, see the "Printing the Collections Manager List" topic in the Collections Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Guarantor Details** The information displayed in this section is highly customizable and depends on the settings configured in step 4 of the How do I run this report? section. The following is a comprehensive list of the possible data:
 - # Pmts Missed
 - 0-30 Balance
 - 31-60 Balance
 - 61-90 Balance
 - >91 Balance
 - Account Clinic
 - Account Provider
 - Acct Balance
 - Amt Billed to Ins
 - Best Time to Call
 - Billing Type
 - Birthday & Age
 - Chart #
 - Email Address
 - Family Position
 - Future Rem. Type
 - Future Reminder Date

- Guarantor City
- Guarantor Estimate
- Guarantor Name
- Guarantor State
- Guarantor Zip Code
- Home Phone
- Insurance Estimate
- Last Payment Amount
- Last Payment Date
- Last Statement Date
- PA Amount Due
- PA Rem Balance
- Prev Office Journal Entry
- Prev OJ Entry Type
- Soc Sec #
- Suspended Credit
- Work Phone & Ext
- **B.** Guarantor Notes If you select Include Guarantor Account Notes when setting options for this report, guarantor notes appear on the report.
- **C.** Report Totals Combined totals for all guarantors.

Continuing Care Cards - No Appointment

The Continuing Care Cards - No Appointment letter merge generates continuing care reminder cards for patients who have continuing care attached in the Family File but are not scheduled for a continuing care appointment.



Why: To generate continuing care reminder cardsWhen: Monthly



Dental Practice 1234 Oak St Suite 500 American Fork, UT 84003 (801) 555-1234

Dear Brent

This is just to remind you that it's time for your next dental examination! Please call us at your convenience to schedule an appointment. Your last exam was February 5, 2017. We look forward to hearing from you soon. Brent Crosby 123 Actor Lane Beverly Hills, CA 90210

How do I run the Continuing Care Cards - No Appointment?

- 1. From the Office Manager, click Letters on the menu bar to open the Letters dialog box.
- 2. Click Continuing Care to open the Continuing Care Letters dialog box.
- 3. Select Continuing Care W/O Appt, and click Create/Merge to open the Create/Merge Options dialog box.
- 4. Select Create Data File and Merge Letters, and click OK to create the reminder cards.

For additional details about running this report, see the "Creating cards for patients without appointments" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

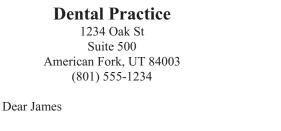
Continuing Care Cards - with Appointment

The Continuing Care Cards - with Appointment letter merge creates reminder cards for patients who have a continuing care appointments scheduled.



Why: To generate continuing care reminder cardsWhen: Monthly





This is to remind you that it is time for your Perio Maint. You have scheduled an appointment on Friday, February 22, 2018 at 8:00am. Please call us today if you need to re-schedule. We look forward to seeing you soon. James Abbott 123 Oak St Murray, UT 84123

How do I run the Continuing Care Cards - with Appointment?

- 1. From the Office Manager, click Letters on the menu bar to open the Letters dialog box.
- 2. Click Continuing Care to open the Continuing Care Letters dialog box.
- 3. Select Continuing Care With Appt, and click Create/Merge to open the Create/Merge Options dialog box.
- 4. Select Create Data File and Merge Letters, and click OK to create the reminder cards.

For additional details about running this report, see the "Creating appointment reminder cards" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Continuing Care Display List

The Continuing Care Display list displays continuing care appointments based on the continuing care views set up in the Appointment Book.



To view continuing care appointments

When: Monthly or as needed

				The De	entist Group					
Date:	03/23/201	8							Page	: 1
DATE	TYPE	APPOINTMENT	STATUS	PRIOR TREAT.	NAME H PHONE W PHONE	AGE	PROV.	INSURANCE CARF CLINIC 0-30 61-90	31-60	SUS. CR. BALANCE
05/15/2018	PROPHY	03/28/2011+		11/11/2017	*Davis, Karen 555-1530	65	Prov1 DRAPER	Acme Benefits Asso 0.00 0.00		0.00 1924.80
09/02/2018	PROPHY	+	6M		Crosby, Jill (743)555-2381	30	Prov2 CENTRAL	Allied Group Insura 0.00 0.00	0.00	0.00 0.00
10/23/2018	Pmt Promis	03/28/2011+		11/11/2016	*Crosby, Brent (743)555-2381 (743)555-4900	64	Prov1 DRAPER	Allied Group Insura 0.00 0.00	0.00	0.00
11/11/2018	PROPHY	03/28/2011+		11/11/2017	Edwards, Anna 555-7101	57	Prov1 DRAPER	Utah Acme Insuran 0.00 0.00	0.00	0.00 21.00
11/11/2018	PROPHY	03/28/2011+			*Edwards, John 555-7101	61	Prov1 DRAPER	Utah Acme Insuran 0.00 0.00	0.00	0.00 21.00
11/28/2018	PROPHY	03/28/2011+	6M	11/11/2017	Davis, Harmon 555-3452	68	Prov2 DRAPER	Utah Acme Insuran 0.00	ce Plan	0.00
11/28/2018	PERIO	+		11/11/2017	*Davis, Karen 555-1530	65	Prov1 DRAPER	Acme Benefits Asso 0.00	oc	0.00
	\bigcirc	\bigcirc							G	-
(\mathbf{A})	B	\mathbb{C}	U	E					U	ン

How do I run the Continuing Care Display List?

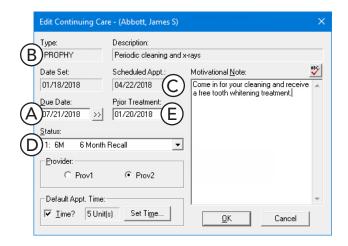
- 1. From any module, click the Continuing Care button to open the Continuing Care window.
- 2. From the View menu, click a continuing care view.
- 3. From the File menu, click Print to print the continuing care view.

For additional details about running this report, see the "Printing from Continuing Care" topic in the Other Features portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following information (with the exception of letter F) is found in the **Edit Continuing Care** dialog box, which can be accessed by double-clicking the Continuing Care block in the Family File and then double-clicking a continuing care type.

- A. Date The continuing care due date.
- **B.** Type The continuing care type.
- C. Appointment The date of the patient's scheduled continuing care appointment (if one exists).
- **D. Status** The appointment status.
- **E.** Prior Treatment The date of the patient's last posted procedure.
- F. Aged Balance The patient's account balances.



Coupon Book - Future Due Payments

The Future Due Payments coupon book creates a payment slip for each payment a patient will make during a payment plan.

\$ Why:	To provide your patients with a packet of payment slips customized for their future due payment plan
When:	After creating a future due payment plan and as needed

PAYMENT NUMBER	REMIT TO: PMTS - DENTRIX DENTAL SYSTEMS			PAYMENT NUMBER
1 of 15	123 E. Valley Dr. Suite 500			1 of 15
AMOUNT PAID	American Fork, UT 84003		AMOUNT DUE	DATE DUE
	(801)555-9300		76.74	12/30/2017
CHECK NO.	PATIENT:Kirk O Baber 11 Maple Leaf Ln. Colmar. PA 18915	CI	nart: BA0001 s	Soc.Sec:000-00-0000
DATE PAID				
	CHANGE OF ADDRESS:			
BALANCE DUE				AMOUNT ENCLOSE
1174.26				-
1174.20				
1114.20	PLEASE RETURN THI			VMENT

How do I run the Coupon Book - Future Due Payments?

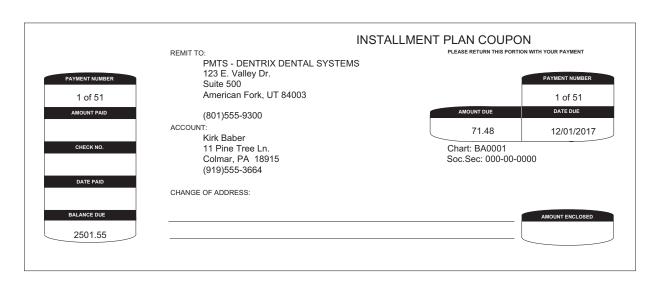
- 1. In the Ledger, from the **Transaction** menu, click **Process Future Due Payment Plan** to open the **Payment Plan** dialog box.
- 2. Enter the payment plan details.
- 3. Select the Print Payment Book check box.
- 4. Click OK to open the Payment Book dialog box.
- **5**. Set print options, and click **Send to Batch** or **Print** to generate the Future Due Payments coupon book.

For additional details about running this report, see the "Creating future due patient plans" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Coupon Book - Payment Agreements

The Payment Agreement coupon book creates a payment slip for each payment a patient will make throughout the course of a payment agreement.

Why: To provide your patients with a packet of payment slips customized for their payment agreement
 When: After creating a payment agreement, and as needed



How do I run the Coupon Book - Payment Agreements?

- 1. From the Ledger, click the **Payment Agreement** button to open the **Billing/Payment Agreement Information** dialog box.
- 2. Enter the payment agreement details.
- 3. Click Print to open the Print for Payment Agreement dialog box.
- 4. Select **Coupon Book for Scheduled Payments**, and click **Send to Batch** or **Print** to generate the Payment Agreement coupon book.

For additional details about running this report, see the "Printing payment agreement documents" in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Credit Card Transaction Report

The Credit Card Transaction Report displays a list of transactions that were processed using the integration of Axia (the third-party provider of the credit card processing service) with Dentrix Enterprise.

9 9

Why: To review the credit card transactions that were processed through Axia, and to ensure transaction totals balance out over a variety of reports

When: Daily and as needed

			ransaction D		I			
Report Date: 12/23/2017	Report G	enerated By:	enterprise				F	Page 1 of
Transaction Date Cardholder Name	Terminal Name	Pmt Type	Card Type	Pmt Status	Transaction ID	Operator	BT	Amount
04/07/2017 12:39 pm	Keele's Terminal	Charge	Visa	Processed	2017-04-07,12:	DSMITH	13	10.0
04/07/2017 12:47 pm	Keele's Terminal	Credit		Void	39:00,1003,2 2017-04-07,12: 47:15,1004,2	DSMITH	13	-10.0
04/07/2017 2:51 pm	Keele's Terminal	Charge	Visa	Processed	2017-04-07,14: 51:01,1006,2	DSMITH	13	10.0
3 ITEMS					т	OTAL:		10.0

How do I run the Credit Card Transaction Report?

From the DXOne Reporting module, select **Management**, and then double-click **Credit Card Transaction**. For additional details about running this report, see the "Credit Card Transaction Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Transaction For each transaction on the report, the following information appears: date and time, cardholder's name, terminal name, payment type (such as charge or credit), card type (such as VISA or MasterCard), payment status (such as processed or void), transaction ID, logged-in user who posted it, billing type of patient's family, and amount of transaction (positive or negative).
- B. Totals The total number of transactions on the report and the sum of those transactions

Custom Practice Information Report

The Custom Practice Information Report displays customizable information entered during Dentrix Enterprise setup (for example, billing types and payment types).

Why: To ensure custom practice information has be entered properly

When: After Dentrix Enterprise setup and as needed

		CTICE INFORMATION e Dentist Group
Dat		Page:
\mathbf{T}	ID BILLING TYPE	
ソー	1 Standard Billing - finance charges	
	2 Standard Billing - no finance charges	
	3 Insurance Family - delay finance charges	
	4 Insurance Family - finance charges	
	5 Payment Plan - finance charges	
	6 Payment Plan - no finance charges7 No Statement and No Finance Charges	
	 7 No Statement and No Finance Charges 8 Bad Debt - at risk 	
	9 Bad Debt - to collections	
Ch Ca	/MENT TYPES eck Payment - Thank You sh Payment - Thank You edit Card Payment -Thank You	
-Pro	JUSTMENT TYPES ofessional Discount ish Discount	
	edit Adjustment ebit Adjustment	
	atient Refund	
	ite-Off	
	STOM NOTES	

APPOINTMENT STATUS TYPES	
xAPTSET Appointment Set	
2FIRM Appointment Confirmed	
xLMTape Left message on tape xLMpers Left message w/person	
xLMwrk Left message at work	
xNOansw No answer	
xEMER Emergency appt	
xCANC Cancelled	
xMISSED Missed Appointment	
APPOINTMENT CHECK LIST DESCRIPTI	DNS
APPOINTMENT CHECK LIST DESCRIPTI	DNS
Appointment Verified Personal Information	DNS
Appointment Verified Personal Information Insurance Coverage	DNS
Appointment Verified Personal Information Insurance Coverage Referred By	DNS
Appointment Verified Personal Information Insurance Coverage Referred By Consent Form Signed	ONS
Appointment Verified Personal Information Insurance Coverage Referred By	DNS
Appointment Verified Personal Information Insurance Coverage Referred By Consent Form Signed Follow Up?	DNS

How do I run the Custom Practice Information Report?

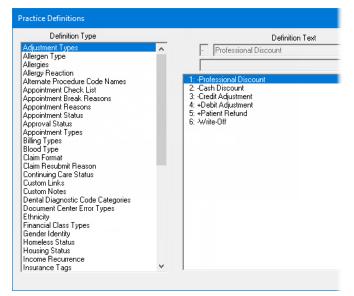
In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Custom Practice Information**.

What important information does this report provide?

The following report information is found in the **Practice Definitions** dialog box, which can be accessed in the Office Manager. See the topics for "Practice Definitions" in the Office Manager portion of the Dentrix Enterprise Help for details about how to edit this information.

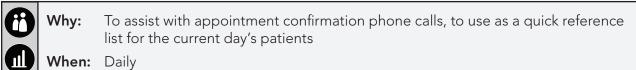
A. Billing Types

- **B.** Payment Types
- C. Adjustment Types
- D. Custom Notes
- E. Appointment Status Types
- F. Appointment Check List Descriptions



Daily Appointment List (DX1)

The Daily Appointment List displays the practice's daily appointments. The report displays details of each appointment and corresponding patient information. Also, you can specify how appointments on the report are sorted.



Server Name: <Default>

			Daily A	ppointmen	t List		
			Date R	ange: 04/11/2019 - 04/11/201	19		
				Clinics: <all></all>			
				Providers: <all></all>			
			A	ppointment Providers: <all></all>			
				Operatories: <all></all>			
				Sorted By: Appt Date/Time			
Report Date: 4/	10/2019		Repor	t Generated By: ENTERPRISE			Page 1 of 1
Date	Time	Status	Patient Name	PROV/OP	Appointment Reason	Length	Phone
04-11-2019	08:00am	NOansw	Abbott, Patricia	TTRAN/AF-02	2BWX, ProphyAd	60m	(801) 555-1586
04-11-2019	08:10am	NOansw	Cox, Sara	DSMITH/AF-01	ExtSingTh#1, ExtEchAdd#32	60m	
04-11-2019	08:40am	LMpers	Abbott, James S	DSMITH/AF-03	FluoridCh	50m	(801) 555-1586
04-11-2019	09:00am	NOansw	Larson, Jennifer	AMCCLURE/AF-01	ProphyAd	60m	
04-11-2019	09:20am	NOansw	Smith, Donald L	DSMITH/AF-04	Consult	50m	(046) 555-6919
04-11-2019	10:00am	NOansw	Winters, Carl	MHAYES/AF-01	Amalg3Per#5	40m	
04-11-2019	11:10am	FIRM	Smith, Albert C	MHAYES/AF-03	Silicate#1	50m	(942) 555-4952
04-11-2019	01:00pm	NOansw	Abbott, Patricia S	TTRAN/AF-02	PeriodicX	70m	(919) 555-1069
	(A)	B	\bigcirc	(D)	E		(F)
			-	•	-		•

How do I run the Daily Appointment List (DX1)?

From the DXOne Reporting module, select **List**, and then double-click **Daily Appointment List**. For additional details about running this report, see the "Daily Appointment List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The appointments on the report can be sorted by one of the various primary sort options available (appointment date and time, appointment status, patient name, appointment provider name, or operatory name) and then by a secondary sort option (if specified). Each clinic's appointments can start on a new page.

- A. Time The appointment start time.
- B. Status The appointment status (whether the appointment has been confirmed or not).
- C. Patient Name The patient for whom the appointment has been scheduled.
- D. Prov/Op The provider and operatory assigned to the appointment.
- E. Appointment Reason The procedures to be performed.
- **F**. Phone The patient's phone number.

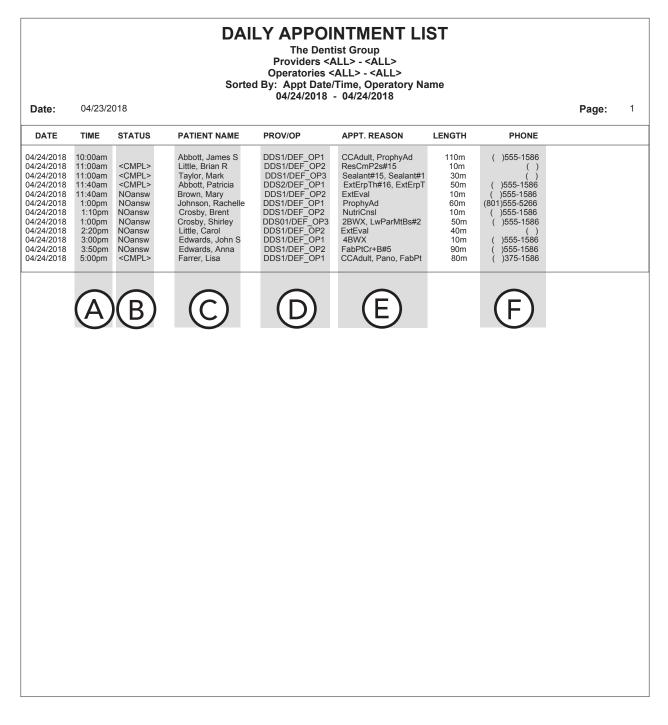
Daily Appointment List Report

The Daily Appointment List Report displays the practice's daily appointments. Appointments are sorted by appointment date and time.



To assist with appointment confirmation phone calls, to use as a quick reference list for the current day's patients

When: Daily



How do I run the Daily Appointment List Report?

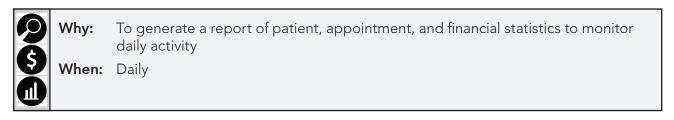
In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Daily Appointment List**. Ensure the **Daily Appointment List** option is selected, and click **OK**. For additional details about running this report, see the "Daily Appointment List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

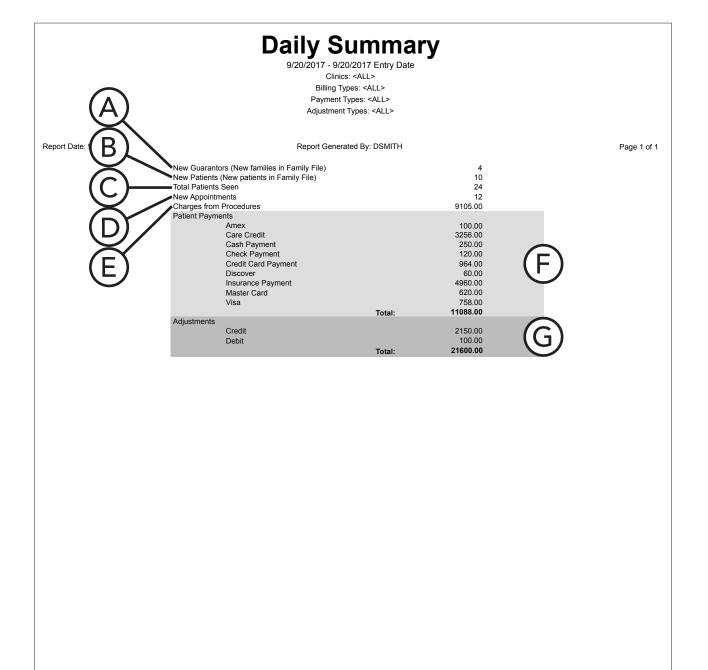
What important information does this report provide?

- **A. Time** The appointment start time.
- **B.** Status The appointment status (whether the appointment has been confirmed or not).
- **C.** Patient Name The patient for whom the appointment has been scheduled.
- **D. Prov/Op** The provider and operatory assigned to the appointment.
- **E.** Appointment Reason The procedures to be performed.
- **F. Phone** The patient's phone number.

Daily Summary Report

The Daily Summary Report displays statistics for new guarantors, new patients, total patients seen, appointments made, production, collections, and adjustments.





How do I run the Daily Summary Report?

From the DXOne Reporting module, select **Management**, and then double-click **Daily Summary**. For additional details about running this report, see the "Daily Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped by clinic. The following information can be used to monitor daily activity:

- **A.** New Guarantors The number of new families that were created in the Family File.
- **B.** New Patients The number of new patients that were created in the Family File.
- **C.** Total Patients Seen The number of patients who had procedures completed.
- **D. New Appointments** The total number of appointments made. An appointment is counted if it was newly created, rescheduled from the unscheduled list, or moved from another day. An appointment with multiple changes is counted only once.
- **E.** Charges from Procedures The total amount of charges. This does not include adjustments, finance charges, or late charges.
- **F. Patient Payments** For each payment type, the total amount posted. The total amount of all payment types also appears.
- **G.** Adjustments For each adjustment type, the total amount posted. The total amount of all adjustment types also appears.

Day Sheet (Adjustments) Report

The Adjustments Day Sheet report lists credit adjustments, charge adjustments, finance charges, and late charges that have been posted to the Ledger.

Why: To print a record of adjustments each day, to review adjustment totals for a date or date range, and to ensure adjustment totals balance out over a variety of reports

When: Daily

\$

		Adjustment		-	et		
		Clinics: <a Providers: < Billing Type: Adjustment Typ</a 	<all></all>	>			
	Report Date: 04/22/2018	Report Generated By	: enter	rprise			Page 1 of 1
	Entry Date Proc Date Patient Name	Chart	вт	Provider	Clinic	Operator ID	Amount
	+Debit Adjustment 04/22/2018 04/22/2018 Abbott, Patricia QUANTITY: 1	<family> ABB102 AVERAGE: 10.00</family>	2	DDS1	CENTRAL	ENTERPRISE TO	10.00 FAL: 10.00
Â	Charge 2018 04/22/2018 Abbottt, Patricia NTITY: 1	<family> ABB102 AVERAGE: 21.00</family>	2	DDS1	CENTRAL	ENTERPRISE TO	21.00 FAL: 21.00
	-Professional Discount 04/22/2018 04/22/2018 Abbott, Patricia 04/22/2018 04/22/2018 Crosby, Brent <	•	2 1	DDS1 DDS1	CENTRAL CENTRAL	ENTERPRISE ENTERPRISE TOT	-10.00 -10.00 AL: -20.00
	Grand Totals	Quantity 2		Amount -20.00		verage -10.00	
\bigcirc	Total Debit Adjustments Total Finance Charges Total Late Charges Totals	1 0 1 4		10.00 0.00 21.00 11.00		10.00 0.00 21.00 2.75	
Ĺ							
	Provider: DDS1 Clinic: CENTRAL						
	+Debit Adjustment 04/22/2018 04/22/2018 Abbott, Patricia QUANTITY: 1	<family> ABB102 AVERAGE: 10.00</family>	2	DDS1	CENTRAL	ENTERPRISE TO	10.00 TAL: 10.00
Ð	Late Charge 04/22/2018 04/22/2018 Abbott, Patricia QUANTITY: 1	<family> ABB102 AVERAGE: 21.00</family>	2	DDS1	CENTRAL	ENTERPRISE TO	21.00 TAL: 21.00
	-Professional Discount 04/22/2018 04/22/2018 Larson, Bill <fa QUANTITY: 1</fa 	amily> AVERAGE: -10.00	1 D	DDS1	CENTRAL	ENTERPRISE TO T	-10.00 • AL: -10.00
	QUANTITY: 3	AVERAGE: 7.00				CLINIC TO	TAL: 21.00

	Clinic: CENTRAL						
	Provider: DDS1						
	+Debit Adjustment 04/22/2018 04/22/2018 Abbott, Patricia <family> QUANTITY: 1</family>	ABB102 AVERAGE: 10.00	2	DDS1	CENTRAL	ENTERPRISE TOT	10.0 AL: 10.0
	Late Charge 04/22/2018 04/22/2018 Abbott, Patricia <family> QUANTITY: 1</family>	ABB102 AVERAGE: 21.00	2	DDS1	CENTRAL	ENTERPRISE TOT	21.0 AL: 21.0
	-Professional Discount 04/22/2018 04/22/2018 Larson, Bill <family> QUANTITY: 1</family>	AVERAGE: -10.00	1	DDS1	CENTRAL	ENTERPRISE TOT	-10.0 AL: -10.0
Γ	QUANTITY: 3	AVERAGE: 7.00				PROVIDER TOT	AL: 21.0
	Provider: DDS2						
	-Professional Discount 04/22/2018 04/22/2018 Abbott, Patricia <family> QUANTITY: 1</family>	ABB102 AVERAGE: -10.00	2	DDS2	CENTRAL	ENTERPRISE TOT	-10.0 AL: -10.0
	QUANTITY: 1	AVERAGE: -10.00				PROVIDER TOTA	AL: -10.0
	QUANTITY: 4	AVERAGE: 2.75				CLINIC TOT	ΔΙ · 11 (

How do I run the Day Sheet (Adjustments) Report?

From the DXOne Reporting module, select **Management**, and then double-click **Day Sheet -Adjustments**. For additional details about running this report, see the "Day sheet - adjustments" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information can be used to monitor adjustments for each provider and/or clinic:

A. Adjustments – The adjustments (grouped and totaled by type) posted to the Ledger.

B. Adjustment Details – Each adjustment provides the following information:

- Entry Date The date an adjustment is posted to the Ledger.
- **Procedure Date** The backdated or postdated date of an adjustment. (This date is usually the same as the entry date.)

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the Frequent Problems to Understanding Dentrix Enterprise Reports section in the Introduction of this book.

• **Amount** – The amount of the adjustment.

C. Grand Totals – The following information appears in the Grand Totals section:

- **Credit Adjustments** The quantity, total amount, and average amount of the credit adjustments.
- **Debit Adjustments** The quantity, total amount, and average amount of the debit adjustments.
- **Finance Charges** The quantity, total amount, and average amount of the finance charges.

- Late Charges The quantity, total amount, and average amount of the late charges.
- Totals The quantity, total amount, and average amount of all adjustments.
- **D. Provider Totals** The adjustments are shown for the provider with a breakdown of the adjustments for each clinic the provider works in. Each clinic's adjustments for that provider are subtotaled. The adjustment totals for the provider appear below the clinic subtotals.
- **E.** Clinic Totals The adjustments are shown for the clinic with a breakdown of the adjustments by each provider at that clinic. Each provider's adjustments for that clinic are subtotaled. The adjustment totals for the clinic appear below the provider subtotals.

Day Sheet (Charges and Receipts) Report

The Day Sheet (Charges and Receipts) report lists financial transactions (charges, payments, credit adjustments, and charge adjustments) that have been posted to the Ledger.

Why: To print a record of transactions each day, to review transactions and production totals for a date or date range, and to ensure transaction totals balance out over a variety of reports

When: Daily

\$

Date: 04/22/20	18	Prov	04/22/2018 iders <all> - <all></all></all>			Page:
 ENTRY PROCEDURE DATE DATE	PATIENT NAME	TH CODE DESCRI	PTION CHARGES	PMTS. BT	PROV PH	ONE #
04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 8 04/22/2018 8 04/22/2018 8 04/22/2018	Abbott, James S Abbott, James S Abbott, James S Abbott, James S Abbott, James S Abbott, Patricia <fa Abbott, Patricia <fa< td=""><td>5 D6970 Post/core + bi D1110 Prophylaxis-a D0120 Periodic oral - D0274 Bitewings-fou D0330 Panoramic fili -Professional +Debit Adjust Check Payme</td><td>dult 0.00 evaluation 0.00 r films 0.00 m 0.00 Discount</td><td>2 2 2 -10.00 2 -125.00 2</td><td>DDS1 (DDS1 (DDS1 (DDS1 (DDS1 (DDS1 (DDS2 (DDS1 (<mpl> (</mpl></td><td>)555-1586)555-1586)555-1586)555-1586)555-1586)555-1586)555-1586)555-1586</td></fa<></fa 	5 D6970 Post/core + bi D1110 Prophylaxis-a D0120 Periodic oral - D0274 Bitewings-fou D0330 Panoramic fili -Professional +Debit Adjust Check Payme	dult 0.00 evaluation 0.00 r films 0.00 m 0.00 Discount	2 2 2 -10.00 2 -125.00 2	DDS1 (DDS1 (DDS1 (DDS1 (DDS1 (DDS1 (DDS2 (DDS1 (<mpl> (</mpl>)555-1586)555-1586)555-1586)555-1586)555-1586)555-1586)555-1586)555-1586
 G	RAND TOTALS:	CURRENT				
AI SUSP APPLIED CRE SUSPENDED CRE CHAR	CHARGES: IPARED TO OFFICE: NET DIFFERENCE: PPLIED PAYMENTS: ENDED PAYMENTS: DIT ADJUSTMENTS: IDIT ADJUSTMENTS: GE ADJUSTMENTS: INANCE CHARGES: LATE CHARGES:	20.00 10.00 0.00	MONTH-TO-DATE 230.00 -125.00 250.00 -10.00 20.00 10.00 0.00 21.00	YEAR-TO-DATE 5902.00 -709.00 1418.00 -10.00 20.00 10.00 22.00 21.00	PREVIOUS MONTH 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	G
AVG F	ED TO INSURANCE: NEW PATIENTS: PATIENTS SEEN: PROD PER PATIENT: PER PROCEDURE:		0.00 0 1 230.00 46.00	1964.00 (F)	0.00 0	
	REVIOUS BALANCE CE AS OF 04/22/2018 NET CHANGE	168272.34		Ŭ		
A APPLIED CRE CHAR			MONTH-TO-DATE 230.00 0.00 0.00 10.00 0.00 21.00	YEAR-TO-DATE 460.00 -7.00 0.00 10.00 22.00 21.00	PREVIOUS MONTH 0.00 0.00 0.00 0.00 0.00 0.00	
AVG F	ED TO INSURANCE: NEW PATIENTS: PATIENTS SEEN: PROD PER PATIENT: PER PROCEDURE:	0.00 0 1 230.00 46.00	0.00 0 1 230.00 46.00	0.00 0	0.00 0	
Р	REVIOUS BALANCE CE AS OF 04/22/2018 NET CHANGE	616707.30 616968.30				

How do I run the Day Sheet (Charges and Receipts) Report?

In the Office Manager, from the **Reports** menu, point to **Management**, and then click **Day Sheet** (Charges and Receipts). For additional details about running this report, see the "Day sheet (charges and receipts)" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Transactions – The transactions posted to the Ledger. Transaction can be sorted by running one of the following report options:

Note: Each of the following options prints as a separate report to the Batch Processor.

- **Chronological Day Sheet** Lists all transactions in the order they were posted (the most recent transactions appear at the top of the report).
- Alphabetical Day Sheet Lists all transactions alphabetically by the patients' last name.

B. Transaction Details – Each transaction provides the following information:

- Entry Date The date a transaction is posted to the Ledger.
- **Procedure Date** The date a procedure is posted to the Chart.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the Frequent Problems to Understanding Dentrix Enterprise Reports section in the Introduction of this book.

- **TH** The tooth number(s) associated with a procedure.
- **BT** Billing type.
- **C.** Grand Totals Information (Default) Regardless of the report options you select, the following information appears in the Grand Totals section:
 - **Charges Billed to Insurance** The total amount billed to insurance.
 - Average Prod Per Patient The average value of procedures per patient (the total charged for procedures divided by the total number of patients seen).
 - Average Chg Per Procedure The average charge per procedure (the total charged for procedures divided by the total number of procedures performed).
- **D.** Fee Schedule Details If you select Compare to Fee Schedule when setting options for this report, you can compare the actual total of charges with the estimated total, had all charges been applied using the selected fee schedule.
 - **Compared to [Fee Schedule]** The estimated total of charge,s had all procedures been billed using the selected fee schedule.
 - Net Difference The difference between the actual total and the estimated total. A negative value indicates that the practice would have lost revenue, had all procedures been billed using the selected fee schedule. A positive value indicates the office would have increased revenue.

E. MTD and YTD Totals – If you select **Include MTD and YTD Totals** when setting options for this report, the month-to-date and year-to-date totals appear on the report. You can use these totals to ensure the practice is on track to meet its production goals for the month and year. You can also use these totals to compare the current production levels with the previous month.

Note: MTD and YTD totals only appear when running the report by Entry Date.

- **F. Extended MTD Totals** If you select **Include Extended MTD Totals** when setting options for this report, the Avg Prod Per Patient and Avg Chg Per Procedure appears in the Month-to-date column. The Extended MTD Totals help you determine whether the current day's production average is higher or lower than the current month's average.
- **G. Provider Totals** If you select **Include Provider Totals** when setting options for this report, the transaction totals for each provider appear on the report. Providers can use this information to monitor their daily production.

Day Sheet (Receipts) Report

The Receipts Day Sheet report lists receipts by payment type.



Why: To print a record of receipts each day, to review receipt totals for a date or date range, and to ensure receipt totals balance out over a variety of reports

When: Daily

			Pagainta D	<u></u>	Shoot			
		Г	04/22/2018 - 04/22/201 Clinics: <br Providers: Billing Type: Payment Type	8 Pro ALL> <all> <all< th=""><th>cedure Date</th><th></th><th></th><th></th></all<></all>	cedure Date			
	Report Date: 04/22/2018		Report Generated By	: ente	rprise			Page 1 of
	Entry Date Proc Date	Patient Name	Chart	вт	Provider	Clinic	Operator ID	Amoun
)	Check Payment - Than 04/22/2018 04/22/2018 04/22/2018 04/22/2018 QUANTITY: 2 2	Ik You Abbott, Patricia <family> Crosby, Brent <family></family></family>	ABB102	2	<multiple> DDS1</multiple>	CENTRAL CENTRAL	ENTERPRISE ENTERPRISE TOT /	
)	Grand Totals QUANTITY: 2		AVERAGE: -74.	00			ΤΟΤΑΙ	_: -148.00
)	Provider: DDS1 Clinic: CENTRAL Check Payment - Tha 04/22/2018 04/22/2018 QUANTITY: 1		AVERAGE: -23.00		DDS1	CENTRAL		AL: -23.00
)	Clinic: CENTRAL Check Payment - Tha 04/22/2018 04/22/2018		AVERAGE: -23.00 AVERAGE: -23.00 AVERAGE: -23.00)	DDS1	CENTRAL		AL: -23.0 AL: -23.0
	Clinic: CENTRAL Check Payment - Tha 04/22/2018 04/22/2018 QUANTITY: 1 QUANTITY: 1 QUANTITY: 1 Clinic: CENTRAL Provider: DDS1 Check Payment - Tha 04/22/2018 04/22/2018 QUANTITY: 1 QUANTITY: 1 Provider: DDS2	3 Larson, Bill <family></family>	AVERAGE: -23.00)) 1	DDS1	CENTRAL	TOT CLINIC TOT PROVIDER TOT	AL: -23.00 AL: -23.00 AL: -23.00
	Clinic: CENTRAL Check Payment - Tha 04/22/2018 04/22/2018 QUANTITY: 1 QUANTITY: 1 QUANTITY: 1 Clinic: CENTRAL Provider: DDS1 Check Payment - Tha 04/22/2018 04/22/2018 QUANTITY: 1 QUANTITY: 1 Provider: DDS2 Check Payment - Tha	3 Larson, Bill <family></family>	AVERAGE: -23.00)) 1			TOT CLINIC TOT PROVIDER TOT ENTERPRISE TOT PROVIDER TOT ENTERPRISE	-23.00 -23.00 AL: -23.00 AL: -23.00 -7.20 TAL: -7.20

Provider:	DESMITH	H						
Visa 04/20/2015	04/20/2015	Winters, Carl	WI211	1	DESMITH	AF	DSMITH	-72.80
QUANTITY: 1			AVERAGE: -72.80					TOTAL: -72.80
QUANTITY: 1			AVERAGE: -72.80				PROVIDE	R TOTAL: -72.80
Provider:	DSMITH							
Check Payme 04/20/2015	ent - Thank Y 04/20/2015		CR93	1	DSMITH	AF	DSMITH	-38.00
QUANTITY: 1	04/20/2015	Crosby, Brent <family></family>	AVERAGE: -38.00	1	DSMITH	AF	DSMITH	-38.00
Primary Denta	al Insurance	Check Payment				0		
04/20/2015	04/20/2015	Crosby, Brent	CR93	1	DSMITH	CENTRAL	DSMITH	-168.00
QUANTITY: 1			AVERAGE: -168.00					TOTAL: -168.00
Visa								
04/20/2015	04/20/2015	Crosby, Brent <family></family>	CR93	1	DSMITH	CENTRAL	DSMITH	-42.00
QUANTITY: 1			AVERAGE: -42.00					TOTAL: -42.00
QUANTITY: 3			AVERAGE: -82.67				PROVIDER	TOTAL: -248.00

How do I run the Day Sheet (Receipts) Report?

From the DXOne Reporting module, select **Management**, and then double-click **Day Sheet -Receipts**. For additional details about running this report, see the "Day sheet - receipts" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. The report can be grouped and subtotaled by clinic with a breakdown by provider. The report can be grouped and subtotaled by initial provider with a breakdown by rendering provider. The following information can be used to monitor receipts for each provider, clinic, and initial provider.

A. Receipts – The receipts (grouped and totaled by payment type) posted to the Ledger.

B. Receipt Details – Each receipt provides the following information:

- **Procedure Date** The date of a payment posted to the Ledger.
- **Provider** The provider of procedures that a payment was applied to.
- Clinic The rendering or collecting clinic (depending on the selected option for the report).
- Amount The amount of the payment.
- C. Grand Total The grand total of receipts listed.
- **D.** Provider Totals The receipts are shown for the provider with a breakdown of the receipts for each clinic the provider works in. Each clinic's receipts for that provider are subtotaled. The receipts totals for the provider appear below the clinic subtotals.
- **E.** Clinic Totals The receipts are shown for the clinic with a breakdown of the receipts by each provider at that clinic. Each provider's receipts for that clinic are subtotaled. The receipts totals for the clinic appear below the provider subtotals.
- **F.** Initial Provider Totals The receipts are shown for the initial provider with a breakdown of the receipts by each rendering provider. Each rendering provider's receipts are subtotaled. The receipts totals for the initial provider appear below the rendering provider subtotals.

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Day Sheet Report

The Day Sheet report lists financial transactions (charges, payments, credit adjustments, charge adjustments, finance charges, and late charges) that have been posted to the Ledger.

Why: To print a record of transactions each day, to review transactions and production totals for a date or date range, and to ensure transaction totals balance out over a variety of reports

When: Daily

		Alphabetical C 04/22/2018 - 04/22/2018 Clinics: <all Providers: <al Billing Type: <au< th=""><th>B Entry Date</th><th>neet</th><th></th></au<></al </all 	B Entry Date	neet	
	Report Date: 04/22/2018	Report Generated By: en	terprise		Page 1 of 1
	Entry Date Proc Date Patient Name	Description	Charges C	redits BT Prov Clinic	Phone
A	0422/2018 04/22/2018 Abbott, James S 18 04/22/2018 Abbott, James S 8 04/22/2018 Abbott, James S 9 04/22/2018 Abbott, James S 18 04/22/2018 Abbott, James S 04/22/2018 Abbott, James S 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 <th>D6970 : 5 : Post/core + brdg retainer, fabr D1110 : 0 : Perophylaxis-adult D0120 : 0 : Periodic oral evaluation D0274 : 0 : Bitewings-four films D0330 : 0 : Panoramic film -Professional Discount Check Payment - Thank You +Debit Adjustment D2150 : 12(OD) : Amalgam-2 surf. prim/per -Professional Discount Check Payment - Thank You</th> <th>{} -1 10.00 m 156.00</th> <th>2 DDS1 CENTRAL 2 DDS1 CENTRAL 10.00 2 DDS2 2 MULTIPLE> CENTRAL 2 DDS1 CENTRAL 1 DDS1 CENTRAL 10.00 1 DDS1 -23.00 1 DDS1</th> <th>555-1586 555-1586 555-1586 555-1586 555-1586 555-1586 555-1586 555-1586</th>	D6970 : 5 : Post/core + brdg retainer, fabr D1110 : 0 : Perophylaxis-adult D0120 : 0 : Periodic oral evaluation D0274 : 0 : Bitewings-four films D0330 : 0 : Panoramic film -Professional Discount Check Payment - Thank You +Debit Adjustment D2150 : 12(OD) : Amalgam-2 surf. prim/per -Professional Discount Check Payment - Thank You	{} -1 10.00 m 156.00	2 DDS1 CENTRAL 10.00 2 DDS2 2 MULTIPLE> CENTRAL 2 DDS1 CENTRAL 1 DDS1 CENTRAL 10.00 1 DDS1 -23.00 1 DDS1	555-1586 555-1586 555-1586 555-1586 555-1586 555-1586 555-1586 555-1586
C	Charges: 38 Charge Adjustments: 1 Finance Charges: 2 Late Charges: 2 Debit Special Adj: 2 Debit Initial Balances: 3 Billed to Insurance: 1 Previous Balance: 17,38 Balance as of 04/22/2009 17,63		-148.00 0.00 0.00 -20.00 0.00 0.00 0.00	Patients Seen: New Patients: Avg Prod Per Patient: Avg Chg Per Proc: OTH Applied Payments: OTH Applied Credit Adj: OTH Applied Credit Adj: OTH Applied Credit Initial Bal:	2 0 193.00 64.33 0.00 0.00 0.00 0.00 0.00 0.00

Clinic: CENTRAL 04/22/2018 04/22/2018 Smith, Brandon	D1110 · 0· Dr	ophylaxis-adult	48.00	1 DI	OS01 CENTRAL	
04/22/2018 04/22/2018 Smith, Brandon 04/22/2018 04/22/2018 Smith, Brandon		riodic oral evaluation	25.00		OS01 CENTRAL	
04/22/2018 04/22/2018 Smith, Brandon		ewings-four films	32.00		OS01 CENTRAL	
Clinic: CENTRAL						
Provider: DDS01						
TOTALS						
Provider: DDS01						
Clinic: CENTRAL						
Charges:	105.00	Applied Payments:		0.00	Patients Seen:	
Charge Adj:	0.00	Applied Ins Payments:		0.00	New Patients:	
Finance Charges:	0.00	Applied Credit Adj:		0.00	Avg Prod Per Patient:	105.0
Late Charges:	0.00	Credit Special Adj:		0.00	Avg Chg Per Proc:	35.0
Debit Special Adj:	0.00	Credit Initial Balances:		0.00		
Debit Initial Balances:	0.00					
Billed to Insurance:	105.00					
Previous Balance:	70.00					
Balance as of 04/22/2018	175.00					
Net Change:	105.00					
Provider: DDS01						
Charges:	105.00	Applied Payments:		0.00	Patients Seen:	
Charge Adj:	0.00	Applied Ins Payments:		0.00	New Patients:	
Finance Charges:	0.00	Applied Credit Adj:		0.00	Avg Prod Per Patient:	105.0
Late Charges:	0.00	Credit Special Adj:		0.00	Avg Chg Per Proc:	35.
Debit Special Adj:	0.00	Credit Initial Balances:		0.00		
Debit Initial Balances:	0.00					
Billed to Insurance:	105.00					
Previous Balance:	70.00					
Balance as of 04/22/2018	175.00					
Net Change:	105.00					

Prov: DDS01						
04/22/2018 04/22/2018 Smith, Brandon	D1110 : 0: Pro	ophylaxis-adult	48.00	1 DE	OS01 CENTRAL	
04/22/2018 04/22/2018 Smith, Brandon	D0120 : 0: Pe	riodic oral evaluation	25.00	1 DE	S01 CENTRAL	
04/22/2018 04/22/2018 Smith, Brandon	D0274 : 0: Bit	ewings-four films	32.00	1 DE	OS01 CENTRAL	
Prov: DDS01						
Clinic: CENTRAL						
TOTALS						
Clinic: CENTRAL						
Prov: DDS01						
Charges:	105.00	Applied Payments:		0.00	Patients Seen:	
Charge Adj:	0.00	Applied Ins Payments:		0.00	New Patients:	
Finance Charges:	0.00	Applied Credit Adj:		0.00	Avg Prod Per Patient:	10
Late Charges:	0.00	Credit Special Adj:		0.00	Avg Chg Per Proc:	3
Debit Special Adj:	0.00	Credit Initial Balances:		0.00		
Debit Initial Balances:	0.00					
Billed to Insurance: Previous Balance:	105.00 70.00					
Balance as of 04/22/2018	175.00					
Net Change:	105.00					
SUSPENDED CREDITS						
Charges:	0.00	Applied Payments:		0.00	Patients Seen:	
Charge Adj:	0.00	Applied Ins Payments:		0.00	New Patients:	
Finance Charges:	0.00	Applied Credit Adj:		0.00	Avg Prod Per Patient:	
Late Charges:	0.00	Credit Special Adj: Credit Initial Balances:		0.00 0.00	Avg Chg Per Proc:	
Debit Special Adj: Debit Initial Balances:	0.00 0.00	Gredit miliai Balances:		0.00		
Billed to Insurance:	0.00					
Previous Balance:	0.00					
Balance as of 04/22/2018	0.00					
Net Change:	0.00					
Clinic: CENTRAL						
Charges:	105.00	Applied Payments:		0.00	Patients Seen:	
Charge Adj:	0.00	Applied Ins Payments:		0.00	New Patients:	40
Finance Charges:	0.00	Applied Credit Adj:		0.00	Avg Prod Per Patient:	10 3
Late Charges: Debit Special Adj:	0.00 0.00	Credit Special Adj: Credit Initial Balances:		0.00 0.00	Avg Chg Per Proc:	3
Debit Special Adj. Debit Initial Balances:	0.00	Great Initial DatanCes.		0.00		
Billed to Insurance:	105.00					
Previous Balance:	70.00					
Balance as of 04/22/2018	175.00					
Net Change:	105.00					

How do I run the Day Sheet Report?

From the DXOne Reporting module, select **Management**, and then double-click **Day Sheet**. For additional details about running this report, see the "Day sheet" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information can be used to monitor production for each provider and/or clinic:

A. Transactions – The transactions posted to the Ledger.

- **B.** Transaction Details Each transaction provides the following information:
 - Entry Date The date a transaction is posted to the Ledger.
 - **Procedure Date** The date a procedure is posted to the Chart.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the Frequent Problems to Understanding Dentrix Reports section in the Introduction of this book.

- **Patient Name** The patient's name.
- **Description** The ADA code and description, or transaction description.
- Charges or Credits Any charges or credits.
- **Clinic** The clinic where the transaction was posted.
- **Phone** The patient's phone number.
- **BT** Billing type.

C. Grand Totals – The following information appears in the Grand Totals section:

- **Charges and Adjustments** The total amounts billed to insurance, charged to patients, and adjusted on an account.
- **Balances** The balance prior to the date of the day sheet, the balance for the date of the day sheet, and the net change between the two balances.
- **Payments** The total amounts of payments received from insurance and patients or adjusted on an account.
- **Average Prod Per Patient** The average value of procedures per patient (the total charged for procedures divided by the total number of patients seen).
- Average Chg Per Procedure The average charge per procedure (the total charged for procedures divided by the total number of procedures performed).
- **D.** Provider Totals The transactions are shown for the provider with a breakdown of the procedures for each clinic the provider works in. Each clinic's transactions for that provider are subtotaled. The transaction totals for the provider appear below the clinic subtotals.
- **E.** Clinic Totals The transactions are shown for the clinic with a breakdown of the procedures performed by each provider at that clinic. Each provider's transactions and suspended credits for that clinic are subtotaled. The transaction totals for the clinic appear below the provider subtotals.

С

Dental Diagnostic Code List

The Procedure Code List allows you to view and print the dental diagnostic codes entered in Dentrix Enterprise.

Why: To ensure Dentrix Enterprise dental diagnostic codes match current dental diagnostic codes, and to view any custom dental diagnostic codes

When: After Dentrix Enterprise setup, after dental diagnostic codes are updated

Date:	04/22/2018	The Dentist Group	Page) :
ODE	DESCRIPTION	PAINT TYPE	TREATMENT AREA	
1234 55-10000 55-10001 55-10002 55-10578 55-22071 -51540 -51541 -43610 -53120	Dental Diagnostic Code Dental Disease NOS Disease of Teeth NOS Tooth Disorder NOS Tooth Sensitivity Painful Lips Expectoration of bloody sputum Expectoration of hemorr sputum Facial Nerve Function NOS Dorsal Surface of Tongue		Other Other Other Other Other Other Other Other Other	
A	B		C	

How do I run the Dental Diagnostic Code List?

In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Diagnostic Code List**. For additional details about running this report, see the "Dental Diagnostic Code List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Dental Diagnostic Code Editor** dialog box, which can be accessed in the Office Manager. See the "Dental Diagnostic Code Setup" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**) for details on how to edit this information.

Α.	Diagnostic Code – The	Procedure Code	e Setup			×
	code associated with the dental diagnosis.	ADA-CDT Codes	s Dental Diagnostic Cod	es Diagnostic		
B.	Description – The dental diagnostic code's description.		Category [None] Diagnostic Category 1 Diagnostic Category 2	Code 01234 D5-10000 D5-10001 D5-10002 D5-10578 D5-22071	Description Dental Diagnostic Code Dental Disease NOS Disease of Teeth NOS Tooth Disorder NOS Tooth Sensitivity Painful Lips	_
C.	Treatment Area – The dental diagnostic code's treatment area.			F-51540 F-51541 F-A3610 T-F	Expectoration of bloody sputum Expectoration of hemorr sputum Facial Nerve Function NDS Dorsal Surfa Borongue	
	Diagnostic Category: Diag Treatment Area: Arch Paint Type: [Non	tic Code B Treatment Flags Remove Tooth nostic Category 1 C e]	×		Cross-Coding and Medical Code Setup	Close

Dental Encounters Report

The Dental Encounters Report lists procedures posted during a specified date range (each procedure must be attached to a claim to appear on the report), along with the amount that is expected to be paid by insurance.



Why: To submit dental encounters to Medicaid

When: As needed

Dental Encounters

4/11/2018 - 4/12/2018 Entry Date Clinics: <ALL> Providers: <ALL> Carrier Range: <ALL> - <ALL> Patient Range: <ALL> - <ALL>

Report Date: 4/13/2018

Report Generated By: enterprise

Page 1 of 1

Patient Name	Beneficiary ID	Proc Code	Amount Paid or Expected to be Paid	Date of Service	Group NPI	Rendering NP
Abbott, James	123456789	D2387	0.00	4/11/2018 12	0	0
Brown, Mary	123456789	D2387	0.00	4/11/2018 12	0	0
Crosby, Brent	123456789	D3310	0.00	4/11/2018 12	0	0
Davis, Harmon	123456789	D2792	0.00	4/11/2018 12	0	0
Farrer, Lisa	123456789	D1205	78.00	4/12/2018 12	0	0
Gleason, Alice	123456789	D5915	365.00	4/12/2018 12	0	0
Smith, Michael	123456789	D3330	189.00	4/12/2018 12	0	0
Winters, Carl	123456789	D3330	85.40	4/12/2018 12	0	0

How do I run the Dental Encounters Report?

From the DXOne Reporting module, select **Management**, and then double-click **Dental Encounters**. For additional details about running this report, see the "Dental Encounters Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Procedures – For each procedure, the date of service, the name of the patient who received treatment, the subscriber ID (Beneficiary ID) of the subscriber of the patient's insurance plan, and the appropriate NPI numbers are shown.

Deposit Slip

The Deposit Slip allows you to view payments by payment type, and you can use the Deposit Slip to deposit cash and checks at your bank.



To save time by automatically generating deposit slips and to ensure cash, check, and credit card totals match up at the end of each day (in other words, the amount of cash left in the till is correct, each check has been accounted for, and the total charges processed on your credit card machine are correct)

When: Daily

		Deposit Slip 04/22/2018 - 04/29/2018 Procedure Date Clinics: <all> Operator: <all> Billing Type: <all></all></all></all>	
	Report Date: 04/29/2018	Report Generated By: enterprise	Page 1 of 1
	Procedure Date Name	BT Provider Clinic Bank	Check # Amount
	Cash Payment - Thank You 04/22/2018 Crosby, Brent L <family> 04/22/2018 Little, Brian<family></family></family>	2 DDS01 CENTRAL 2 <multiple> CENTRAL</multiple>	-20.00 -100.00 TOTAL: -120.00
(A)	Check Payment - Thank You 04/22/2018 Abbott, Patricia <family> 04/22/2018 Davis, Janet<family> Winters, Carl<family></family></family></family>	2 DDS01 CENTRAL 1 DDS01 CENTRAL 2 <multiple> CENTRAL</multiple>	-45.00 -23.00 -100.00 TOTAL: -168.00
	O4/27/2018 Metropolitan Life	2 DDS1 CENTRAL	44587 -698.40 TOTAL: -698.40
		TOTAL DEPOSIT:	-986.40
	PAID IN BY		
	The Dentist Group FOR CREDIT OF		
	43331677-1146 BANK ACCOUNT		
	D		

	Operator: ENTE	RPRISE				
	Clinic: CENTR	RAL				
	Cash Payme 04/27/2018 1 ITEM	nt - Thank You Payne, Mildred <family></family>	1	<multiple></multiple>	CENTRAL	-100.00 TOTAL: -100.00
Ē	Check Paym 04/22/2018 04/22/2018 04/23/2018 3 ITEMS	ent - Thank You Abbott, Patricia <family> Larson, Bill<family> Payne, Mildred<family></family></family></family>	2 1 1	<multiple> DDS1 DDS01</multiple>	CENTRAL CENTRAL CENTRAL	-125.00 -23.00 -20.00 TOTAL: -168.00
	Dental Insur 04/27/2018 1 ITEM	ance Check Payment Metropolitan Life	2	DDS1	CENTRAL	44587 -698.40 TOTAL: -698.40
	5 ITEMS)				CLINIC TOTAL: -966.40

Operator: ENT	ERPRISE					
Cash Payme 04/27/2018 1 ITEM	nt - Thank You Payne, Mildred <family></family>	1	<multiple></multiple>	CENTRAL	TOTAL:	-100.00 -100.00
Check Paym 04/22/2018 04/22/2018 04/23/2018 3 ITEMS	ent - Thank You Abbott, Patricia <family> Larson, Bill<family> Payne, Mildred<family></family></family></family>	2 1 1	<multiple> DDS1 DDS01</multiple>	CENTRAL CENTRAL CENTRAL	TOTAL:	-125.00 -23.00 -20.00 -168.00
Dental Insura 04/27/2018 1 ITEM	ance Check Payment Metropolitan Life	2	DDS1	CENTRAL	44587 TOTAL :	-698.40 -698.40
5-ITEMS					OPERATOR TOTAL:	-966.40

How do I run the Deposit Slip?

From the DXOne Reporting module, select **Management**, and then double-click **Day Sheet** - **Deposit Slip**. For additional details about running this report, see the "Day sheet - deposit slip" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following information can be used to monitor payments for each provider and/or clinic:

A. Payments – The payments (grouped and totaled by type) posted to the Ledger.

B. Payment Details – Each payment provides the following information:

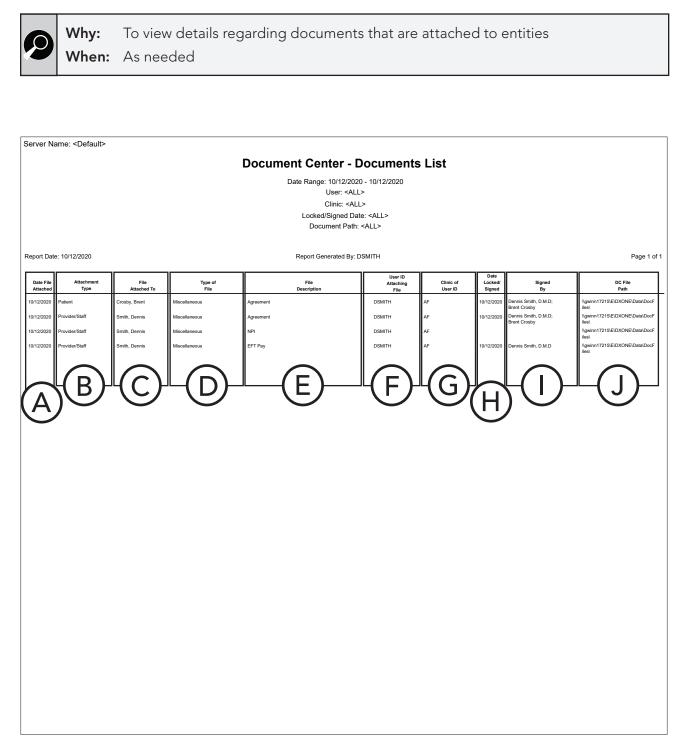
- Procedure Date The date of a payment posted to the Ledger.
- **Amount** The amount of the payment.

- C. Total Deposit The total of all payment types.
- **D. Account Information** The following report information (except for the first item) is found in the **Clinic Information** dialog box:
 - **Paid in By** The name of the employee making the deposit.
 - For Credit Of The name of the practice for which the deposit is being made.
 - Bank Account The practice's bank deposit number.
- **E.** Operator Payments The payments for an operator by clinic.
- F. Clinic Subtotal The total for an operator by clinic.
- **G. Operator Total** The total for an operator.
- **H.** Clinic Payments The payments for a clinic by operator.
- I. Operator Subtotal The total for a clinic by operator.
- J. Clinic Total The total for a clinic.

Clinic Information - AF	
Clinic Settings Organization S	ettings Subscriptions Export Se
Descriptive ID: AF	Internal ID: 1000018
Financial Number: 12341234	Merchant ID: 300000014
Clinic TIN: 2341234	Entity ID Code:
Clinic NPI:	Clinic OID:
Title: My Dental Corporation — Time Zone:	D
UTC-07:00) Mountain Time (I	JS & Canada) 🔹
Show Completely	-
Administrative Contact: 23121	×
Bank Deposit Number: 11112222	
Fiscal year's beginning month	(1-12):

Document Center - Documents List Report

Document Center - Documents List Report displays the list of documents that were acquired within a specified date range and their corresponding details. You can filter the list of documents to include documents that are associated with patients, providers/staff, referrals (inbound and outbound), insurance plans (dental and medical), and employers.



How do I run the Document Center - Documents List Report?

From the DXOne Reporting module, select **List**, and then double-click **Document Center** - **Documents List**. For additional details about running this report, see the "Document Center - Documents List Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The documents on the report can be sorted by the acquisition date of documents, by the type of entity that the documents are associated with, or by the name of the entity that documents are associated with.

Note: A document may appear more than once on the report, depending on the number of attachments and the specified filters.

For each document, the report displays the following information:

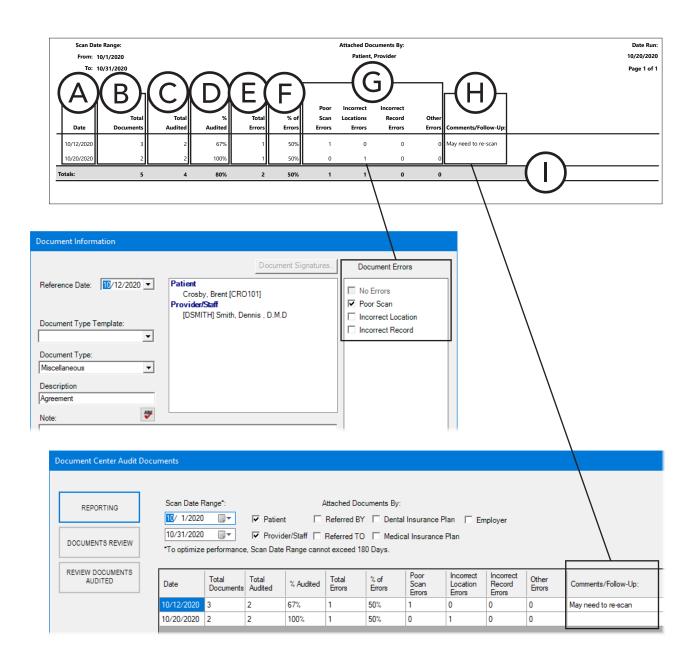
- **A.** Date File Attached The document's acquisition date.
- **B.** Attachment Type The type of entity that the document is associated with: Patient, Provider/ Staff, Referred BY, Referred TO, Dental Insurance Plan, Medical Insurance Plan, or Employer.
- C. File Attached To The name of the entity that the document is associated with.
- **D.** Type of File The document's type (the folder name in the document tree).
- E. File Description The document's description (the file name in the document tree).
- F. User ID Attaching File The user who acquired the document.
- **G.** Clinic of User ID The clinic that the user who acquired the document was logged in to when he or she acquired the document.
- **H.** Date Locked/Signed The date when the document was signed.
- I. Signed By The name of each person who signed the document.
- J. DC File Path The location of the repository that contains the document.

Document Center Audit Documents Report

Document Center Audit Documents Report displays.

Why: To view statistics regarding the auditing of documents

When: Monthly and as needed



How do I run the Document Center Audit Documents Report?

In the Office Manager, from the **Analysis** menu, click **Document Center Audit Documents**. On the **Reporting** tab, set up the filters as desired, and then click **Print Data Grid**. For additional details about running this report, see the "Document Center Audit Documents utility" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

For each date that documents were acquired on, the report displays the following information:

- **A.** Date The acquisition date.
- **B.** Total Documents The total number of documents in the Scan Date Range. A document is counted once, regardless of the number of associated entities.
- **C.** Total Audited Of the documents included in the Total Documents count, the total number that have been audited (documents with an Audited status).
- D. % Audited Of the documents included in the Total Documents count, the percentage that have been audited (documents with an Audited status). This is calculated by dividing Total Audited by Total Documents.
- **E.** Total Errors Of the documents included in the Total Audited count, the total number that have been marked as having an error (Poor Scan, Incorrect Location, Incorrect Record, or any user-defined error type).
- **F.** % of Errors Of the documents included in the Total Audited count, the percentage that have been marked as having an error (Poor Scan, Incorrect Location, Incorrect Record, or any user-defined error type). This is calculated by dividing Total Errors by Total Audited.

G. Error types:

- **Poor Scan Errors** Of the documents included in the **Total Errors** count, the total number that have been marked with the Poor Scan error type.
- **Incorrect Location Errors** Of the documents included in the **Total Errors** count, the total number that have been marked with the Incorrect Location error type.
- **Incorrect Record Errors** Of the documents included in the **Total Errors** count, the total number that have been marked with the Incorrect Record error type.
- **Other Errors** Of the documents included in the **Total Errors** count, the total number that have been marked with any user-defined error type.
- **H. Comments/Follow-Up** A comment that you entered in the data grid regarding the documents included on this line.

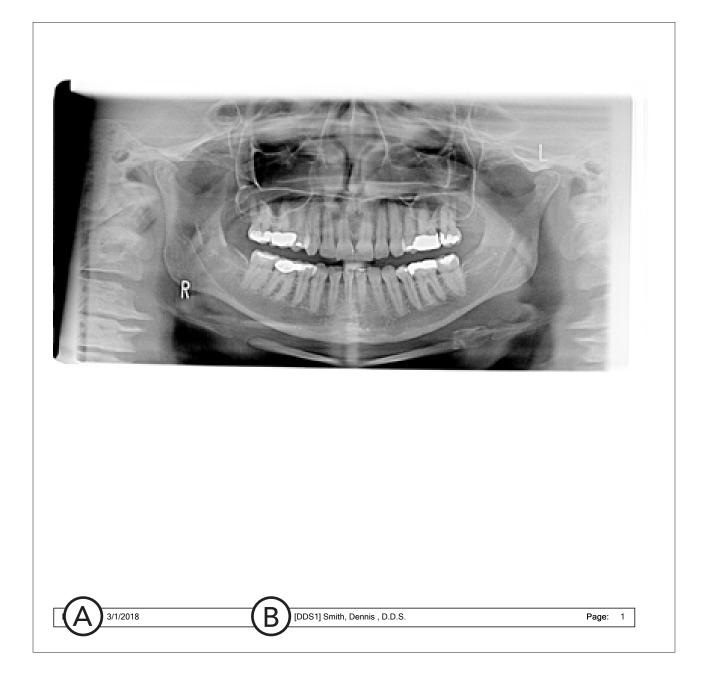
The report also includes totals for all dates (refer to **I**).

Document Center Document

You can print documents that have been attached to a patient's or provider's Document Center.



Why: To print documents that have been attached to a patient or provider **When:** As needed



How do I run the Document Center Document?

From a patient's or provider's Document Center, from the **File** menu, point to **Print**, and then click **Print Document(s)**. For additional details about running this report, see the "Printing documents" topic in the Document Center portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

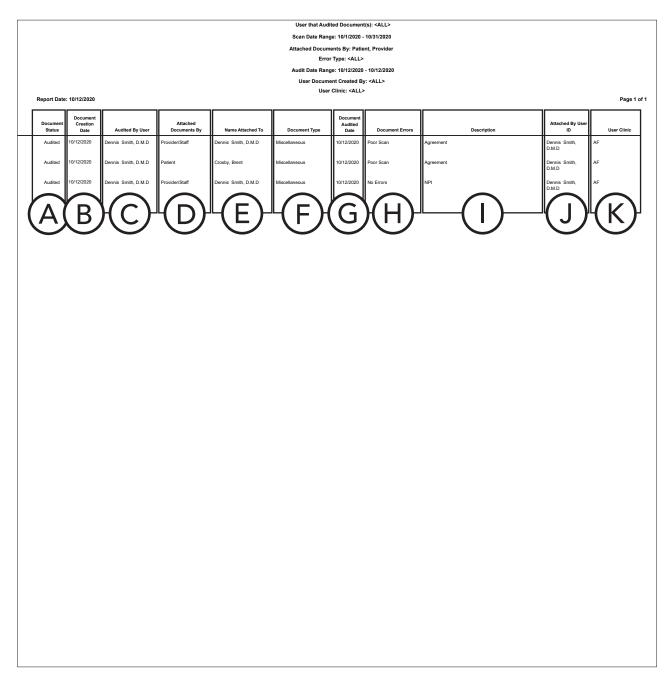
- **A. Date Attached** The date the document was attached to the patient, provider, referral, employer, or insurance plan.
- **B.** Name The name of the patient, provider, referral, employer, or insurance plan.

Document Center Documents Audited Report

Document Center Documents Audited Report displays.

Why:

To view details regarding audited documents When: Daily and as needed



How do I run the Document Center Documents Audited Report?

In the Office Manager, from the **Analysis** menu, click **Document Center Audit Documents**. On the **Review Documents Audited** tab, set up the filters as desired, and then click **Print Data Grid**. For additional details about running this report, see the "Document Center Audit Documents utility" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

Note: A document may appear more than once in the data grid, depending on the number of attachments, the number of associated error types, the number of auditors, and the specified filters.

For each document, the report displays the following information:

- A. Document Status The document's audit status: Audited or Not Audited.
- B. Document Creation Date The document's acquisition date.
- C. Audited By User The name of the user who audited the document.
- D. Attached Documents By The type of entity that the document is associated with: Patient,

Provider/Staff, Referred BY, Referred TO, Dental Insurance Plan, Medical Insurance Plan, or Employer.

- **E.** Name Attached To The name of the entity that the document is associated with.
- F. Document Type The document's type (the folder name in the document tree).

Document Information		
	Document Signatures	Document Errors
Reference Date: 10/12/2020 -	Patient Crosby, Brent [CRO101]	No Errors
	Provider/Staff	Poor Scan
Desument Tune Template:	[DSMITH] Smith, Dennis , D.M.D	Incorrect Location
Document Type Template:		Incorrect Record
Document Type:		H H
Description		
Agreement		
Note:		

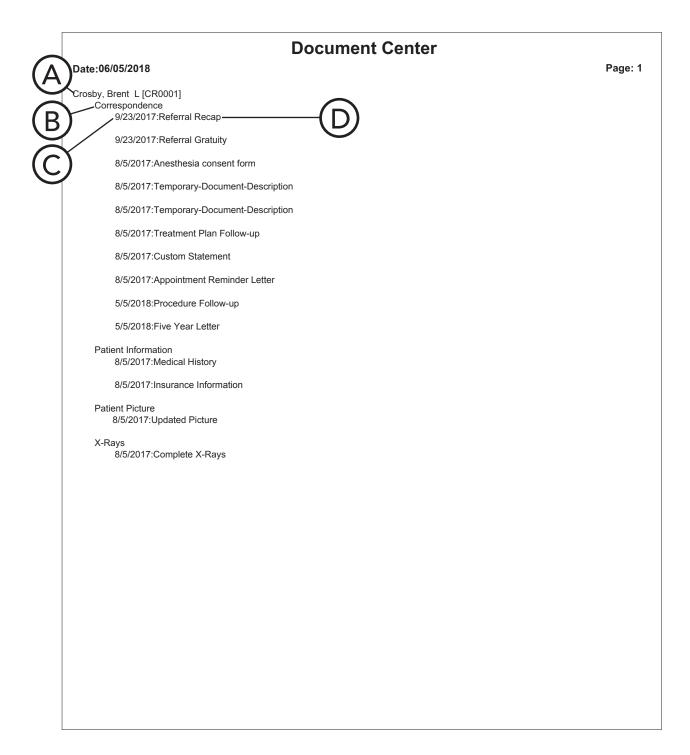
- G. Document Audited Date The date when the document was audited.
- **H. Document Errors** The error type that is associated with the document (No Errors, Poor Scan, Incorrect Location, Incorrect Record, or a user-defined error type).
- I. Description The document's description (the file name in the document tree).
- J. Attached By User ID The name of the user who acquired the document.
- **K. User Clinic** The clinic that the user who acquired the document was logged in to when he or she acquired the document.

Document Center List

The Document Center List displays the documents that have been attached to patients. This report can be run for a patient or provider.



Why: To print documents that have been attached to a patient or providerWhen: As needed



How do I run the Document Center List?

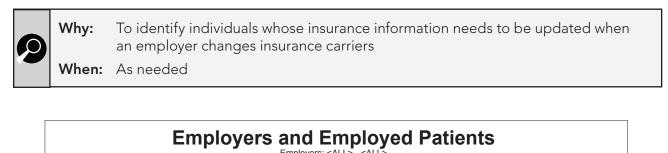
From a patient's or provider's Document Center, from the **File** menu, point to **Print**, and then click **Document Center List**. For additional details about running this report, see the "Printing the Document Center List" topic in the Document Center portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Name The name of the patient, provider, referral, employer, or insurance plan.
- **B.** Document Type The document type.
- C. Date Attached The date the document was attached.
- **D.** Document Description The document's description. Any notes appear below the description.

Employers and Employed Patients Report

The Employers and Employed Patients Report allows you to view and print the employers entered in Dentrix Enterprise. Depending on how you run the report, the employees associated with each employer may also appear on this report.



		linics: <all> oviders: <all></all></all>		
eport Date: 04/22/2018	Report Ge	nerated By: enterprise		Page 1 of 6
A) 1234 LAK	Of Acme Computer Services KESIDE DRIVE ara, CA 95052		Phone: (# Employed:	408) 555-3000 4 B
	BIRTHDATE	CHART#	FAMILY	SOCIAL SECURITY #
Abbott, Patricia	11/11/1970	ABB123	Single	000-00-0000
Baber, Kirk O Gleason, Alice	11/11/1970	BAB123 GLE123	Single	000-00-0000
Little, Brian	11/11/1970 11/11/1970	LIT123	Single Single	000-00-0000
,			, i i i i i i i i i i i i i i i i i i i	
Employer Name: Acme In			Phone:	
Address: 1233 Roo	deo Drive Iills, CA 90210		# Employed:	24
Beveny				
EMPLOYEE	BIRTHDATE	CHART#	FAMILY	SOCIAL SECURITY #
Abbott, James	11/11/1970	ABB123	Single	000-00-0000
Brown, Mary	11/11/1970	BRO123	Single	000-00-0000
Crosby, Brent	11/11/1970	CR0123	Single	000-00-0000
Davis, Janet	11/11/1970	DAV123	Single	000-00-0000
Farrer, Lisa	11/11/1970	FAR123	Single	000-00-0000
Gleason, Alice	11/11/1970	GLE123	Single	000-00-0000
Gleason, Gary	11/11/1970	GLE123	Single	000-00-0000
Hansen, George	11/11/1970	HAN123	Single	000-00-0000
Hayes, Sally Jensen, Linda	11/11/1970 11/11/1970	HAY123 JEN123	Single	000-00-0000
Johnson, Rachelle	11/11/1970	JOH123	Single	000-00-0000 000-00-0000
JUHIISUH, Rachelle			Single	
lonos John	11/11/1070		Singlo	
	11/11/1970	JON123	Single	000-00-0000
,	11/11/1970	KEL123	Single	000-00-0000
Keller, Nina Little, Brian	11/11/1970 11/11/1970	KEL123 LIT123	Single Single	000-00-0000 000-00-0000
Keller, Nina Little, Brian Little, Kevin	11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124	Single Single Single	000-00-0000 000-00-0000 000-00-0000
Keller, Nina Little, Brian Little, Kevin Myers, Henry	11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123	Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-
Keller, Nina Little, Brian Little, Kevin Myers, Henry Nelson, Chris	11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123 NEL123	Single Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-
Keller, Nina Little, Brian Little, Kevin Myers, Henry Nelson, Chris Olsen, Paul	11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123 NEL123 OLS123	Single Single Single Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-
Keller, Nina Little, Brian Little, Kevin Myers, Henry Nelson, Chris Olsen, Paul Perkins, Allen	11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123 NEL123 OLS123 PER123	Single Single Single Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-
Keller, Nina Little, Brian Little, Kevin Myers, Henry Nelson, Chris Olsen, Paul Perkins, Allen Reeves, Elisabeth	11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123 NEL123 OLS123 PER123 REE123	Single Single Single Single Single Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-
Keller, Nina Little, Brian Little, Kevin Myers, Henry Nelson, Chris Olsen, Paul Perkins, Allen Reeves, Elisabeth Schow, Lawrence	11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123 NEL123 OLS123 PER123 REE123 SCH123	Single Single Single Single Single Single Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-
Keller, Nina Little, Brian Little, Kevin Myers, Henry Nelson, Chris Olsen, Paul Perkins, Allen Reeves, Elisabeth	11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970 11/11/1970	KEL123 LIT123 LIT124 MEY123 NEL123 OLS123 PER123 REE123	Single Single Single Single Single Single Single Single Single	000-00-0000 000-00-0000 000-00-0000 000-00-

How do I run the Employers and Employed Patients Report?

From the DXOne Reporting module, select **Reference**, and then double-click **Employers and Employed Patients**. For additional details about running this report, see the "Employers and Employed Patients Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Employer Details The name, mailing address, and phone number of the employer. This information is found in the Employer Information dialog box, which can be accessed in the Office Manager module. See the "Adding and editing employers" topic in the Office Manager portion of the Dentrix Enterprise Help for details about this information (from the Help menu of any module, click Contents).
- **B.** Number employed If you select Include Employees when setting options for this report, the number of patients employed by the employer appears on the report.

Employer Information	×
Select Employer OR Enter New Employer Information	
Employer Name: Electric	
Street Address: SLC Office	
City ST Zip SLC UT 84111	
Employer Phone: (212)555-6998	
Clear OK Cancel	

C. Employee Details – If you select Include Employees when setting options for this report, the name, birth date, chart number, family status, and Social Security number of each patient employed by the employer appears on the report.

Family Ledger Report

The Family Ledger Report displays transactions posted for a family. Depending on report settings, the current balance of each patient in the family is also displayed on the report.



Why: To provide a family with a record of their transactions

When: As needed

	Date: 04/23/2018	FA	MILY LEDG The Dentis		ORT		Page: 1
							Fage.
	Guar Nar	ne: Peggy Perkins 123 Street			Chart Numbe	r:	
		Philadelphia, PA 19102			Billing Typ	e: 1	
	DATE TEETH	DESCRIPTION		PATIENT	CHARGE	PAYMENT	BALANCE
(A)	04/23/2018 04/23/2018 04/23/2018 04/23/2018 8*12 04/23/2018 9 04/23/2018 4 04/23/2018	Balance Forward Finance Charge Late Charge Mand partial-metal base w Surg place implant: endost Crown-porc fuse high noble Check Payment - Thank Ye	eal e mtl	Peggy Peggy Peggy Shelly Shelly <family></family>	90.00 100.00 7840.00 452.00 780.00 78.00	-20.00	90.00 190.00 8030.00 8482.00 9262.00 9340.00 9320.00
		T	OTAL FAMILY BALA	ANCE AS OF 04	1/23/2011:		9320.00
		(B)	D Finance Charges: D Late Charges: D Payments: D Insurance Payments:				100.00 7840.00 -20.00 0.00

How do I run the Family Ledger Report?

In the Office Manager, from the **Reports** menu, point to **Ledger**, and then click **Family Ledger Report**. For additional details about running this report, see the "Family Ledger Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Family History – Displays all financial transactions posted to the Ledger for all family members.

B. Family Totals – Displays year-to-date totals for the family.

Family Ledger Report (Single Family)

The Single Family Ledger Report displays transactions posted for a family.

\$

Why: To provide a family with a record of their transactions

When: As needed

Date: 05/	14/2018		The All	ied Dentist Group			Page: 1
	Guar Name	e: Peggy Perkins			Chart Numbe	r:	
		123 Street Philadelphia, PA 19	102		Billing Typ	e: 1	
DATE	TEETH	DESCRIPTION		PATIENT	CHARGE	PAYMENT	BALANCE
04/22/2018 04/23/2018 04/23/2018 04/23/2018 04/23/2018 04/23/2018 04/23/2018 04/23/2018 04/27/2018 05/01/2018 05/01/2018 05/05/2018 05/05/2018 05/05/2018	8*12 9 4 15 9 9 12 10 11	Balance Forward Finance Charge Late Charge Mand partial-metal bas Surg place implant: en Crown-porc fuse high r Check Payment - Thank Mand partial-metal bas Extraction crnl remnts- Retainer crn-porc fused Retainer crn-porc fused Pontic-porcelain fused	dosteal toble mtl k You k You c Vou e w/sdls decid th d-hi nob d-hi nob to hnob	Peggy Peggy Shelly Shelly <family> <family> Shelly Shelly Peggy Peggy Peggy Peggy Peggy</family></family>	90.00 100.00 7840.00 452.00 78.00 78.00 801.00 501.00 200.00 200.00 200.00 200.00	-20.00 -100.00	90.0 190.0 8030.0 8482.0 9262.0 9340.0 9320.0 9220.0 10021.0 10022.0 10722.0 10722.0 10722.0 11122.0 11122.0
00,00,2010			(BALANCE AS OF 05			11322.
		Y	YTD Insurance Pay				0.0

How do I run the Family Ledger Report (Single Family)?

In the Ledger, from the **Print** menu, click **Family Ledger**. For additional details about running this report, see the "Family Ledger Report" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Family History** All financial transactions posted to the Ledger (starting with the specified first transaction date) for all family members.
- B. Family Totals Year-to-date totals for the family.

Fee Schedules Report

The Fee Schedules Report lists procedure fees for selected fee schedules. This report also lists the lab expenses and material expenses associated with each procedure.

S Why:

To ensure each fee schedule is set up properly, to compare multiple fee schedules side by side, and to ensure lab expenses and material expenses are up to date

When: After Dentrix Enterprise setup, and as needed

Report Date:	04/22/2018	Report Generated By: enterprise				Page 3 of 7			
CODE DESCRIPTION		Office PULLEM DONTIST		DMO	FEE 5	LAB EXPENSE	MATERIAL		
D2331	Resin-two surfaces, anterior	90.00	85.00	78.00	74.00	69.00	0.00	25.00	
02332	Resin-three surfaces, anterior	115.00	105.00	95.00	89.00	85.00	0.00	35.00	
02335	Resin-4+ w/incis angle-anterior	150.00	133.00	125.00	115.00	105.00	0.00	70.00	
02336	Compos resin crwn-anterior-prim	170.00	150.00	142.00	125.00	115.00	100.00	150.00	
02380	Resin-1 surface, poster-primary	71.00	65.00	60.00	58.00	55.00	0.00	21.00	
02381	Resin-2 surface, poster-primary	92.00	85.00	79.00	74.00	70.00	0.00	34.00	
02382	Resin-3 surface, poster-primary	119.00	105.00	95.00	88.00	85.00	0.00	84.00	
02385	Resin-1 surface, post-permanent	80.00	75.00	69.00	65.00	61.00	0.00	15.00	
02386	Resin-2 surface, post-permanent	110.00	98.00	92.00	87.00	84.00	0.00	30.00	
02387	Resin-3 surface +, post-perm	146.00	128.00	115.00	106.00	100.00	0.00	86.00	
02390	Resin composite crown, anterior	0.00	0.00	0.00	0.00	0.00	0.00	18.00	
02391	Resin composite-1s, posterior	0.00	0.00	0.00	0.00	0.00	0.00	18.00	
02392	Resin composite-2s, posterior	0.00	0.00	0.00	0.00	0.00	0.00	39.00	
02393	Resin composite-3s, posterior	0.00	0.00	0.00	0.00	0.00	0.00	88.00	
02394	Resin composite-4+s, posterior Gold foil-one surface	0.00	0.00	0.00 246.00	0.00	0.00	0.00	121.00	
02410 02420		331.00 398.00	300.00 390.00	367.00	225.00 350.00	200.00 338.00	0.00	0.00	
02420	Gold foil-two surfaces Gold foil-three surfaces	450.00	432.00	393.00	374.00	338.00	0.00	0.00	
02510	Inlay-metallic-one surface	406.00	390.00	375.00	345.00	319.00	0.00	0.00	
02520	Inlay-metallic-two surfaces	468.00	438.00	421.00	395.00	366.00	0.00	0.00	
02530	Inlay-metallic-three + surfaces	520.00	495.00	474.00	440.00	420.00	0.00	0.00	
02542	Onlay-metallic-two surfaces	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02543	Onlay-metallic-three surfaces	503.00	475.00	428.00	393.00	302.00	0.00	0.00	
02544	Onlay-metallic-four + surfaces	553.00	522.00	470.00	432.00	332.00	0.00	0.00	
02610	Inlay-porcel/ceramic-1 surface	460.00	414.00	393.00	372.00	350.00	0.00	0.00	
02620	Inlay-porcel/ceramic-2 surface	493.00	450.00	440.00	419.00	560.00	0.00	0.00	
02630	Inlay-porcel/ceramic-3+ surface	553.00	500.00	468.00	440.00	445.00	0.00	0.00	
02642	Onlay-porcel/ceram-2 surface	553.00	500.00	468.00	440.00	325.00	0.00	0.00	
02643	Onlay-porcel/ceram-3 surface	583.00	527.00	493.00	464.00	343.00	0.00	0.00	
02644	Onlay-porcel/ceram-4 + surface	608.00	550.00	515.00	484.00	357.00	0.00	0.00	
02650	Inlay-resin based composite-1s	440.00	410.00	388.00	350.00	323.00	0.00	0.00	
02651	Inlay-resin based composite-2s	473.00	435.00	390.00	375.00	359.00	0.00	0.00	
02652	Inlay-resin based composite-3+s	515.00	468.00	450.00	433.00	400.00	0.00	0.00	
02662	Onlay-resin based composite-2s	458.00	440.00	413.00	335.00	227.00	0.00	0.00	
02663	Onlay-resin based composite-3s	488.00	468.00	440.00	357.00	242.00	0.00	0.00	
02664	Onlay-resin based composite-4+s	505.00	485.00	455.00	369.00	250.00	0.00	0.00	
02710	Crown-resin composite(indirect)	395.00	350.00	320.00	287.00	251.00	0.00	0.00	
02712	Crown-3/4 resin-based comp-ind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02720	Crown-resin w/high noble metal	542.00	600.00 546.00	573.00	499.00	478.00	0.00	0.00	
2721	Crown-resin w/ most base metal	573.00	546.00	493.00	454.00	413.00	0.00	0.00	
2722	Crown-resin with noble metal	630.00	590.00	508.00	463.00	444.00			
02740	Crown-porcelain/ceramic substr	630.00	570.00	525.00	500.00	487.00	0.00	0.00	
D2750 D2751	Crown-porc fuse high noble mtl	613.00	575.00	534.00	500.00	487.00	0.00	0.00 0.00	
D2751 D2752	Crown-porc fused to base metal Crown-porc fused noble metal	563.00 590.00	503.00 548.00	485.00 515.00	465.00 495.00	449.00 472.00	0.00	0.00	

How do I run the Fee Schedules Report?

From the DXOne Reporting module, select **Reference**, and then double-click **Fee Schedule**. For additional details about running this report, see the "Fee Schedule Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Procedure Code Editor** dialog box, which can be accessed in the Office Manager. See the "Procedure Code Setup" or "Auto fee schedule changes" topic in the Office Manager portion of the Dentrix Enterprise Help for details on how to edit this information.

- A. Code The procedure code.
- **B.** Fee The fee assigned to a procedure.
- **C.** Lab Expense The estimated lab expense associated with the procedure.
- **D. Material** The estimated materials expense for the procedure.

Patient Friendly Description			Edit Fee
Cleaning of adult's teeth to help p	revent disease	1. OFFICE	156.03
Code Names D1110 ADA Code ProphyAd Abbrev Desc CPT Medicaid Code 5 Procedure Category: Preventive	Treatment Flags Difficult Proc. Condition Remove Tooth ✓ Show in Chart Auto Continuing Care PROPHY >> Procedure Time 5 Unit(s) >>	2. DMO 3. DELTA 4. BCBS 5. CAP FEE 6. ACME Preferred 7. UB32Fee 8. AETNA 9. M005862 10. ACME	44.00 40.00 38.00 92.70 51.00 0.00 76.13
Appointment Type: P3	•		
Treatment Area: Mouth	✓ Flags	Expenses Lab Materials	Ļ
Paint Type: [None]	•	(C) (C)))
	Educational Video	Flag for Medical Cross Coding Do Not Bill to Dental Insuranc Do Not Send Over HL7 Require Start/Completion Dat Implantable Device Eclaims: Require Attachment	e

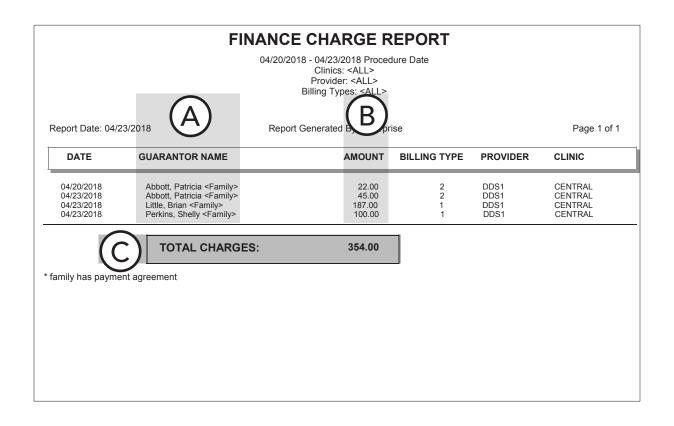
Finance Charge Report

The Finance Charge Report lists the finance charges the practice has issued for a selected date or date range.

Why: To keep a record of the finance charges the practice issues each month, and to ensure finance charges are not duplicated

When: Monthly

\$



		DATE	GUARANTOR NAME	AMOUNT	BILLING TYPE	PROVIDER	CLINIC
C	\mathbb{D}	Provider: DDS1 Clinic: CENTRAI 04/20/2018 04/23/2018 04/23/2018	L Abbott, Patricia <family> Abbott, Patricia <family> Little, Brian <family></family></family></family>	354.00 354.00 22.00 45.00 187.00	2 2 1	DDS1 DDS1 DDS1	CENTRAL CENTRAL CENTRAL
		04/23/2018	Perkins, Shelly <family></family>	100.00	1	DDS1	CENTRAL

DATE	GUARANTOR NAME	AMOUNT	BILLING TYPE	PROVIDER	CLINIC
Clinic: CENTRAL		354.00			
Provider: DDS1		354.00			
04/20/2018	Abbott, Patricia <family></family>	22.00	2	DDS1	CENTRAL
04/23/2018	Abbott, Patricia <family></family>	45.00	2	DDS1	CENTRAL
04/23/2018	Little, Brian <family></family>	187.00	1	DDS1	CENTRAL
04/23/2018	Perkins, Shelly <family></family>	100.00	1	DDS1	CENTRAL

How do I run the Finance Charge Report?

From the DXOne Reporting module, select **Management**, and then double-click **Finance/Late Charge**. For additional details about running this report, see the "Finance Charge Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The report contains the following information.

A. Guarantor Name – The guarantor to which a finance charge has been applied.

Note: Finance charges are applied to the guarantor of an account, not the patient.

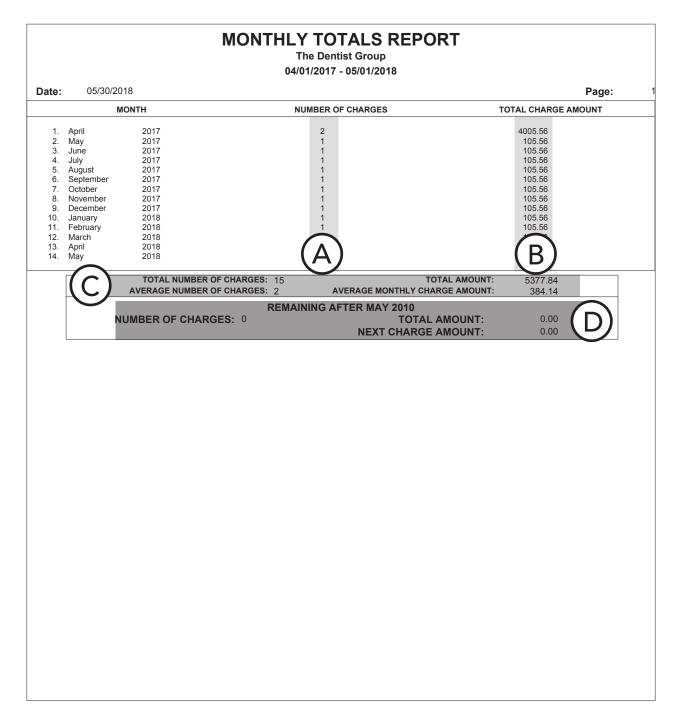
- **B.** Amount The amount of the finance charge.
- C. Total Charges The total finance charges within the date range of the report.
- **D. Provider Totals** The finance charges are shown for the provider with a breakdown of the finance charges for each clinic the provider works in. Each clinic's finance charges for that provider are subtotaled. The finance charge totals for the provider appear below the clinic subtotals.
- **E.** Clinic Totals The finance charges are shown for the clinic with a breakdown of the finance charges by each provider at that clinic. Each provider's transactions for that clinic are subtotaled. The finance charge totals for the clinic appear below the provider subtotals.

Future Due Payment Plan Report -Monthly Totals

The Future Due Payment Plan - Monthly Totals Report displays future due payment totals by month.

Why: To project future revenue from future due payment plans

When: Monthly or at the beginning of each budgeting cycle



How do I run the Future Due Payment Plan Report -Monthly Totals?

In the Office Manager, from the **Reports** menu, point to **Ledger**, and then click **Future Due Payment Plan Report**. For additional details about running this report, see the "Future Due Payment Plan Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Payment Plan** dialog box. To access this dialog box, in the Ledger, from the **Transaction** menu, click **Process Future Due Payment Plan**. Select a future due payment plan, and then click **OK**. The report contains the following information:

- **A.** Number of Payments The number of payments anticipated during a month.
- **B.** Total Payment Amount The projected revenue total from future due treatment plans.
- C. Report Totals The combined totals for all months.
- **D. Remaining** The number of charges, total amount, and next charge amount that will remain for all future due payment plans in a year from the current month.

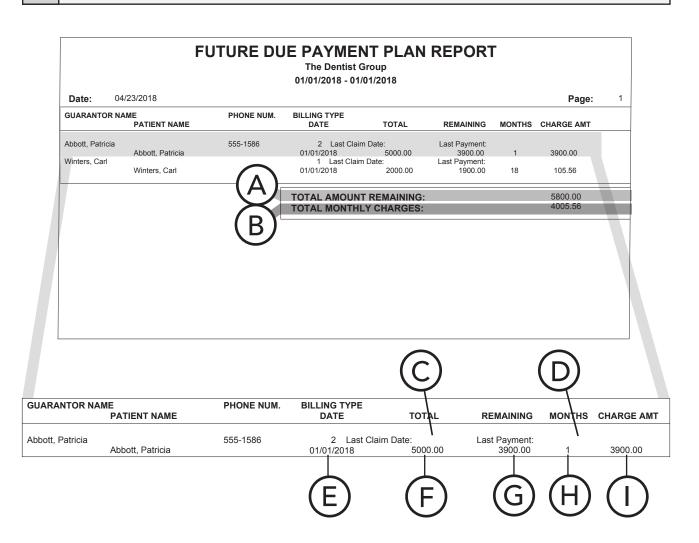
Future Due Payment Plan Report -Standard

The Future Due Payment Plan Report displays patients with future due payment plans. Patients are listed alphabetically by the guarantor.



Why: To review future due payment plans by patient

When: Monthly or at the beginning of each budgeting cycle



How do I run the Future Due Payment Plan Report?

In the Office Manager, from the **Reports** menu, point to **Ledger**, and then click **Future Due Payment Plan Report**. For additional details about running this report, see the "Future Due Payment Plan Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

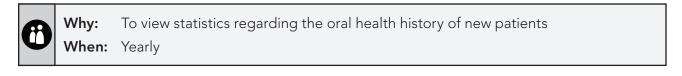
The following report information is found in the **Payment Plan** dialog box. To access this dialog box, in the Ledger, from the **Transaction** menu, click **Process Future Due Payment Plan**. Select a future due payment plan, and then click **OK**. The report contains the following information:

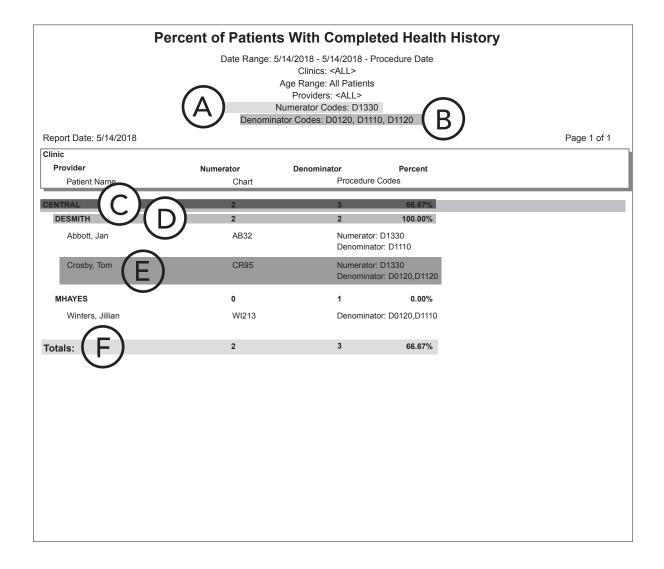
- **A. Total Amount Remaining** The total balance of future due payment plans.
- **B. Total Monthly Charges** The total monthly revenue expected from future due payment plans listed in the report.
- **C.** Last Claim Date The date of the last claim for the procedures associated with the future due payment plan (if applicable).
- **D. Last Payment** The date and amount of the last payment (if any) posted to the patient's Ledger.
- **E.** Date The date the payment agreement was created.
- **F.** Total The total future due payment plan amount.
- **G.** Remaining The remaining amount to be paid.
- **H. Months** The number of remaining months for the plan.
- I. Payment The monthly amount charged to the patient.

Initial Health History Report

The Initial Health History Report displays the percentage of new oral health patients who have a **First Visit Date** in the Family File that is within a specified time frame and who had an initial health history (determined by specified ADA and/or condition codes) entered into their electronic records during the same time frame.

For example, you may want to track new patients who received a comprehensive oral exam (ADA code D0150)—the denominator code—and who have a history of smoking or tobacco use (a condition code; for example, 15995)—the numerator code.





How do I run the Initial Health History Report?

From DXOne Reporting, select **Lists**, and then double-click **Initial Health History**. For additional details about running this report, see the "Initial Health History Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report contains the following information:

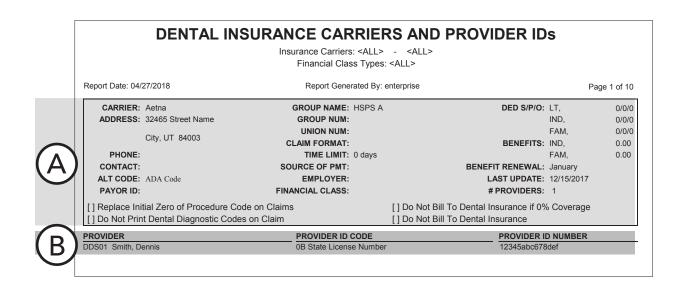
- **A.** Numerator The specified ADA codes and/or conditions.
- **B.** Denominator The specified ADA codes and/or conditions.
- **C.** Clinic Totals The Numerator, Denominator, and Percent totals for the providers at a given clinic on the report.
- **D.** Provider Totals The Numerator, Denominator, and Percent totals for a given provider who is attached to the Numerator and/or Denominator codes.
- **E.** Details If you select Include Details when setting options for this report, patient names, chart numbers, and procedures codes (numerators and denominators) appear on the report.
- **F.** Totals The Numerator, Denominator, and Percent grand totals for all clinics on the report.

Insurance Carrier List

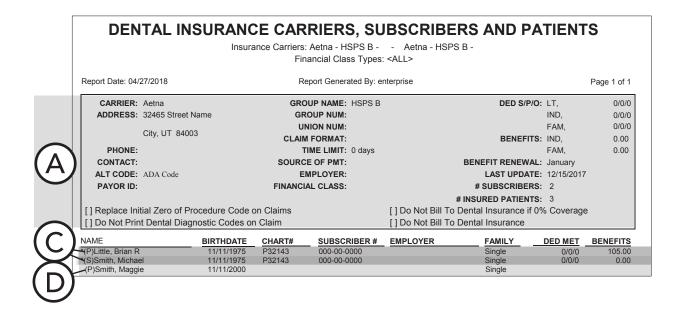
The Insurance Carrier List displays a list of the dental/medical insurance carriers entered in Dentrix Enterprise. Depending on how you run the report, the subscribers and patients, or providers associated with each carrier can also appear on this report.



Why: To ensure insurance carriers are properly set up in Dentrix EnterpriseWhen: After Dentrix Enterprise setup, and as needed



Report Date: 04/27/2018							
Report Date: 04/27/2018		Report Generated By: enterprise				Page 1 c	
CARRIER: Aetna		GRO	UP NAME: HSPS B		DED S/P/	0 : LT,	0/0
ADDRESS: 32465 Street Name		GR	OUP NUM:		IND,		
City, UT	T 84003		NON NUM:			FAM,	0/0
			I FORMAT:		BENEFIT	- ,	0.
PHONE:			IME LIMIT: 0 days			FAM,	0.
CONTACT:	SOURCE OF PMT: EMPLOYER:		BENEFIT RENEWAL: January LAST UPDATE: 12/15/2017				
ALT CODE: ADA Co	ode						
PAYOR ID:		FINANCI	AL CLASS:		# SUBSCRIBER		
[] Replace Initial Zero	a of Procedure Code	on Claime		-	Dental Insurance if		
[] Do Not Print Denta				[] Do Not Bill To			
	ů.						
SUBSCRIBER NAME (P)Little, Patrick R	BIRTHDATE 11/11/1975	CHART# P32143	SUBSCRIBER # 000-00-0000	EMPLOYER	FAMILY Single	DED MET 0/0/0	BENEFI 105
(S)Little, Patrick R	11/11/1975	P32143	000-00-0000		Single	0/0/0	0



How do I run the Insurance Carrier List?

From the DXOne Reporting module, select **Reference**, and then double-click **Insurance Carrier List**. For additional details about running this report, see the "Insurance Carrier List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

When running the report, you can choose to include subscribers, subscribers and patients, or providers on the report. Of the following items, only the relevant ones appear on the report, depending on which option is selected when setting up options to run the report.

- **A.** Insurance Carrier Details The first four items that follow are found in the Dental/Medical Insurance Plan Information dialog box, which can be accessed in the Office Manager. The remaining items are found in the Insurance Coverage dialog box (dental only).
 - **Claim Format** The claim form used to send printed claims.
 - Alt Code Indicates whether ADA or alternate procedure codes are used when sending claims to the insurance carrier (dental only).
 - **Payor ID** A unique number used to identify an insurance carrier when submitting claims electronically. Payor IDs are updated regularly by the eServices clearinghouse.
 - **Source of Payment** The category used to identify payments received from the insurance carrier.
 - **Claim Deadline** The number of days/weeks/months/ years in which a claim must be submitted to the insurance carrier.
 - Ded S/P/O
 - LT The lifetime deductible of a policy (if any).
 - **Ind** The annual deductible for an individual.
 - **Fam** The annual deductible for a family.
 - Benefits
 - **Ind** Yearly benefits for individuals.
 - **Fam** Yearly benefits for families.

Carrier Name:	Connecticut 6	ienera	1		2
	Executive Pla		_		
Tags:					1
Date: The	General Elect	ric	_		1
Street Address:	,		_		-
City, ST Zip:	Hartford	1151.112		CT 00123	
Phone:	(800)255-566	9		Ext: 100	
Contact:	, 		_		
Group #:	11023		L	ocal:	
Last Update:	01/01/1997	Bene	fit Re	enewal: JAN	
Alt Code:	ADA	>>	Othe	r Code:	
Claim Format:	DX2012		•	Claim Setup	
Fee Schedule:	<none></none>			>>	
RVU chedule:	<none></none>		>>	Provider ID S	eti
Payor ID:	12345		-	>>	
Flan External ID:				_	
National Plan ID:				_	
Source of Payment:	Commercial Ir	suranc	e Co).	-
MU Payor SOP:					,

	Insurance Coverage -	· (Aetna Dental/GE Aetn	a)	×
\bigcirc	Standard 0 Preventive 0 Other 0	me Annual Annual Jual Individual Family 25 75 0 0 0 0 0	Maximum Benefit Individual: Family: 2000 ₿000 I✓ Ortho Plan - Use - Claim Deadline: 3M	as Ortho Lifetime Max
	Coverage Table Beg End Proc Proc D0100 D1999 D0100 -D1999) =	Cov % Ded Co-Pay 100 Pr ▼ 0.00 100 P 0.00	Pre Est?
	D2000 -D2695 D2700 -D2895 D2900 -D2995 D3000 -D2995 D4000 -D4995 D5000 -D5995	B Crowns B Restorative B Endodontics B Periodontics	80 S 0.00 50 S 0.00 80 S 0.00 80 S 0.00 80 S 0.00 80 S 0.00 50 S 0.00	N N N N N N Change Delete N N Clear Table
	Co-Payment C	Select Category alculations for Ins Portion:		
	Total Fea C (Total Fea C)	e x Coverage % e - Co-Pay) x Cov % e x Cov %] - Co-Pay	Select Table:	
	Notes		ОК	Cancel

B. Provider Details – The name, ID code, and ID number for each provider with an identification code entered for an insurance carrier. This information is found in the **Provider ID Setup** dialog box (see the "Setting up provider IDs for dental insurance" topic in the Family File portion of the Dentrix Enterprise Help for details on how to edit this information).

Provider ID Setup				×
Provider: Insurance Plan: Provider IDs	DSMITH Smith, Denr	r this Provider and Insurance Plan: hisB alty, Aetna, J.C. Penneys	Payor ID:	
0B State License Number	•	123456	AF	>>
Provider ID Code		Provider ID Number	Clinic	Add
				Change
				Delete
1				
Clear Provider IDs C	opy Provider IDs		Close	

C. Subscriber Details – The name, birth date, chart number, subscriber number, employer, and family status of each subscriber. The report also includes the portion of the subscriber's deductible that has currently been met and the total benefits that have been used year-to-date.

Notes:

- "(P)" indicates a primary subscriber. "(S)" indicates a secondary subscriber.
- When viewing subscribers and patients on the report, subscribers are denoted with an asterisk.
- **D.** Patient Details The name, birth date, chart number, employer, and family status for each patient associated with the insurance carrier. The report also includes the portion of the patient's deductible that has currently been met and the total benefits that have been used year-to-date.

Notes:

- "(P)" indicates a primary subscriber. "(S)" indicates a secondary subscriber.
- When viewing subscribers and patients on the report, subscribers are denoted with an asterisk.

Insurance Carrier Production - Full Report

The Insurance Carrier Production - Full Report lists the insurance carriers to which claims have been submitted. The production, payments, and adjustments appear individually for each carrier.

Why: To compare the amount of payments received from insurance carriers with the production billed to the corresponding carriers

When: Monthly and quarterly

		Inst		04/23/2018 - 04/23/2018 Entry Clinics: <all> Providers: <all> ancial Class Types: Plans with no Financia Patient Range: <all> - <4 : Aetna - HSPS A Aetna Life a</all></all></all>	I Class Assigned	na - 321863			
Report Date: 04/23/	2018			Report Generated By: enterprise					Page
Patient Name	Entry Date	Provider	Clinic	Description	Primary Production Amount	Secondary Production Amount	Insurance Payment Amount	Credit Adjustments	Debi Adjustm
Aetna									
Little, Brian R	04/23/2018	DDS1	CENTRAL	D0120 - Periodic oral evaluation	25.00	0.00	-25.00		1
Little, Brian R	04/23/2018	DDS1	CENTRAL	D0274 - Bitewings-four films	32.00	0.00	-32.00		(
		DDS1	CENTRAL	D1110 - Prophylaxis-adult	48.00	0.00	-48.00		
Aetma Life and Ca	Plan Totals:				105.00	0.00	-105.00	0.00	
Abbott, James S	04/23/2018	DROBB	CENTRAL	D5212 - Mandibular partial - resin	0.00	690.00	0.00		
1	sualty Insurance Plan	Totals:		base	0.00	690.00	0.00	0.00	(
Aetna Life and Ca									

How do I run the Insurance Carrier Production - Full Report?

From the DXOne Reporting module, select **Management**, and then double-click **Insurance Carrier Production**. For additional details about running this report, see the "Insurance Carrier Production Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Insurance Carrier The primary and secondary insurance carrier that has production within the date range of the report:
- **B.** Procedure Details The procedures for which a claim has been created appear with the following information:
 - **Patient Name** The name of the patient on whom the service was performed.
 - Entry Date The date the procedure was posted to the Ledger.
 - **Primary Production** The amount of production for which a primary claim has been created.
 - **Secondary Production** The amount of production for which a secondary claim has been created.
 - **Insurance Payment** The amount of the payment received from the insurance carrier for the procedure.
 - **Credit** The credit adjustments made to the production.
 - **Debit** The debit adjustments made to the production.
- **C.** Plan Totals The production, payment, and adjustment totals for the insurance carrier.
- **D. Grand Totals** The combined production, payment, and adjustment totals for the insurance carriers on the report.

Insurance Carrier Production -Summary Report

The Insurance Carrier Production - Summary Report lists the insurance carriers to which claims have been submitted. The production, payments, and adjustments appear for each carrier.

Why: To compare the amount of payments received from insurance carriers with the production billed to the corresponding carriers

When: Monthly and quarterly

Dental I	Cl Pro Financial	04/23/2018 E inics: <all> viders: <all> Class Types: < ge: <all></all></all></all>	intry Date ALL> <all></all>	ction F	Report	
Report Date: 04/23/2018	Report Ge	nerated By: ent	erprise			Page 1 of 1
Insurance Carrier		Primary Production Amount	Secondary Production Amount	Insurance Payment Amount	Credit Adjustments	Debit Adjustments
Aetna Aetna Life and Casualty Met Life	B	105.00 0.00 90.00	0.00 690.00 0.00	-105.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
Metropolitan Life	E	2,304.00	0.00	-532.00	0.00	0.00
	Grand Totals:	2,499.00	690.00	-637.00		0.00

How do I run the Insurance Carrier Production - Summary Report?

From the DXOne Reporting module, select **Management**, and then double-click **Insurance Carrier Production**. For additional details about running this report, see the "Insurance Carrier Production Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

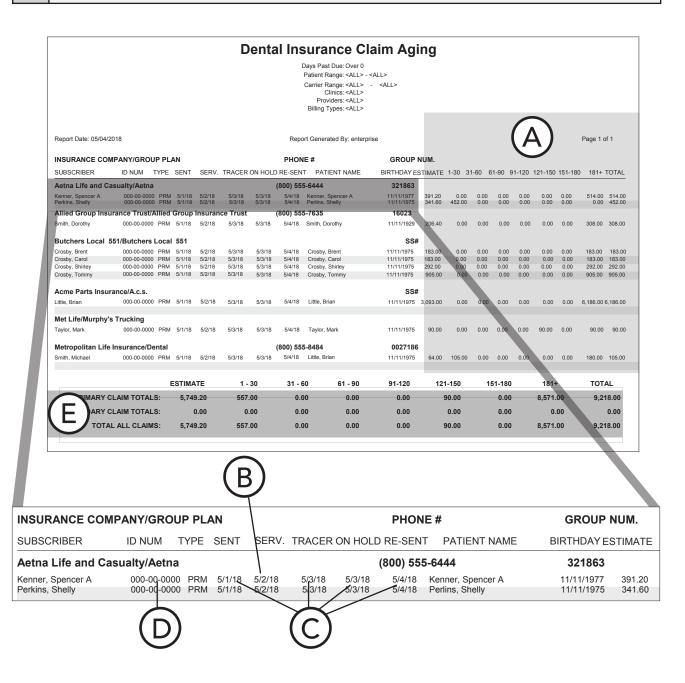
- **A.** Insurance Carriers The primary and secondary insurance carriers that have production within the date range of the report.
- B. Production
 - **Primary Production** The amount of production for which primary claims have been created.
 - **Secondary Production** The amount of production for which secondary claims have been created.
 - Insurance Payments The amount of the payments received from the insurance carrier.
 - Adjustments The following adjustments:
 - Credit The credit adjustments made to the production.
 - **Debit** The debit adjustments made to the production.
- **C. Grand Totals** The combined production, payment, and adjustment totals for the insurance carriers on the report.

Insurance Claim Aging Report

The Insurance Claim Aging Report lists outstanding insurance claims, grouped by insurance carrier, along with the aged balances of each claim.



Why: To identify unpaid claims so they can be targeted for collectionsWhen: Monthly



How do I run the Insurance Claim Aging Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Insurance Claim Aging**. For additional details about running this report, see the "Insurance Claim Aging Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Aged Balances The claim's aged balances.
- B. Service Date The service date (the date of the procedure) is found in the Primary (or Secondary) Insurance Claim dialog box, which can be accessed by double-clicking a claim in the Ledger. The service date is automatically entered when a claim is created.
- C. Dates associated with the claim – If you have entered dates in the Insurance Claim Status dialog box, the corresponding dates appear on the report.
 - **Sent** The date the claim was sent. If you send a claim electronically, the

📕 Pr	imary De	ntal Insurance (Claim (01	/20/20	22) Sent					×
File	Claim E	inter Payment	Note	Print	Help					
Subse	riber: Cro	osby, Brent osby, Brent neral Electric			Group	Carrier: Del p Plan: Release of I	ta PMI nfo/Assign c	if Benefits)	(Seconda	ary Insurance)
В	illing Pro	vider: Smith, De	ennis	18		Claim Inf	ormation: S	Standard		
Rende	ering Pro	vider: Smith, De	ennis			Diag. Co	des:			
Pa	y-To Pro	vider: Smith, De	ennis							
Tooth	Surface	Desci	ription		Date	Code	Fee	Ins Amt		
		Prophylaxis-adu	ılt		01/20/2022	D1110	156.03	0.00		~
11		Surg place impl	ant: endo:	stea	01/20/2022	D6010	488.13	0.00		
					U					~
	otal Bille			ate	Pmt Amt		Descript	ion	Check #	:
	ns Portio									^
	Amt Tota									
	Total Pai									~
	Credit A	•	AUDO	ate	Adj Amt		Тур	e		
	I Chrg Ad ed S/P/	•								^
	utstandin	i g: 346.03								~
Status			ce #: 010 acer:	00370)	Insuranc Ask Debbi	e Notes e if you have	coverage o	questions.	

Sent date is automatically entered in the **Insurance Claim Status** dialog box.

- Tracer The date the tracer was sent (if any).
- On Hold Indicates the date the claim was placed on hold (if any).
- **Re-Sent** The date the claim was re-sent to the insurance carrier (if applicable). If you re-send a claim electronically, the Re-sent date is automatically entered in the **Insurance Claim Status** dialog box.
- **D.** ID Num A unique number that Dentrix Enterprise assigns to the claim. This number is not the same number that the insurance carrier assigns to the claim.
- **E.** Totals Totals for all insurance carriers listed.

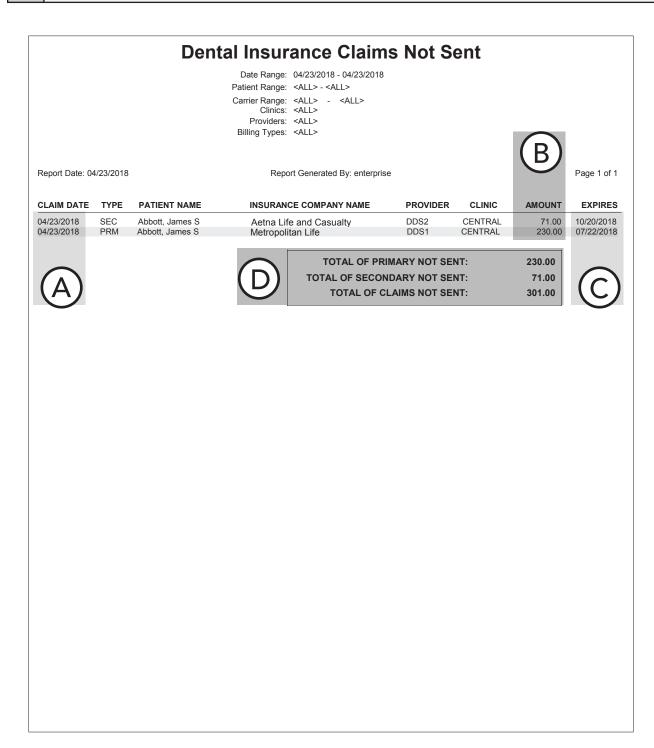


Insurance Claims Not Sent Report

The Insurance Claims Not Sent Report lists insurance claims that have been created from the Ledger but not sent to the Batch Processor, printed, or sent through eClaims.



Why: To ensure claims are processed after being created from the LedgerWhen: Daily or weekly



How do I run the Insurance Claims Not Sent Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Insurance Claims Not Sent**. For additional details about running this report, see the "Insurance Claims Not Sent Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Claim Date The date on which the claim was created from the Ledger.
- **B.** Amount The claim amount.
- **C.** Expires The deadline by which the insurance carrier must receive the claim after the service date.
- **D.** Totals The amount of the primary, secondary, and all claims not sent.

Insurance Coverage Tables Report

The Insurance Coverage Tables Report allows you to view and print the coverage tables that have been set up for each insurance plan.



Why: To ensure coverage tables have been set up properly for each insurance planWhen: After Dentrix Enterprise setup, and as needed

				COVERAG ne Dentist Group		DLEJ		_
Date:	04/22/2018							Page
	UT GENERAL				e: Acme El			
P.O. Box 12 Hartford, C				Group	#: 044373	37		
					0.01/			
	BEGIN PROC	END PROC	CATEGO	ORY	cov %	DEDUCTIBLE	CO PAY	PRE AUTH
	D0100	D1000	Diag/Dreventive		00	Ctenderd	0.00	N
	D0100 D2000	D1999 D2699	Diag/Preventive Basic Restor		90 80	Standard Standard	0.00 0.00	N N
	D2700	D2899	Crowns		50	Standard	0.00	N
	D2900	D2999	Restorative		80	Standard	0.00	N
	D3000	D3999	Endodontics		80	Standard	0.00	N
	D4000	D4999	Periodontics		80	Standard	0.00	N
	D5000	D5999	Prostho, remov		50	Standard	0.00	N
	D6000	D6999	Prostho, fixed		50	Standard	0.00	N
	D 7000	D7999	Oral Surgery		80	Standard	0.00	N
	- 000	D8999	Orthodontics		100	Standard	0.00	N
(000	D9999	General Service		80	Standard	0.00	N
			nts Used in Calculations? (No)	7р`		7)	7с
G			Iculation For Ins Portion: ((D)		(ν)	╵╲╘
((·					\sim			
P.O. BO	GENERAL				e: Actors G			
Hartford, C	E04 T 06104			Group	#: 044373	57		
		END			cov			PR
	BEGIN PROC	END PROC	CATEGO	DRY	%	DEDUCTIBLE	CO PAY	AUT
	D0100	D1999	Diag/Preventive		90	Standard	0.00	N
	D2000	D2699	Basic Restor		80	Standard	0.00	N
	D2700	D2899	Crowns		50	Standard	0.00	N
	D2900	D2999	Restorative		80	Standard	0.00	N
	D3000	D3999	Endodontics		80	Standard	0.00	N
	D4000	D4999	Periodontics		80	Standard	0.00	N
	D5000	D5999	Prostho, remov		50	Standard	0.00	N
	D6000	D6999	Prostho, fixed		50	Standard	0.00	N
	D7000	D7999	Oral Surgery		80	Standard	0.00	N
	D8000 D9000	D8999 D9999	Orthodontics General Service		100 80	Standard Standard	0.00 0.00	N N
	D9000	D9999	General Service		00	Stanuaru	0.00	IN
			nts Used in Calculations? (Ilculation For Ins Portion: (No) None)				
CONNECTIO	UT GENERAL			Group Nom	Actors C	uild - Top Grossers		
P.O. Box 12				Group				
Hartford, C	T 06104							
	BEGIN	END			cov		со	PR
	PROC	PROC	CATEGO	ORY	%	DEDUCTIBLE	PAY	AUT
	D0100	D1999	Diag/Preventive		90	Standard	0.00	Ν
	D2000	D2699	Basic Restor		80	Standard	0.00	N
	D2700	D2899	Crowns		50	Standard	0.00	N
	D2900	D2999	Restorative		80	Standard	0.00	N
	D3000	D3999	Endodontics		80	Standard	0.00	N
	D4000	D4999	Periodontics		80	Standard	0.00	N
	D5000	D5999	Prostho, remov		50	Standard	0.00	N
	D6000	D6999	Prostho, fixed		50	Standard	0.00	N
	D7000	D7999	Oral Surgery		80	Standard	0.00	N
	D8000	D8999	Orthodontics		100	Standard	0.00	N
	D9000	D9999	General Service		80	Standard	0.00	N

How do I run the Insurance Coverage Tables Report?

In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Insurance Coverage Tables**. For additional details about running this report, see the "Insurance Coverage Tables Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

All of the following information (except for letter A) is found in the **Insurance Coverage** dialog box, which can be accessed in the Office Manager. For details on how to edit a carrier's coverage information, see the "Assigning coverage tables" topic in the Family File portion of the Dentrix Enterprise Help.

Insurance Coverage - (Aetna Dental/GE Aetna)

- A. Insurance Carrier Details The name, mailing address, group name, and group number of the insurance plan.
- **B.** Cov % The percentage of a procedure covered by the insurance plan.
- **C. Deductible** The type of deductible (such as, None, Standard, Preventive, or Other).
- **D.** Co Pay The co-pay amount.
- E. Pre Auth? Indicates whether or not a procedure group requires pre-authorization from the insurance carrier.

F. Co-Payments Used in

Calculations? – Indicates whether or not co-payments are considered when calculating the insurance portion of a procedure.

G. Co-Pay Calculated For Ins Portion – The method used to calculate the insurance portion of a procedure when taking into consideration co-payments: Total Fee X Coverage %, (Total Fee - Co-Pay) x Cov %, or (Total Fee x Cov %) - Co-Pay.

Deductible	Lifetime Individual II 0	Annual Annual ndividual Family 25 75	Maximum Benefit Individual: Family: 2000 8000
Preventive	0	0 0	🔽 Ortho Plan - Use as Ortho Lifetime Max
Other	0	0 0	Claim Deadline: 3M >>
Coverage Tab Beg Proc D0100	le End Proc D1999	Category Diag/Preventive	BC D E ³ Ded Co-Pay Est? 100 Pr ▼ 0.00 □
D 2000 D 2700 D 2900 D 3000 D 4000	-D1999 -D2699 -D2899 -D2999 -D2999 -D3999 -D3999 -D4999 -D5999	Diag/Preventive Basic Restor Crowns Restorative Endodontics Periodontics Prostho, remov	100 P 0.00 N Add 80 S 0.00 N Change 50 S 0.00 N Delete 80 S 0.00 N Change 80 S 0.00 N Change 80 S 0.00 N Change 80 S 0.00 N Clear Table
Notes	S	elect Category	
	otal Feel x Co otal Feel-Co	ions for Ins P <u>ortion</u> : overage % Pay) x Cov % v %) - Co-Pa <u>y</u>	G Select Table:
Notes			OK Cancel

Why:

Insurance Eligibility Report

The Insurance Eligibility Report displays patients with appointments who are eligible for coverage.

To ensure the practice has checked insurance eligibility for patients with



upcoming appointments **When:** Daily

INSURANCE ELIGIBILITY REPORT The Dentist Group Appointment Date Range 04/01/2018 - 04/25/2018								
Date: 04/24/2018			•			Page: 1		
INSURANCE COMPANY/GROUP PLAN		GROUP#	PHONE #	STREET ADDRESS		CITY S		
Elig Date Patient	Chart #	DOB	Prim/Sec	Subscriber	Subscriber ID	Appt Date/Time		
Aetna Life and Casualty / Aetna		321863	(800)555-6444	P.O. Box 12345,		Fort W		
04/22/2018 Perkins, Peggy		11/11/1957	Primary	Perkins, Peggy	000-00-0000	04/24/2018 9:00 AM		
Aetna Life and Casualty / Aetna		321863	(800)555-6444	P.O. Box 40945,		Fort W		
04/22/2018 Perkins, Shelly	PA00070	11/11/1980	Primary	Perkins, Peggy	000-00-0000	04/24/2018 9:10 AM		
04/22/2018 Perkins, John	PA0008	11/11/1960	Primary	Perkins, Peggy	000-00-0000	04/24/2018 9:20 AM		
Abbott, James S	ABB101	11/11/1962	Secondary	Abbott, Patricia	000-00-0000	04/24/2018 9:10 AM		
Metropolitan Life Insurance / Dental		0027186	(800)555-8484	P.O. Box 480,		Warw		
Smith, Michael	SM0010	11/11/1970	Primary	Smith, Michael	000-00-0000	04/24/2018 10:10 AM		
Metropolitan Life / Metropolitan		74170	(415)555-3222	P.O. Box 2978,		Engle		
04/22/2018 Abbott, Shirley	ABB102	11/11/1962	Primary	Abbott, James S	000-00-0000	04/24/2018 9:10 AM		

How do I run the Insurance Eligibility Report

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Insurance Eligibility Repor**t. For additional details about running this report, see the "Insurance Eligibility Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Insurance The insurance company and group plan information.
- **B.** Patient The patient's information and the next scheduled appointment.
- C. Eligibility Date Indicates the date that insurance eligibility was last checked for the patient. Use this date to ensure all patients with appointments on a given day are currently eligible for coverage. If no date appears, eligibility has never been checked and entered for the patient. The Last Eligibility Check is found in the Insurance Information dialog box, which can be accessed from the Family File. For details about how to enter the date when insurance eligibility is verified, see the topics for "Working With Insurance" in the Family File portion of the Dentrix Enterprise Help.

Insurance Information - (Crosby, Brent)		×
Dental Insurance Medical Insurance		
Insurance Plans Coverage Order 1. Delta PMI 2. Actna Life and Casualty 3. Healthnet 4. None	Plan Information Subscriber: Crosby, Brent Carrier: Delta PMI Subscriber Id #: 11111111 Signature on File Image: Signature on File Image: Release of Information Assignment of Benefits Last Plan Eligibility Check: Image: Plan Effective Date: Plan Effective Date: \$	Insurance Data Coverage Table Payment Table Ded/Benefits
Clear Coverage	Patient Information Relation to Subscriber: Self Spouse Child Show Bligibility Start: Eligibility End: OK	© 04/01/2020 01/01/2021 12/31/2022

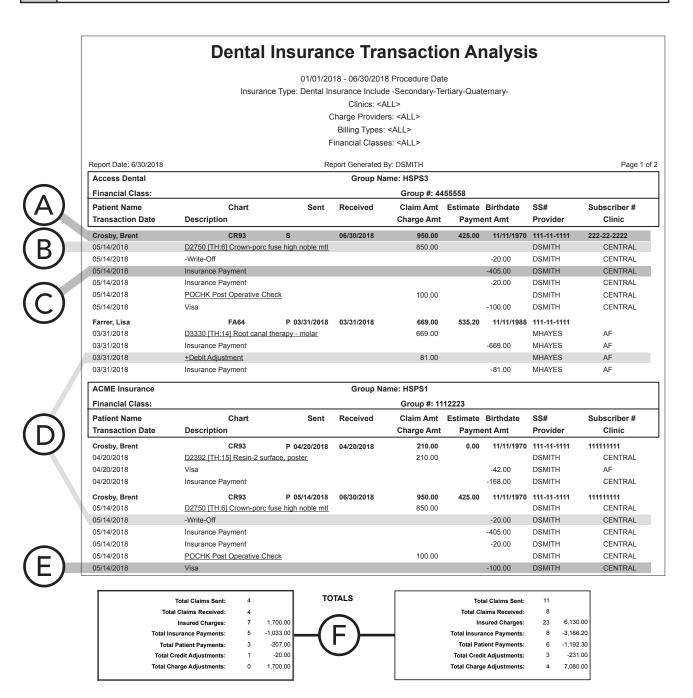
Insurance Transaction Analysis Report

The Insurance Transaction Analysis Report displays charges (claims) and payments posted for a selected date range. Charges and payments are grouped by insurance carrier.

Why: To view the claims and payment issued for a selected date range for an insurance carrier, and to view the total value of claims posted for all insurance carriers

When: As needed

\$



How do I run the Insurance Transaction Analysis Report?

From the DXOne Reporting module, select **Analysis**, and then double-click **Insurance Transaction Analysis**. For additional details about running this report, see the "Insurance Transaction Analysis Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Claim Details

Note: If a patient has multiple claims posted during the date range of the report, each claim appears separately.

• **Sent** – The date the claim was posted.

Note: If a report is filtered by procedure date, the sent date can fall outside the date range of the report.

• **Received** – The date a payment was received for the claim.

Secondary/Tertiary/Quaternary Claims – If you select **Include Secondary Claims**, **Include Tertiary Claims**, and/or **Include Quaternary Claims** when setting options for this report, secondary, tertiary, and/or quaternary claims appear on the report.

Note: For secondary, tertiary, and quaternary claims, claim charges are not itemized.

- **B.** Charges If you select Include Charges when setting options for this report, the procedures billed on a claim appear on the report.
- **C.** Insurance Payments If you select Include Claim Charges and Payments when setting options for this report, payments made by the insurance carrier are itemized on the report.
- **D.** Adjustments If you select Include Charge Adjustments and/or Include Credit Adjustments when setting options for this report, adjustments appear on the report.
- **E.** Patient Payments If you select Include Patient Payments when setting options for this report, patient payments appear on the report.
- **F.** Totals If you select Include SubTotals by Carrier and/or Include Grand Totals when setting options for this report, totals for each carrier appear on the report, and/or totals for all carriers appear at the end of the report. The following totals appear, according to the information you choose to include when setting options for this report:
 - Total Claims Sent & Received The number of claims sent and received.
 - Insured Charges The number and dollar amount of charges billed to insurance.
 - **Total Insurance & Patient Payments** The number and dollar amount of insurance payments and patient payments.
 - **Total Credit & Charge Adjustments** The number and dollar amount of credit and charge adjustments.

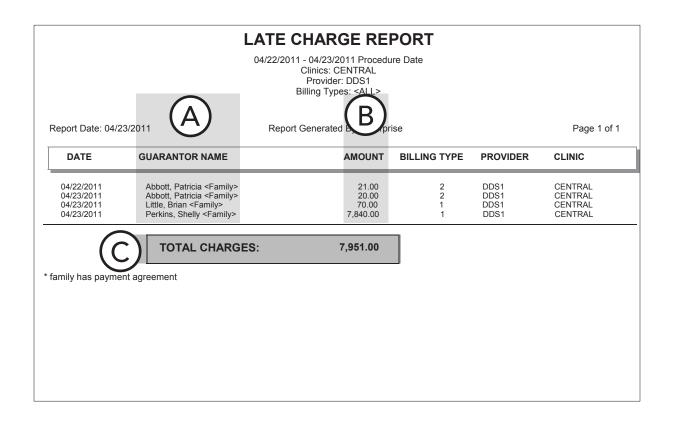
\$

Late Charge Report

The Late Charge Report lists the late charges the practice has issued for a selected date or date range.

Why: To keep a record of the late charges the practice issues each month, and to ensure late charges are not duplicated

When: Monthly



	DATE	GUARANTOR NAME	AMOUNT	BILLING TYPE	PROVIDER	CLINIC
\bigcirc	Provider: DDS1 Clinic: CENTRAL 04/22/2011 04/23/2011 04/23/2011 04/23/2011	Abbott, Patricia <family> Abbott, Patricia <family> Little, Brian <family> Perkins, Shelly <family></family></family></family></family>	7,951.00 7,951.00 21.00 20.00 70.00 7,840.00	2 2 1 1	DDS1 DDS1 DDS1 DDS1	CENTRAL CENTRAL CENTRAL CENTRAL

DATE	GUARANTOR NAME	AMOUNT	BILLING TYPE	PROVIDER	CLINIC
Clinic: CENTRAL		7,951.00			
Provider: DDS1		7,951.00			
04/22/2011	Abbott, Patricia <family></family>	21.00	2	DDS1	CENTRAL
04/23/2011	Abbott, Patricia <family></family>	20.00	2	DDS1	CENTRAL
04/23/2011	Little, Brian <family></family>	70.00	1	DDS1	CENTRAL
04/23/2011	Perkins, Shelly <family></family>	7.840.00	1	DDS1	CENTRAL

How do I run the Late Charge Report?

From the DXOne Reporting module, select **Management**, and then double-click **Finance/Late Charge**. For additional details about running this report, see the "Finance/Late Charge" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The report contains the following information.

A. Guarantor Name – The guarantor to which a late charge has been applied.

Note: Late charges are applied to the guarantor of an account, not the patient.

- B. Amount The amount of the late charge.
- C. Total Charges The total late charges within the date range of the report.
- **D. Provider Totals** The late charges are shown for the provider with a breakdown of the late charges for each clinic the provider works in. Each clinic's late charges for that provider are subtotaled. After the clinic subtotals, the late charge totals for the provider appear.
- **E.** Clinic Totals The late charges are shown for the clinic with a breakdown of the late charges by each provider at that clinic. Each provider's late charges for that clinic are subtotaled. The late charge totals for the clinic appear below the provider subtotals.

Letter Merge Reports

The Dentrix Enterprise Letter Merge feature allows you to create custom reports and letters.



Why: To create custom reports



When:	As needed
	A3 HEEGEG

	А	В	С	D	E	F	G	Н	I.
1	LName	FName	Street	Street2	City	State	Zip	HPhone	Prov_Name
2	Abbott	Ken	123 S Oak St	Apt. 101	Eastside	NV	11111	(801)555-1586	Dennis Smith
3	Brown	Mary	123 N Cedar Ave	Apt. 304	Eastside	NV	11111	(801)555-4509	Dennis Smith Junior
4	Crosby	Brent	123 N Spruce St	P.O. Box 110	Eastside	NV	11111	(801)555-5969	Dennis Smith
5	Crosby	Shirley	123 N Spruce St	P.O. Box 110	Eastside	NV	11111	(801)555-5969	Dennis Smith
6	Davis	Kelly	1234 N. State Road #65		Eastside	NV	11111	(801)555-1530	Dennis Smith
7	Edwards	John	123 N Pine St		Eastside	NV	11111	(801)555-7101	Erica Evans
8	Edwards	Kimberly	124 N Pine St		Eastside	NV	11111	(801)555-7101	Erica Evans
9	Farrer	Lisa	123 S Cedar St		Southside	NV	33333	(801)555-0213	Dennis Smith
10	Gleason	Alice	123 S Pine Rd		Southside	NV	33333	(801)555-8539	Dennis Smith
11	Hansen	Corey	123 N 123 E		Southside	NV	33333	(801)555-1714	Dennis Smith
12	Hayes	Sally	123 Oak Street	Suite # 500	Eastside	NV	11111	(111)555-8961	Dennis Smith
13	Johnson	Rachelle	123 W Main St		Southside	NV	33333	(111)555-8962	Dennis Smith
14	Kenner	Spencer	123 N Olive		Southside	NV	33333	(801)555-8504	Brenda Childs
15	Little	Brian	123 N 123 W		Southside	NV	33333	(111)555-6241	Dennis Smith
16	Nelson	Chris	745 Rice Ave		Westside	NV	44444	(801)555-5824	Dennis Smith
17	Perkins	Shelly	123 S Oak St		Westside	NV	44444	(801)555-5462	Paula Pearson
18	Reeves	Elisabeth	123 N Garden Dr.		Westside	NV	44444	(801)555-2729	Dennis Smith
19	Smith	Michael	1234 Topple Rd		Westside	NV	44445	(801)555-2730	Steve Sorensen
20	Taylor	Mark	123 S Center St		Centerville	NV	55555	(801)555-3324	Dennis Smith
21	Valgardson	Adrian	123 S Opal Dr		Centerville	NV	55555	(801)555-1821	Dennis Smith
22	Winters	Carl	1234 S Main St		Centerville	NV	55555	(801)555-5495	Dennis Smith

How do I run the Letter Merge Reports?

From the Office Manager, select **Letters**, and then set up a letter merge. For additional details about merging letters, see the "Merging Dentrix Enterprise letters" and "Other create and merge options" topics in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The information displayed in this reports is customizable and depends on letter setup configurations. The following is a comprehensive list of possible data you can display:

Patient		
Last Name	Status	
First Name	Birth Date	
Middle Initial	Family Position	
Address	Preferred Name	
City	First Visit Date	
State	Last Visit Date	
Zip	Last Referral Date	
Home Phone	Salutation	
Work Phone	Title	
Work Phone Extension	Other ID	
Social Security Number	Language	
Chart Number	E-mail Address	
Gender		
Practice		
Name	Phone	
Address	Phone Extension	
City, State, and Zip		
Billing		
Billing Type	Balance	
Aging 0-30	Last Payment Date	
Aging 30-60	Last Payment Amount	
Aging 60-90	Guarantor Last Name	
Aging >90	Guarantor First Name	
Insurance		
Primary Insurance Name	Secondary Insurance Name	
Primary Remaining Benefits	Secondary Remaining Benefits	
Primary Subscriber ID	Secondary Subscriber ID	

Employer

Employer	
Name	City, State, and Zip
Address	Phone
Referred By	
Referral Source Last Name	Salutation
Referral Source First Name	Address
Middle Initial	City, State, and Zip
Title	Phone
Referred To	
Referral Last Name	Address
Referral First Name	City, State, and Zip
Middle Initial	Phone
Title	Date
Salutation	
Payment Plan	
Total	Payment
Balance	Payment Date
Provider	
Name	
Title	
Appointment	
Date	Provider ID
Time	Phone
Reason	Address
Name	City, State, and Zip
Provider	
Continuing Care	
Due Date	Appointment Date
Type Name	Appointment Time
Type Description	Appointment Reason
Note	Appointment Provider
Prior Work Date	
Date of Service	
Procedure Date	Insurance Payments
Total Charges	

_

Meaningful Use Measure Calculation List

The Meaningful Use Measure Calculation List displays the result of each Meaningful Use measure, the denominator and numerator used for calculating the actual percentage for that result, and the details of the requirement for that result.

Ø	Why:	To view the calculated results of Meaningful Use measures for eligible providers
\$	When:	As needed

Selected Report Options Stage: Stage 3 Provider: <all> Date: Q1 of 2019 >> Calculate and Print</all>				
Meaningful Use Measure Calculation Results (From	Last Cal	C	D	Œ
Title	Numerator	Denominator	Required	Actu
CPOE Medications	0	0	60%	0%
CPOE Laboratory	0	0	60%	40%
CPOE Radiology/Diagnostic Imaging	0	0	60%	40%
ePrescribing	0	0	60%	10%
Patient Electronic Access	0	0	80%	60%
View, Download, Transmit	0	0	10%	0%
Patient Education	0	0	35%	33%
Medication/Clinical Information Reconciliation	0	0	80%	0%
Transitions of Care	0	0	50%	40%
Secure Messaging	0	0	25%	0%
Patient Generated Health Data	0	0	5%	0%
Receive and Incorporate	0	0	40%	0%
Details: Title: CPOE Medications Description: More than 60 percent of medication recorded using computerized provide		EP during the EHI	R reporting pe	riod are

How do I run the Meaningful Use Measure Calculation List?

In the Office Manager, from the **Analysis** menu, point to **Meaningful Use**, and then click **Meaningful Use Measure Calculation**. Select the desired report options, and then click **Calculate and Print** or **Calculate Only**. For additional details about running this report, see the "Meaningful Use Measure Calculation List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

You can view the list of calculations for all providers or a specific provider.

- A. Measures The list of measures.
- **B.** Numerator The numerator used in the calculation. Double-click to view a list of patients.
- **C.** Denominator The denominator used in the calculation. Double-click to view a list of patients.
- **D. Required** The percentage required.
- **E.** Actual The calculated actual percentage.
- F. Details An explanation of the requirements for a selected measure.

The tables on the pages that follow explain the calculations and requirements for each measure.

Stage 1

Measure	Requirement	Denominator	Numerator
Computerized Provider Order Entry (CPOE)			
Standard measure for CPOE	More than 30 percent of unique patients with at least one medication in their medication list seen by the EP during the EHR reporting period have at least one medication order entered using CPOE.	The number of patients who have at least one medication (active or inactive) and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date that falls within the specified Date Range.	The number of patients (from the Denominator) who have at least one medication that was ordered using CPOE.
Alternate measure for CPOE	More than 30 percent of medication orders created by the EP during the EHR reporting period are recorded using CPOE (Alternative measure - effective 2013 onward).	The number of patients who have at least one medication (active or inactive) and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date that falls within the specified Date Range.	The number of prescriptions that were ordered using CPOE by one of the selected Providers within the specified Date Range.
Problem List	More than 80 percent of all unique patients seen by the EP during the EHR reporting period have at least one entry or an indication that no problems are known for the patient recorded as structured data.	The number of patients who were seen by one of the selected Providers within the specified Date Range.	The number of patients (from the Denominator) who have at least one medical alert/problem or an indication that the patient has no known problems.

Measure	Requirement	Denominator	Numerator
Electronic Prescribing (eRx)	More than 40 percent of all permissible prescriptions written by the EP during the EHR reporting period are transmitted electronically using Certified EHR Technology.	The number of prescriptions (except for OTC drugs and controlled substances) that were written by one of the selected Providers within the specified Date Range.	The number of prescriptions (from the Denominator) that were written by one of the selected Providers and transmitted electronically within the specified Date Range.
Medication List	More than 80 percent of all unique patients seen by the EP during the EHR reporting period have at least one medication entry (or an indication that the patient is not currently prescribed any medication) recorded as structured data.	The number of patients who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date that falls within the specified Date Range.	The number of patients (from the Denominator) who have at least one medication with an active status or an indication that no medications are known for the patient.
Medication Allergy List	More than 80 percent of all unique patients seen by the EP during the EHR reporting period have at least one medication allergy entry (or an indication that the patient has no known medication allergies) recorded as structured data.	The number of patients who were seen by one of the selected Providers within the specified Date Range.	The number of patients (from the Denominator) who have at least one medical alert/problem or an indication that the patient has no known medication allergies.
Demographics	More than 50 percent of all unique patients seen by the EP have demographics recorded as structured data.	The number of patients who were seen by one of the selected Providers within the specified Date Range.	The number of patients (from the Denominator) who have data in their records for all the required demographics (including any specific exclusions if the patient declined to provide that information or if recording that element is contrary to state law).

Measure	Requirement	Denominator	Numerator
Vital Signs Standard measure for vital signs	More than 50 percent of all unique patients age 2 and over seen by the EP have height, weight and blood pressure recorded as structured data.	The number of patients who are at least two years old and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) for whom height/length, weight, and blood pressure have been recorded in a patient health assessment within the specified Date Range.
Alternate measure for vital signs with no vital sign exclusions	More than 50 percent of all unique patients seen by the EP during the EHR reporting period have blood pressure (for patients age 3 and over only) and height/length and weight (for all ages) recorded as structured data (Optional effective 2013/ Required 2014).	The number of patients who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) who are at least 3 years old and for whom height/length, weight, and blood pressure have been recorded in a patient health assessment within the specified Date Range; and the number of patients younger than 3 years of age for whom height/length and weight have been recorded in a patient health assessment within the specified Date Range.
Alternate measure for vital signs with blood pressure exclusion	More than 50 percent of all unique patients seen by the EP during the EHR reporting period have height/ length and weight (for all ages) recorded as structured data (Optional effective 2013/Required 2014).	The number of patients who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) for whom height/length and weight have been recorded in a patient health assessment within the specified Date Range.

Measure	Requirement	Denominator	Numerator
Vital Signs (cont'd) Alternate measure for vital signs with height/length and weight exclusion	More than 50 percent of all unique patients seen by the EP during the EHR reporting period have blood pressure (for patients age 3 and over only) recorded as structured data (Optional effective 2013/ Required 2014).	The number of patients who are at least 3 years old and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) who are at least 3 years old and for whom blood pressure has been recorded in a patient health assessment within the specified Date Range.
Smoking Status	More than 50 percent of all unique patients 13 years old or older seen by the EP have smoking status recorded as structured data.	The number of patients who are at least 13 years old and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) who have a smoking status set.
VDT - View, Download, or Transmit Health Information			
Measure A	More than 50 percent of all unique patients seen by the EP during the EHR reporting period are provided timely (available to the patient within 4 business days after the information is available to the EP) online access to their health information subject to the EP's discretion to withhold certain information.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of patients (from the Denominator) who have timely (within 4 business days after the information is available to the EP) online access to their health information.

Measure	Requirement	Denominator	Numerator
VDT - View, Download, or Transmit Health Information (cont'd)			
Measure B	More than 5 percent of all unique patients seen by the EP during the EHR reporting period (or their authorized representatives) view, download, or transmit to a third party their health information.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of unique patients, or their authorized representatives, (from the Denominator) who have viewed online, downloaded, or transmitted the patient's health information to a third party.
Clinical Summary	Clinical summaries provided to patients for more than 50 percent of all office visits within 3 business days.	The number of office visits that were performed by the EP within the specified Date Range.	The number of office visits (from the Denominator) for which the corresponding patient was provided a clinical summary within three business days.
Summary Of Care Measure A	The EP that transitions or refers their patient to another setting of care or provider of care provides a summary of care record for more than 50 percent of transitions of care and referrals during the EHR reporting period.	Number of transitions of care and referrals for which the EP was the transferring or referring provider within the specified Date Range.	The number of transitions of care and referrals (from the Denominator) where a summary of care record was provided electronically.
Patient Reminders	More than 20 percent of all unique patients 65 years or older or 5 years old or younger were sent an appropriate reminder during the EHR reporting period.	The number of patients who are 5 years old or younger or who are 65 years old or older. If the EP does not have any patients that meet the age criteria, that EP is excluded from the requirement (the EP must select No next to the appropriate exclusion and then click Apply to attest to the exclusion).	The number of patients (from the Denominator) that were sent the appropriate reminder.

Measure	Requirement	Denominator	Numerator
Patient Education	More than 10 percent of all unique patients seen by the EP during the EHR reporting period are provided patient-specific education resources.	The number of patients who were seen by the EP within the specified Date Range.	The number of patients (from the Denominator) who were provided patient- specific education resources.
Medication Reconciliation	The EP performs medication reconciliation for more than 50 percent of transitions of care in which the patient is transitioned into the care of the EP.	The number of transitions of care within the specified Date Range for which the EP was the receiving party of the transition. If an EP was not on the receiving end of any transition of care within the specified Date Range, that EP is excluded from the requirement (the EP must select No next to the appropriate exclusion and then click Apply to attest to the exclusion).	The number of transitions of care (from the Denominator) where medication reconciliation was performed.

Stage 2

Measure	Requirement	Denominator	Numerator
Demographics	More than 80 percent of all unique patients seen by the EP have demographics recorded as structured data.	The number of patients who were seen by one of the selected Providers within the specified Date Range.	The number of patients (from the Denominator) who have data in their records for all the required demographics (including any specific exclusions if the patient declined to provide that information or if recording that element is contrary to state law).

Measure	Requirement	Denominator	Numerator
Computerized Provider Order Entry (CPOE) - Medications	More than 60 percent of medication orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of prescriptions that were ordered by one of the selected Providers within the specified Date Range.	The number of prescriptions (from the Denominator) that were ordered using CPOE by one of the selected Providers within the specified Date Range.
Computerized Provider Order Entry (CPOE) - Laboratory	More than 30 percent of laboratory orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of laboratory orders that were created by an EP and that have an order date that is within the specified Date Range.	The number of laboratory orders (from the Denominator) that were recorded using CPOE and that have an order date that is within the specified Date Range.
Computerized Provider Order Entry (CPOE) - Radiology	More than 30 percent of radiology orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of radiology orders that were created by an EP and that have a creation date that is within the specified Date Range.	The number of radiology orders (from the Denominator) that were recorded using CPOE and that have a creation date that is within the specified Date Range.
Electronic Prescribing (eRx)	More than 50 percent of all permissible prescriptions, or all prescriptions written by the EP are queried for a drug formulary and transmitted electronically using Certified EHR Technology.	The number of prescriptions written by one of the selected Providers (except for OTC drugs and controlled substances) within the specified Date Range.	The number of prescriptions (from the Denominator) that were queried for a drug formulary and transmitted electronically.

Measure	Requirement	Denominator	Numerator
Vital Signs			
No vital sign exclusions	More than 80 percent of all unique patients seen by the EP during the EHR reporting period have blood pressure (for patients age 3 and over only) and height/length and weight (for all ages) recorded as structured data.	The number of patients who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) who are at least 3 years old and for whom height/length, weight, and blood pressure have been recorded in a patient health assessment within the specified Date Range; and the number of patients younger than 3 years of age for whom height/length and weight have been recorded in a patient health assessment within the specified Date Range.
Blood pressure exclusion	More than 80 percent of all unique patients seen by the EP during the EHR reporting period have height/ length and weight (for all ages) recorded as structured data.	The number of patients who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) for whom height/length and weight have been recorded in a patient health assessment within the specified Date Range.
Height/length and weight exclusion	More than 80 percent of all unique patients seen by the EP during the EHR reporting period have blood pressure (for patients age 3 and over only) recorded as structured data.	The number of patients who are at least 3 years old and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) who are at least 3 years old and for whom blood pressure has been recorded in a patient health assessment within the specified Date Range.

Measure	Requirement	Denominator	Numerator
Smoking Status	More than 80 percent of all unique patients 13 years old or older seen by the EP have smoking status recorded as structured data.	The number of patients who are at least 13 years old and who have a patient health assessment, medical encounter, or dental procedure with one of the selected Providers and with a procedure date within the specified Date Range.	The number of patients (from the Denominator) who have a smoking status set.
VDT - View, Download, or Transmit Health Information			
Measure A	More than 50 percent of all unique patients seen by the EP during the EHR reporting period are provided timely (available to the patient within 4 business days after the information is available to the EP) online access to their health information subject to the EP's discretion to withhold certain information.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of patients (from the Denominator) who have timely (within 4 business days after the information is available to the EP) online access to their health information.
Measure B	More than 5 percent of all unique patients seen by the EP during the EHR reporting period (or their authorized representatives) view, download, or transmit their health information to a third party.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of unique patients, or their authorized representatives, (from the Denominator) who have viewed online, downloaded, or transmitted the patient's health information to a third party.

Measure	Requirement	Denominator	Numerator
Clinical Summary	Clinical summaries provided to patients or patient-authorized representatives within 1 business day for more than 50 percent of office visits during the EHR reporting period.	The number of office visits conducted by the EP within the specified Date Range.	The number of office visits (from the Denominator) where the patient or a patient-authorized representative is provided a clinical summary of the patient's visit within 1 business day (or patient declined clinical summary).
Patient Reminders	More than 10 percent of all unique patients who have had two or more office visits for preventive or follow-up care with the EP within the 24 months before the beginning of the EHR reporting period were sent a reminder per patient preference (if available).	The number of unique patients who have had two or more office visits with an EP in the 24 months prior to the beginning of the specified Date Range. Exclusion : A unique patient with less than two office visits with the EP in the 24 months prior to the beginning of the specified Date Range.	The number of patients (from the Denominator) who were sent a reminder per patient preference (if available) within the specified Date Range.
Patient Education	Patient-specific education resources identified by Certified EHR Technology are provided to patients for more than 10 percent of all unique patients with office visits seen by the EP during the EHR reporting period.	The number of unique patients with office visits who were seen by the EP within the specified Date Range.	The number of patients (from the Denominator) who were provided patient- specific education resources identified by the EHR technology.

Measure	Requirement	Denominator	Numerator
Medication Reconciliation	The EP performs medication reconciliation for more than 50 percent of transitions of care in which the patient is transitioned into the care of the EP during the EHR reporting period.	The number of transitions of care (defined as first encounters with a new patient and encounters with existing patients where a summary of care record of any type is provided to the receiving provider as a hard copy, scanned copy, or electronic C-CDA) for which the EP was the receiving party of the transition within the specified Date Range.	The number of transitions of care (from the Denominator) where medication reconciliation was performed.
Summary Of Care Measure A	The EP that transitions or refers their patient to another setting of care or provider of care provides a summary of care record for more than 50 percent of transitions of care and referrals during the EHR reporting period.	Number of transitions of care and referrals for which the EP was the transferring or referring provider within the specified Date Range.	The number of transitions of care and referrals (from the Denominator) where a summary of care record was provided electronically.

Measure	Requirement	Denominator	Numerator
Summary Of Care (cont'd)			
Measure B	The EP that transitions or refers their patient to another setting of care or provider of care provides a summary of care record for more than 10 percent of such transitions and referrals during the EHR reporting period either: (a) electronically transmitted using Certified EHR Technology to a recipient; or (b) where the recipient receives the summary of care record via an exchange facilitated by an organization that is a Nationwide Health Information Network (NwHIN) Exchange participant or in a manner that is consistent with the governance mechanism ONC establishes for the NwHIN.	The number of transitions of care and referrals for which the EP was the transferring or referring provider within the specified Date Range.	The number of transitions of care and referrals (from the Denominator) where the recipient receives the summary of care record electronically—via an exchange facilitated by an organization that is a NwHIN Exchange participant, or in a manner that is consistent with the governance mechanism ONC establishes for the nationwide health information network.
Secure Electronic Messaging	A secure message was sent using the electronic messaging function of Certified EHR Technology by more than 5 percent of unique patients (or their authorized representatives) seen by the EP during the EHR reporting period.	The number of unique patients who were seen by an EP within the specified Date Range.	The number of patients or patient-authorized representatives (from the Denominator) who send a secure electronic message to the EP.

Measure	Requirement	Denominator	Numerator
Electronic Notes	Enter at least one electronic progress note created, edited, and signed by an EP for more than 30 percent of unique patients with at least one office visit during the EHR reporting period. The text of the electronic note must be text-searchable and may contain drawings and other content.	Number of unique patients with at least one office visit with EPs with the specified Date Range.	The number of unique patients (from the Denominator) who have at least one electronic progress note from an eligible professional recorded as text-searchable data.
Family Health History	More than 20 percent of all unique patients seen by the EP during the EHR reporting period have a structured data entry (health history or unknown) for one or more first-degree relatives (parents, siblings, and children).	Number of unique patients seen by the EP within the specified Date Range.	The number of patients (from the Denominator) with a structured data entry (health history or unknown) for one or more first-degree relatives.

Modified Stage 2

Measure	Requirement	Denominator	Numerator
Computerized Provider Order Entry (CPOE) - Medications	More than 60 percent of medication orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of prescriptions that were ordered by one of the selected Providers within the specified Date Range.	The number of prescriptions (from the Denominator) that were ordered using CPOE by one of the selected Providers within the specified Date Range.
Computerized Provider Order Entry (CPOE) - Laboratory	More than 30 percent of laboratory orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of laboratory orders that were created by an EP and that have an order date that is within the specified Date Range.	The number of laboratory orders (from the Denominator) that were recorded using CPOE and that have an order date that is within the specified Date Range.

Measure	Requirement	Denominator	Numerator
Computerized Provider Order Entry (CPOE) - Radiology	More than 30 percent of radiology orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of radiology orders that were created by an EP and that have a creation date that is within the specified Date Range.	The number of radiology orders (from the Denominator) that were recorded using CPOE and that have a creation date that is within the specified Date Range.
Electronic Prescribing (eRx)	More than 50 percent of all permissible prescriptions, or all prescriptions written by the EP are queried for a drug formulary and transmitted electronically using Certified EHR Technology.	The number of prescriptions written by one of the selected Providers (except for OTC drugs and controlled substances) within the specified Date Range.	The number of prescriptions (from the Denominator) that were queried for a drug formulary and transmitted electronically.
VDT			
Measure A - Timely Online Access	More than 50 percent of all unique patients seen by the EP during the EHR reporting period are provided timely (available to the patient within 4 business days after the information is available to the EP) online access to their health information subject to the EP's discretion to withhold certain information.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of patients (from the Denominator) who have timely (within 4 business days after the information is available to the EP) online access to their health information.
Measure B - View, Download, or Transmit Health Information	At least one patient seen by the EP during the EHR reporting period (or their authorized representative) views, downloads, or transmits their health information to a third party. Yes or No answer.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of unique patients, or their authorized representatives, (from the Denominator) who have viewed online, downloaded, or transmitted the patient's health information to a third party.

Measure	Requirement	Denominator	Numerator
Patient Education	Patient-specific education resources identified by Certified EHR Technology are provided to patients for more than 10 percent of all unique patients with office visits seen by the EP during the EHR reporting period.	The number of unique patients with office visits who were seen by the EP within the specified Date Range.	The number of patients (from the Denominator) who were provided patient- specific education resources identified by the EHR technology.
Medication Reconciliation	The EP performs medication reconciliation for more than 50 percent of transitions of care in which the patient is transitioned into the care of the EP during the EHR reporting period.	The number of transitions of care (defined as first encounters with a new patient and encounters with existing patients where a summary of care record of any type is provided to the receiving provider as a hard copy, scanned copy, or electronic C-CDA) for which the EP was the receiving party of the transition within the specified Date Range.	The number of transitions of care (from the Denominator) where medication reconciliation was performed.

Measure	Requirement	Denominator	Numerator
Summary Of Care	The EP that transitions or refers their patient to another setting of care or provider of care provides a summary of care record for more than 10 percent of such transitions and referrals during the EHR reporting period (or 5 percent if the reporting period is in 2017). The provider of care must (1) use a Certified EHR Technology to create a summary of care record; and (2) electronically transmit such summary of care record to a receiving provider.	The number of transitions of care and referrals for which the EP was the transferring or referring provider within the specified Date Range.	The number of transitions of care and referrals (from the Denominator) where the summary of care record is created using a Certified EHR Technology and electronically transmitted.
Secure Electronic Messaging	For at least one patient seen by the EP during an EHR reporting period in 2016 (or 5 percent if the report period is in 2017), a secure message was sent to the patient either: (a) using the electronic messaging function of a Certified EHR Technology; or (b) in response to a secure message sent by the patient. Yes or No answer.	The number of unique patients who were seen by an EP within the specified Date Range.	The number of patients (from the Denominator) who were sent a secure electronic message.

Modified Stage 3

Measure	Requirement	Denominator	Numerator
Computerized Provider Order Entry (CPOE) - Medications	More than 60 percent of medication orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of prescriptions that were ordered by one of the selected Providers within the specified Date Range.	The number of prescriptions (from the Denominator) that were ordered using CPOE by one of the selected Providers within the specified Date Range.
Computerized Provider Order Entry (CPOE) - Laboratory	More than 60 percent of laboratory orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of laboratory orders that were created by an EP and that have an order date that is within the specified Date Range.	The number of laboratory orders (from the Denominator) that were recorded using CPOE and that have an order date that is within the specified Date Range.
Computerized Provider Order Entry (CPOE) - Radiology/ Diagnostic Imaging	More than 60 percent of diagnostic imaging orders created by the EP during the EHR reporting period are recorded using computerized provider order entry.	The number of diagnostic imaging orders that were created by an EP and that have a creation date that is within the specified Date Range.	The number of diagnostic imaging orders (from the Denominator) that were recorded using CPOE and that have a creation date that is within the specified Date Range.
Electronic Prescribing (ePrescribing)	More than 60 percent of all permissible prescriptions written by the EP are queried for a drug formulary and transmitted electronically using Certified EHR Technology.	The number of prescriptions written by one of the selected Providers (except for OTC drugs and controlled substances) within the specified Date Range.	The number of prescriptions (from the Denominator) that were queried for a drug formulary and transmitted electronically.

Measure	Requirement	Denominator	Numerator
Patient Electronic Access	For more than 80 percent of all unique patients seen by the EP during the EHR reporting, (1) the patient (or the patient-authorized representative) is provided timely (available to the patient within 48 hours after the information is available to the EP) access to view online, download, and transmit their health information; and (2) the provider ensures the patient's health information is available for the patient (or patient-authorized representative) to access using any application of their choice that is configured to meet the technical specifications of the API in a Certified EHR Technology.	The number of unique patients who were seen by n EP within the specified Date Range.	The number of patients, or their authorized representatives, (from the Denominator) who have timely (within 48 hours after the information is available to the EP) online access to their health information, or who have access to their health information through an application that uses the API for a Certified EHR Technology.

Measure	Requirement	Denominator	Numerator
View, Download, or Transmit	More than 10 percent of all unique patients (or their authorized representatives) seen by the EP during the EHR reporting period actively engage with the electronic health record made accessible by the provider and either: (1) views, downloads, or transmits to a third- party their health information; or (2) accesses their health information through the use of an API that can be used by applications chosen by the patient and configured to the API in a Certified EHR Technology; or (3) does a combination of (1) and (2).	The number of unique patients who were seen by n EP within the specified Date Range.	The number of unique patients, or their authorized representatives, (from the Denominator) who have viewed online, downloaded, or transmitted to a third party the patient's health information; who have accessed their health information through an API; or both.
Patient Education	For more than 35 percent of all unique patients with office visits seen by the EP during the EHR reporting period, patient- specific education resources identified by a Certified EHR Technology are provided to patients.	The number of unique patients with office visits who were seen by the EP within the specified Date Range.	The number of patients (from the Denominator) who were provided patient- specific education resources identified by a Certified EHR Technology.

Measure	Requirement	Denominator	Numerator
Medication/ Clinical Information Reconciliation	For more than 80 percent of transitions or referrals received and patient encounters in which the provider has never before encountered the patient, the EP performs a clinical information reconciliation for the following three clinical information sets: (a) a review of the patient's medications, including the name, dosage, frequency, and route of each medication; (b) a review of the patient's known medication allergies; and (c) a review of the patient's current and active diagnoses.	Within the specified Date Range, the number of transitions of care or referrals received for which the EP was the receiving party, and the number of the EP's first encounters (encounters with a new patient).	The number of transitions of care (from the Denominator) where medication and clinical information reconciliation was performed.
Transitions of Care	For more than 50 percent of the transitions to another setting of care or referrals to another provider of care during the EHR reporting period, the EP transitioning or referring their patients (1) creates a summary of care record using a Certified EHR Technology; and (2) electronically exchanges such summary of care record.	The number of transitions of care and referrals for which the EP was the transferring or referring provider within the specified Date Range.	The number of transitions of care and referrals (from the Denominator) where the summary of care record is created using a Certified EHR Technology and electronically exchanged.

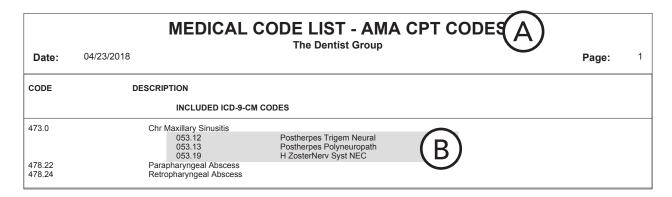
Measure	Requirement	Denominator	Numerator
Secure Messaging	For more than 25 percent of all unique patients seen by the EP during the EHR reporting period, a secure message was sent to the patient (or their authorized representative) either: (a) using the electronic messaging function of a Certified EHR Technology; or (b) in response to a secure message sent by the patient (or their authorized representative).	The number of unique patients who were seen by an EP within the specified Date Range.	The number of patients (from the Denominator) who were sent a secure electronic message.
Patient Generated Health Data	For more than 5 percent of all unique patients seen by the EP during the EHR reporting period, patient-generated health data or data from a non-clinical setting is incorporated into a Certified EHR Technology.	The number of unique patients who were seen by an EP within the specified Date Range.	The number of patients (from the Denominator) who had health data from patient-generated or non-clinical sources incorporated into a Certified EHR Technology.
Receive and Incorporate	For more than 40 percent of transitions or referrals received and patient encounters in which the provider has never before encountered the patient, the EP incorporates into the patient's EHR an electronic summary of care document.	The number of transitions of care or referrals received by the EP, and the number of patient encounters in which the provider has never before encountered the patient, within the specified Date Range.	The number of electronic summary of care documents incorporated into patient records.

Medical Code List

The Medical Code List allows you to view and print the medical codes entered in Dentrix Enterprise. Codes are grouped by code type (AMA, ICD, Modifier, Place of Service, and Type of Service).

Why: To ensure medical codes are up to date, and to view the ICD-9-CM codes associated with each AMA CPT code

When: After Dentrix Enterprise setup, and as needed



	MEDICAL CODE LIST	- ICD-9-CM DIAGNOSTIC CODES	
Date:	04/23/2018	Page:	2
CODE	DESCRIPTION		
053.12 053.13 053.19	Postherpes Trigem Neural Postherpes Polyneuropath H ZosterNerv Syst NEC		

Date:	04/23/2018	MEDICAL CODE LIST - MODIFIER CODE	Page:	3
CODE	DES	CRIPTION		
21 22 23		Prolonged Evaluation and Management Service Unusual Procedural Services Unusual Anesthesia		

	MEDICA	AL CODE LIST - PLACE OF SERVICE		
Date:	04/23/2018		Page:	4
CODE	DESCRIPTION			
11 12 13	Office Home Mobile Unit			

	MEDICAL CO	DE LIST - TYPE OF S The Dentist Group	SERVICE		
Date:	04/23/2018			Page:	5
CODE	DESCRIPTION				
0 1 2	Whole blood or packed red cells Medical Care Surgery				

How do I run the Medical Code List?

From the DXOne Reporting module, select **Reference**, and then double-click **Medical Code List**. For additional details about running this report, see the "Medical Code List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Medical/Cross Code Setup** dialog box, which can be accessed in the Office Manager. See the "Adding, editing, and deleting medical codes" topic in the Office Manager portion of the Dentrix Enterprise Help for details on how to edit codes listed on this report.

- **A.** AMA CPT Codes If you select AMA CPT when setting options for this report, AMA CPT codes appear on the report.
- B. Included ICD-9-CM Codes If you select List Included ICD-9-CM when setting options for this report, the ICD-9 codes associated with each AMA CPT code appear on the report.
- **C.** ICD-9 Codes If you select ICD-9-CM when setting options for this report, ICD-9 codes appear on the report.
- **D. Modifier Codes** If you select **Modifier** when setting options for this report, Modifier codes appear on the report.
- **E.** Place of Service If you select Place of Service when setting options for this report, Place of Service codes appear on the report.
- **F.** Type of Service If you select Type of Service when setting options for this report, Type of Service codes appear on the report.

Code Setup Cross Code Setup	10000	
Code Types	Code	Description
AMA-CPT (A)		
	Code	Description
CPT-Place Of Service	0004F	Tobacco Counseling
CPT-Type Of Service (F)	01995	Anes-IV Local Upper
CD-10-CM	10060	Drain Skin Abscess
ср-9-см (С)	10061	Drain Skin Abscess
\smile	10120	Remove Foreign Bod
	10121	Remove Foreign Bod
	10140	Drain Hematoma/Flu
	10160	Puncture Drain Lesio
	10180	Complex Drainage W
	11040	Debride Skin Partial
	11041	Debride Skin Full
	11042	Debride Skin/Tissue
	11043	Debride Tissue/Mus
	11044	Debride Tissue/Muso
	11100	Biopsy Skin Lesion
	11101	Biopsy Skin Lesion A
	11310	Shaving of Lesion <0
	11311	Shaving of Lesion 0.
	11312	Shaving of Lesion 1

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Multi-Code List

The Multi-Code List allows you to view and print the multi-codes entered in Dentrix Enterprise.

Why: To ensure treatment planning services that require multiple steps/appointments (for example, dentures) have multi-codes that have been setup properly, to ensure each multi-code contains the proper procedure codes, and to ensure each multi-code reserves a proper length of time in the Appointment Book

When: After Dentrix Enterprise setup, and as needed

Date:	04/22/2018			ODE LI	ST		Pag	e:
CODE	DESCRIPTION PROC/DIAG	ABBREV DESC DESCRIPTION	UNITS	CODE TYPE	APPT TYPE	ENABLED	PERMANENT	
xx111	Crn, Pst & Core, Insert D2752 D2954 D2761 D5-10578 D5-10002 F-A3610	CrnPCIns Crown-porc fused noble Prefab post&core in ad Crown Insert Tooth Sensitivity Tooth Disorder NOS Facial Nerve Function N	d to crn	Standard	High Production	YES	NO	
xx2sA	DO Amalgam, permanent D2150 OD	DO Amalg. Amalgam-2 surf. prim/p	3 erm	Standard	High Production	YES	NO	
xx2sC	DO Composite, post-perma D2386 OD	nent DO Comp. Resin-2 surface, post-p	3 ermanen	Standard t	High Production	YES	NO	
xx3sA	MOD Amalgam D2160 MOD	MOD Amal Amalgam-3 surf. prim/p	4 erm	Standard	High Production	YES	NO	
xx3sC	MOD Composite, post-perm D2387 MOD	anent MOD Comp Resin-3 surface +, post	4 -perm	Standard	High Production	YES	NO	
xxBRG	Bridge D6240 MOD D6750 MOD	Bridge Pontic - Pontic-porcelai Retainer-Crown - Retai			High Production	YES	NO	
XXCCA	Cont. Care - Prophy, Adult D1110 D0120 D0274	CCAdult Prophylaxis-adult Periodic oral evaluation Bitewings-four films	6	Standard	Low Production	YES	NO	
XXCCP	Cont. Care - Prophy, Child D0120 D1120 D0272	CCChild Periodic oral evaluation Prophylaxis-child Bitewings-two films	3	Standard	High Production	YES	NO	
xxClm	Crown/Implant D6010 D2750	CrnImp Surg place implant: end Crown-porc fuse high n		Standard	High Production	YES	NO	
XXNPX	New Patient Exam D0150 D1110 D0274 D0210	NP Ex Comp oral eval-new/es Prophylaxis-adult Bitewings-four films Intraoral-complete serie		Standard	Low Production	YES	NO	
XXOAM	O Amalgam, permanent D2140 O	Oamalg Amalgam-1 surf. prim/p	5 erm	Standard	High Production	YES	NO	
xxORS	O Resin, post-perm D2385 O	Oresin Resin-1 surface, post-p	6 ermanen	Standard t	High Production	YES	NO	
xxPDX	Partial Mand D5214 15101	PartMand Mand partial-metal base Missing tooth	10 e w/sdls	Standard	High Production	YES	NO	
xxPex	Initial Perio Exam D0150 D0210 D4341 D4341	PerioExam Comp oral eval-new/es Intraoral-complete serie Perio scale&root pIn-4+ Perio scale&root pIn-4+	s (bw) per quad	Standard	High Production	YES	NO	

How do I run the Multi-Code List?

In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Multi-Code List**. For step-by-step instructions on how to run this report, see the "Multi-Code List" topic in the Office Manager portion of the Dentrix Enterprise Help.

What important information does this report provide?

The following report information (with the exception of letter F) is found in the **Multi-Code Editor** dialog box, which can be accessed in the Office Manager. See the "Multi-Code Setup" topic in the Office Manager portion of the Dentrix Enterprise Help for information about how to edit multi-codes.

- A. Codes The multi-code's code.
- **B.** Description The multi-code description.
- **C. Units** The units of time reserved for the multi-code when the code is scheduled in the Appointment Book.
- **D. Code Type** The multi-code type (i.e. Standard or Bridge).
- **E.** Enabled Indicates whether or not the multicode is enabled for selection when posting a procedure.
- F. Permanent Due to the 2004 ADA code update, the data in this column is no longer relevant. All codes should have a "No."

Multi-Code Ed	itor	×
Multi-Code: Appointm	Image: Construction of the sector of the	D
Code *D2752 *D2954 *D2761	Description Crown-porc fused noble metal Prefab post&core in add to cm Crown Insert	Add E dit Delete
	uires treatment information when used This Multi-Code OK Cancel	

New Patient List

The New Patient List displays patients whose first visit date falls within a selected date range.

Why: To view how many new patients the practice has acquired, to keep track of how many new patients went inactive, to keep track of how many new patients were archived, and to view the total number of non-patients that had an appointment within the date range

When: Yearly and monthly

PATIENT NAME	FIRST VISIT DATE	FIRST PROCEDURE	PROVIDER	PATIENT STATUS	Page: REFERRED BY
Crosby, Brent A 1234 Farmington Ave Buffalo, NY 14223	11/18/2017	11/18/2017	DR10	Non-Patient	Yellow Page Ad 06/23/2017
Crosby, Patricia 1234 Anita Court Hebron, KY 41840	06/09/2017	06/23/2017	DR10	Patient	Busman, James C 06/09/2017
Hansens, Corey 123 S. Meadow Mist Kailua, TN 77301	06/24/2017	06/24/2017	DR10	Patient	Baber, Brenda 06/23/2017
Keeler, Rachel 123 N. Saddleback Dr. Orem, UT 84007	02/22/2017	03/27/2017	DR10	Inactive	Direct Mail 1 02/22/2017
Myers, Patrick 123 W. 1600 N Orem, UT 84057	03/03/2017	03/03/2017	DR10	Patient	Yellow Page Ad 03/03/2017
Olsen, Paul 1234,Teakwood,Dr Kannapolis, WA 20007	04/30/2017	04/30/2017	DR10	Patient	Yellow Page Ad 06/23/2017
Perkins,,Shelly,M 12345 N. Dearborn Rd Hinkley, MI 47841	10/04/2017	10/04/2017	DR10	Patient	O'Neal, Thomas J. 06/23/2017
Reeves, Elizabeth 123 Utah Valley Drive American Fork, UT 84003	11/03/2017	11/05/2017	DR10	Patient	MULTIPLE 11/05/2017
Taylor, Mark E 12345 Queens Blvd Stamford, CT 06903	09/12/2017	09/12/2017	DR20	Archived	
Winters, Carl 123 Utah Valley Drive Apt.50 American Fork, UT 84003	11/06/2017	11/11/2017 B	DR20	Patient	Brackett, DMD 11/06/2017
			TOTAL INAC L "NON-PAT TOTAL ARCH	CTIVE NEW PATIENT CTIVE NEW PATIENT IENT" NEW PATIENT IIVED NEW PATIENT OTAL NEW PATIENT	S: 1 S: 1 S: 1

How do I run the New Patient List?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **New Patient List**. For additional details about running this report, see the "New Patient List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The information for letters A and C are found in the **Patient Information** dialog box, which can be accessed by double-clicking the Patient Information block in the Family File.

- **A.** First Visit Date The patient's first appointment date. This report can be sorted by the First Visit Date.
- **B.** First Procedure Date The date of the patient's first completed procedure.
- **C.** Patient Status The patient's status.
- D. Totals
 - **Total Active New Patients** The total number of new patients that are still active.
 - **Total Inactive New Patients** The total number of new patients that are now inactive.
 - **Total "Non-Patient" New Patients** The total number of "non-patients" that came in for an appointment. Patients that were changed from a non-patient status to a patient status.
 - Total Archived New Patients The total number of new patients that are now archived.
 - Total New Patients The total number of new patients.

Patient Information					×
Personal Last Crosby	First Brent	Demographics Patient Status Patient	Sex Male	Office Info Prov1 DSMITH >>	Prov2
Middle	Preferred	Marital Married	Language Unspecified 💌	Clinic >>	Initial Provider
Suffix	Salutation	Race Unspecified 💌	Other Race Unspecified 💌	Fee Schedule <prov default=""></prov>	
Title	Pat Class	Ethnicity Unspecified 💌	Other Ethnicity Unspecified 💌	Chart #: CRO101	>>
Birthdate Age 11/11/1973 48	Death Date:	Poverty Level Unspecified	Religion Unspecified 💌	Consent Date 09/04/1997	
SS#	Other ID	Veteran Unspecified 💌		First Visit 09/04/1997	Last Visit 02/25/2020
Pat Ext ID:	Driver's License #	User Def. Cat. Unspecified 👻	Worker Status Unspecified 🔻	Last MissedAppt	# Missed

Office Journal Report

The Office Journal Report itemizes each Office Journal correspondence by date, time, medium, provider, type of service rendered, or transaction made. This report can be run for a patient, provider, or referral provider.



Why: To view Office Journal history When: As needed

Patient: Abbott, James S[Jim]	Date: 05/13/2018 Page: 1
05/13/2018	Duce. 05/15/2010 1 age. 1
Appointment: Date: 05/13/2018, Time: 1:00:00 PM, Provider: DDS1 PntcCtHNM#19, PntcCtHNM#20, PntcCtHNM#21, PntcCtHNM#22	
Reminder: reminder Date: 05/13/2018, Clinic: CENTRAL Reason: called to remind him of upcoming appt	
Phone: Post-op Date: 05/13/2018, Clinic: CENTRAL Reason: Checked in with patient - doing fine he says	
04/27/2018 Appointment: Date: 04/27/2018, Time: 10:00:00 AM, Provider: DDS1 LwParMtBs#25*26	
04/24/2018 Appointment: Date: 04/24/2018, Time: 9:10:00 AM, Provider: DDS1 CCAdult	
04/22/2018 Broken Appointment Date: 04/22/2018, Provider: DDS1, Clinic: CENTRAL CCAdult, Pano, FabPtCr+B#5	
03/02/2018 Appointment: Date: 03/02/2018, Time: 11:00:00 AM, Provider: DDS1 ExtEval	

How do I run the Office Journal Report?

In the Office Journal, from the **File** menu, click **Print**. For additional details about running this report, see the "Printing from the Office Journal" topic in the Office Journal portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The information displayed in this report is highly customizable and depends on the settings configured in the Office Journal. The following is a comprehensive list of possible data:

- HIPAA Privacy Entries
- Journal Entry Notes
- Miscellaneous Journal Entries
- Patient Archived Appointments
- Patient Billing Statements
- Patient Broken Appointments
- Patient Financing Requests
- Patient letters
- Patient Perio Letters
- Patient Purged Appointments
- Phone Calls
- Referral Gratuities
- Referral Recaps
- Referral Slips
- Reminders

Operator Day Sheet Report

The Operator Day Sheet Report lists financial transactions (charges, payments, credit adjustments, charge adjustments, and finance charges) that have been posted to the Ledger, as well as some patient and practice statistics.



Why: To print a record of transactions for the current dateWhen: Daily

B (04/07/0040		04/27/2018			-	,
Date: 04/27/2018 ENTRY PROCEDURE					Pag	e: 1
DATE DATE PATIENT NAME	TH CODE	DESCRIPTION	CHARGES PAYMENTS	BT PROV	CLINIC CH	
04/27/2018 04/27/2018 Abbott, James 04/27/2018 Abbott, James 04/27/2018 Abbott, James	25* D5214	Insurance Payment Mand partial-metal base w/s		2 2 DDS1	CENT AB	B101 B101
R 04/27/2018 Perkins, Shelly 04/27/2018 Perkins, Shelly	D9110 D0330		0.00 0.00	1 DDS1 1 DDS1	CENT CENT	
04/27/2018 Perkins, Peggy 04/27/2018 Reeves, Joshua		Cash Payment - Thank You -Professional Discount	ı -100.00 -25.00	1 1	CENT CENT	
04/27/2018 04/27/2018 Smith, Michael	D9310	Consultation-per session	75.00	1 DDS0	CENT SM	0010
GRAND TOTALS: TOTAL CHARGE	S:	973.00 Check P	ayment - Thank You	0.00		
MEDICAID CHARGE TOTAL PAYMENT	S:	0.00 Cash P	ayment - Thank You d Payment -Thank Y	-100.00 0.00		
INSURANCE PAYMENT	S:	-698.40	u Fayment - mank f	0.00		
MEDICAID PAYMENT CREDIT ADJUSTMENT	S:	0.00 -25.00				
CHARGE ADJUSTMENT FINANCE CHARGE		0.00 0.00				
ENCOUNTER: PATIENT		0 5				
PATIENTS WITH MEDICAI	D:	0				

How do I run the Operator Day Sheet Report?

From the Office Manager, click the Operator Day Sheet Report button **b** on the toolbar. To find out which button this is, see the "Using the Office Manager toolbar" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Transactions** The transactions posted to the Ledger (including the patient's name, procedure code and description, charge or payment, provider, and clinic).
- **B.** Transaction Details Each transaction provides the following additional information:
 - Entry Date The date a transaction is posted to the Ledger.
 - **Procedure Date** The date a procedure is posted to the Chart.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the Frequent Problems to Understanding Dentrix Reports section in the Introduction of this book.

- **TH** The tooth number(s) associated with a procedure.
- **BT** Billing type.
- **C.** Grand Totals The following information appears in the Grand Totals section for the current date:
 - **Charges** The total amount of the procedures posted, the amount of the procedures that were posted for patients with Medicaid (included in the total charges), and the total amount of the finance charges posted.
 - **Payments** The total amount of all payments made (the payments are broken down by type), and the amount of the payments made by Medicaid.
 - Adjustments The total credit and charge adjustments.
 - **Statistics** The number of unique encounters, patients, and number of patients with Medicaid (included in the Patients total) appear.

Operatory Appointment List Report

The Operatory Appointment List Report displays appointments scheduled each day and the operatories assigned to each appointment. Appointments are sorted by appointment time.



Why: To quickly view which operatory a patient is assigned to when the patient checks inWhen: Daily

DATETIMESTATUSPATIENT NAMEPROV/OPAPPT. REASONLENGTH01/081:00pAbbott, James SDDS1/DEF_OP1CCAdult, ProphyAd110m01/0911:00a <cmpl>Little, Brian RDDS1/DEF_OP1ResCmP2s#1510m01/0911:00a<cmpl>Taylor, MarkDDS1/DEF_OP2Sealant#15, Sealant#18, Seal30m01/0911:00a<cmpl>Abbott, ShirleyDDS2/DEF_OP3ExtErpTh#16, ExtErpTh#32, Ex50m01/108:00aNOanswBrown, MaryDDS1/DEF_OP1ExtEval10m01/108:10aNOanswJohnson, RachelleDDS1/DEF_OP1ProphyAd50m01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS1/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m01/102:00a<cmpl>Winters, CarlDDS1/DEF_OP1CCAdult, Pano, FabPtCr+B#580m</cmpl></cmpl></cmpl></cmpl>	Date:	04/24/2018					Page:	
01/0911:00a <cmpl>Little, Brian RDDS1/DEF_OP1ResCmP2s#1510m01/0911:00a<cmpl>Taylor, MarkDDS1/DEF_OP2Sealant#15, Sealant#18, Seal30m01/0911:00a<cmpl>Abbott, ShirleyDDS2/DEF_OP3ExtErpTh#16, ExtErpTh#32, Ex50m01/108:00aNOanswBrown, MaryDDS1/DEF_OP1ExtEval10m01/108:10aNOanswJohnson, RachelleDDS1/DEF_OP1ProphyAd50m01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS1/DEF_OP32BWX, LwParlMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m</cmpl></cmpl></cmpl>				PATIENT NAME	PROV/OP	APPT. REASON		
01/0911:00a <cmpl> Taylor, MarkDDS1/DEF_OP2Sealant#15, Sealant#18, Seal30m01/0911:00a<cmpl> Abbott, ShirleyDDS2/DEF_OP3ExtErpTh#16, ExtErpTh#32, Ex50m01/108:00aNOanswBrown, MaryDDS1/DEF_OP1ExtEval10m01/108:10aNOanswJohnson, RachelleDDS1/DEF_OP1ProphyAd50m01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS1/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m</cmpl></cmpl>	01/08	1:00p		Abbott, James S	DDS1/DEF_OP1	CCAdult, ProphyAd	110m	
01/0911:00a <cmpl>Abbott, ShirleyDDS2/DEF_OP3ExtErpTh#16, ExtErpTh#32, Ex50m01/108:00aNOanswBrown, MaryDDS1/DEF_OP1ExtEval10m01/108:10aNOanswJohnson, RachelleDDS1/DEF_OP1ProphyAd50m01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS1/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m</cmpl>	01/09	11:00a	<cmpl></cmpl>	Little, Brian R	DDS1/DEF_OP1	ResCmP2s#15	10m	
01/108:00aNOanswBrown, MaryDDS1/DEF_OP1ExtEval10m01/108:10aNOanswJohnson, RachelleDDS1/DEF_OP1ProphyAd50m01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS1/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m	01/09	11:00a	<cmpl></cmpl>	Taylor, Mark	DDS1/DEF_OP2	Sealant#15, Sealant#18, Seal	30m	
01/108:10aNOanswJohnson, RachelleDDS1/DEF_OP1ProphyAd50m01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS01/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m	01/09	11:00a	<cmpl></cmpl>	Abbott, Shirley	DDS2/DEF_OP3	ExtErpTh#16, ExtErpTh#32, Ex	50m	
01/108:20aNOanswCrosby, BrentDDS1/DEF_OP2NutriCnsl10m01/108:30aNOanswCrosby, ShirleyDDS01/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m	01/10	8:00a	NOansw	Brown, Mary	DDS1/DEF_OP1	ExtEval	10m	
01/108:30aNOanswCrosby, ShirleyDDS01/DEF_OP32BWX, LwParMtBs#25*2650m01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m	01/10	8:10a	NOansw	Johnson, Rachelle	DDS1/DEF_OP1	ProphyAd	50m	
01/109:00aNOanswLittle, CarolDDS1/DEF_OP2ExtEval40m01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m	01/10	8:20a	NOansw	Crosby, Brent	DDS1/DEF_OP2	NutriCnsl	10m	
01/101:00pNOanswReeves, ElisabethDDS1/DEF_OP24BWX10m01/101:50pNOanswReeves, JoshuaDDS1/DEF_OP1FabPtCr+B#590m	01/10	8:30a	NOansw	Crosby, Shirley	DDS01/DEF_OP3	2BWX, LwParMtBs#25*26	50m	
01/10 1:50p NOansw Reeves, Joshua DDS1/DEF_OP1 FabPtCr+B#5 90m	01/10	9:00a	NOansw	Little, Carol	DDS1/DEF_OP2	ExtEval	40m	
	01/10	1:00p	NOansw	Reeves, Elisabeth	DDS1/DEF_OP2	4BWX	10m	
01/10 2:00a <cmpl> Winters, Carl DDS1/DEF_OP1 CCAdult, Pano, FabPtCr+B#5 80m</cmpl>	01/10	1:50p	NOansw	Reeves, Joshua	DDS1/DEF_OP1	FabPtCr+B#5	90m	
	01/10	2:00a	<cmpl></cmpl>	Winters, Carl	DDS1/DEF_OP1	CCAdult, Pano, FabPtCr+B#5	80m	
A B C		(A)	I		B		C	

How do I run the Operatory Appointment List Report?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Daily Appointment List**. Ensure the **Operatory Appointment List** option is selected, and then click **OK**. For additional details about running this report, see the "Daily Appointment List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

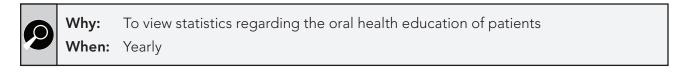
What important information does this report provide?

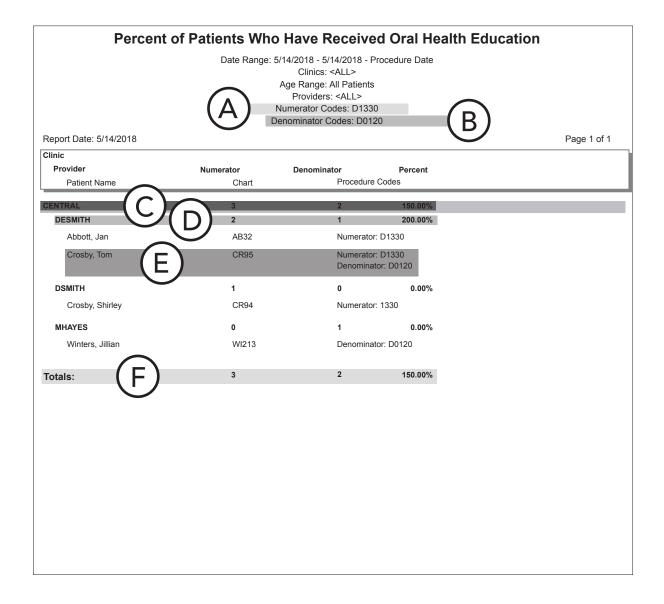
- **A. Time** The appointment start time.
- **B. Prov/Op** The provider and operatory assigned to the appointment.
- **C. Length** The appointment length.

Oral Health Education Report

The Oral Health Education Report displays the percentage of oral health patients who received oral health education (determined by specified ADA and/or condition codes) at least once during a specified time frame.

For example, you may want to track patients who received a comprehensive oral exam (ADA code D0150) or a periodic recall oral evaluation (ADA code D0120)—the denominator codes—and then received oral hygiene instructions (ADA code D1330) or tobacco counseling (ADA code D1320)—the numerator codes.





How do I run the Oral Health Education Report?

From DXOne Reporting, select **Lists**, and then double-click **Oral Health Education**. For additional details about running this report, see the "Oral Health Education Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report contains the following information:

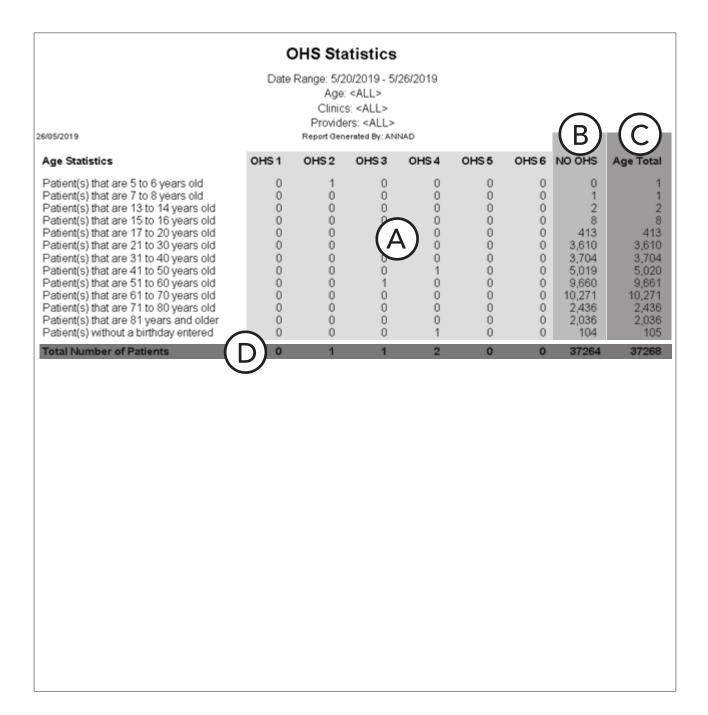
- **A.** Numerator The specified ADA codes and/or conditions.
- **B.** Denominator The specified ADA codes and/or conditions.
- **C.** Clinic Totals The Numerator, Denominator, and Percent totals for the providers at a given clinic on the report.
- **D.** Provider Totals The Numerator, Denominator, and Percent totals for a given provider who is attached to the Numerator and/or Denominator codes.
- **E.** Details If you select Include Details when setting options for this report, patient names, chart numbers, and procedures codes (numerators and denominators) appear on the report.
- **F.** Totals The Numerator, Denominator, and Percent grand totals for all clinics on the report.

Oral Health Status Report

The Oral Health Status (OHS) Report displays OHS survey data within a specified date range and can include patient details.



Why: To track oral health, leading to early diagnosis and timely interventionWhen: As needed



How do I run the Oral Health Status Report?

From the DXOne Reporting module, select **Custom**, and then double-click **Oral Health Status Report**. For additional details about running this report, see the "Oral Health Status Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

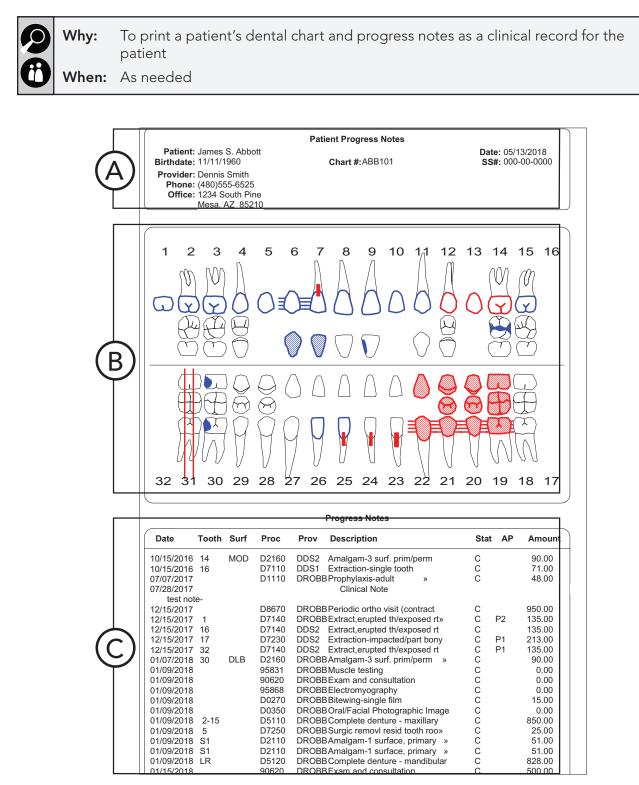
What important information does this report provide?

The appointments on the report can be grouped by provider and then by clinic or grouped by clinic and then by provider. Each clinic's statistics can start on a new page.

- **A. Oral Health Statuses** The number of patients of a given age for each of the oral health statuses.
- **B.** No OHS The number of patients of a given age without OHS survey data.
- **C.** Age Total The number of patients of a given age.
- **D. Total Number of Patients** The total number of patients in each OHS column, the No OHS column, and the Age Total column.

Patient Chart and Progress Notes Printout

The Patient Chart and Progress Notes Printout allows you to print a patient's graphical chart and progress notes.



How do I run the Patient Chart and Progress Notes Printout?

In the Patient Chart, from the **File** menu, point to **Print**, and then click **Patient Chart**. For more detailed instructions on how to run this report, see the "Printing progress notes with the chart" topic in the Patient Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Patient Information The patient's name, birth date, chart number, and Social Security number appear on the report.
- B. Graphic Chart The graphical chart appears on the report.
- **C. Progress Notes** The following is a comprehensive list of what can appear in the progress notes section:

Сс	Columns		ters
•	Procedure Date	•	Treatment Plans
•	Tooth	•	Completed Work
•	Surface	•	Existing Work
•	Procedure Code	•	Conditions
•	Provider	•	Exams
•	Procedure Description	•	Procedure Notes
•	Procedure Status	•	Clinical Notes
•	Approval Status		
•	Procedure Amount		

Patient Chart Printout

The Patient Chart Printout allows you to print a patient's graphical chart and treatment plan.



Why: To print a patient's dental chart with a treatment plan to give to the patientWhen: As needed

Chart Date: 05/14/2018 Patient: James S. Abbott Chart #:ABB101 SS#: 000-00-0000 Birthdate: 11/11/1960 Provider: Dennis Smith Phone: (480)555-6525 Office: 1234 South Pine Mesa, AZ 85210 3 5 6 8 9 10 11 12 13 14 15 16 1 2 4 7 В 29 28 22 21 20 32 30 27 26 25 23 19 18 17 31 24 Today's Completed Work Amount Tooth Description 27 Amalgam-1 surf. prim/perm 55.00 55.00 Charges for this Visit Treatment Plan Estimate Tooth Description Amount Pat Dental Ins. 25.00 0.00 25.00 Periodic oral evaluation 34.00 Prophylaxis-child 0.00 34.00 21.00 21.00 Bitewings-two films 0.00 UR Perio scale&root pln-4+per quad 131.00 0.00 131.00 7 Post/core + brdg retainer, fabr 230.00 0.00 230.00 12*14 Maxil partial-metal Base W/sdls 890.00 0.00 890.00 18 Reimplantation/stabilization 0.00 0.00 0.00 19 Pontic-cast high noble metal 603.00 0.00 603.00 20 Pontic-cast high noble metal 603.00 0.00 603.00 603.00 21 Pontic-cast high noble metal 0.00 603.00 22 Pontic-cast high noble metal 23 Cast post/part of brdg retainer 603.00 0.00 603.00 0.00 218 00 218 00 218.00 0.00 218.00 24 Cast post/part of brdg retainer 25 Cast post/part of brdg retainer 218.00 0.00 218.00 31 Extraction-single tooth 71.00 0.00 71.00 **Treatment Plan Totals** 4468.00 0.00 4468.00 * Treatment Plans Are Estimates Only

How do I run the Patient Chart Printout?

In the Patient Chart, from the **File** menu, point to **Print**, and then click **Patient Chart**. For more detailed instructions on how to run this report, see the "Printing a patient's chart" topic in the Patient Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Patient Information The patient's name, birth date, chart number, and Social Security number appear on the report.
- **B.** Dental Chart If Print Chart as Displayed is selected when setting options for this report, the graphical chart appears on the report.
- **C.** Today's Work If Print Today's Work is selected when setting up options to run this report, the procedures that were completed on the current date are displayed and totaled.
- **D. Treatment Plan Estimate** If **Print Treatment Plan** and **Print TP Estimate Details** are selected when setting up options to run this report, the patient's treatment-planned procedures and total estimate appear below the dental chart.

Patient Health Assessment Report

The Patient Health Assessment Report displays health information entered for a patient, a family, or a range of patients in specified clinics. The blood pressure, pulse rate, age, height, weight, and body mass index (BMI) of each patient appears on the report.

Why: To print a patient's or multiple patients' health assessments, such as blood pressure, weight, and body mass index

When: As needed

PATIENT HEALT ASSESSMENT

Assessment Date: 8/22/2017 - 8/22/2017 Patient Range: <ALL> to <ALL> linic(s): <A >

Date: 8/22/2017 1:57:54PM

Page 1 of 1

Date Patient Name	Blood Pressure	Pulse	Age	Height	Weight	BMI	Provider	Clinic
08/22/2017 Crosby, Brent [CRO124]	128/76	63	64	5ft 10in	185lbs	27	DDS1	CENTRAL
08/22/2017 Crosby, Shirley [CRO102]	166/70	60	52	5ft 4in	110lbs	19	DDS1	CENTRAL
08/22/2017 Raab, Kenneth D [RAA111]	112/80	65	0	6ft 0in	200lbs	27	DDS1	CENTRAL
08/22/2017 Valgardson, Adrian [VAL100]	187/75	66	55	5ft 9in	153lbs	23	DDS1	CENTRAL

How do I run the Patient Health Assessment Report?

For a range of patients, from DXOne Reporting, select **Reference**, and then double-click **Patient Health Assessment Report**. Or, for an individual patient or that patient's entire family, in the Patient Chart, from the **File** menu, click **Patient Health Assessment**, and then click **Print**. For additional details about running this report, see the "Patient Health Assessment Report" topic in the DXOne Reporting portion and the "Printing patient health assessments " topic in the Patient Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

For each patient in the date range of the report, the following appear: blood pressure, pulse rate, age, height, weight, and body mass index (BMI). The provider and clinic attached to each health assessment also appear.

Patient Information Accessed Report

The Patient Information Accessed Report helps you track when any patient's record has been viewed.

Why: To ensure that patient information is being viewed in accordance with patient privacy standards in your office, and to inform the doctor, office manager, and business owner of any situations so that appropriate action can be taken if necessary

When: Monthly and as needed

Patient Information Accessed

Date Range: 2/1/2018 - 3/1/2018 Family of Patient: Abbott, James S Users: <ALL> Cinics: <ALL>

Report Date: 3/1/2018

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Page 1 of 1

D

ime	Location Module/Feature	Patient	Chart Number	Clinic	Status	User
8 12:16:51PM	1 Family File	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
18 12:31:28PM	1 Family File	Abbott, Timothy	ABB103	CENTRAL	Viewed	ENTERPRISE
2/21/2018 12:45:17PM	1 Family File	Abbott, James S	ABB101	CENTRAL	Viewed	ENTERPRISE
2/21/2018 3:31:18PM	Family File	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/21/2018 3:35:28PM	Family File	Abbott, Timothy	ABB103	CENTRAL	Viewed	ENTERPRISE
2/21/2018 3:46:45PM	Family File	Abbott, James S	ABB101	CENTRAL	Viewed	ENTERPRISE
2/22/2018 11:21:14AM	1 Chart	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/22/2018 12:28:59PM	1 Ledger	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 10:27:44AN	1 Family File	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 10:27:54AN	1 Document Center	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 11:31:02AM	1 Chart	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 11:31:14AM	1 Treatment Planner	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 12:09:17PM	Apprintment Book	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 3:03:58PM	Family File	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
2/28/2018 3:04:02PM	Document Center	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE
3/1/2018 8:43:28AM	Document Center	Abbott, Patricia	ABB102	CENTRAL	Viewed	ENTERPRISE

(A)

How do I run the Patient Information Accessed Report?

From DXOne Reporting, select **Audit**, and then double-click **Patient Information Accessed**. For additional details about running this report, see the "Patient Information Accessed Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report contains the following information:

- A. Patient The patient whose record was accessed.
- **B. Status** An indicator that the patient's information was viewed. A patient record is considered to have been viewed in the following situations:
 - When you select a patient in the **Select Patient** dialog box and then click **OK**.
 - When you select a patient in the **Select Patient** dialog box and then click **More Patient Information**.
 - When you double-click a patient's appointment and then click **Patient Info**.
 - When you switch from one module to another (patient-specific modules only) with a patient selected. For example, if you open a patient's Patient Chart and then switch to that patient's Family File record, Dentrix Enterprise logs two entries for the report.
 - When accessing the same patient record in the same module, at the same clinic, on the same date, and/or by the same user after a specified number of minutes has elapsed since the last time that patient's record was accessed in the same module, at the same clinic, on the same date, and/or by the same user.
- **C.** Other information Each entry on the report provides the date and time when the patient information was accessed, the module from which it was accessed, the clinic from which it was accessed, the user that accessed it, and the chart number of the patient whose record it was.

Patient Ledger Report

The Patient Ledger report displays transactions posted for a patient.



Why: To provide a patient with a record of his/her transactions

When: As needed

				ATIENT LEDO	BER			
	Date: 05/1	14/2018					Page: 1	
·	Pa	tient Nam	10: Shelly Perkins 123 Street	Chart Number: PA0007				
			Philadelphia, PA 19102					
	DATE	TEETH	DESCRIPTION	PATIENT	CHARGE	PAYMENT	BALANCE	
(A)	04/22/2018 04/23/2018 04/23/2018 05/01/2018 05/01/2018	9 4 15 9	Balance Forward Surg place implant: endosteal Crown-porc fuse high noble mtl Mand partial-metal base w/sdls Extraction cm/remnts-decid th	Shelly Shelly Shelly Shelly	0.00 780.00 78.00 801.00 501.00		0.00 780.00 858.00 1659.00 2160.00	
	R TOTAL PATIENT BALANCE AS OF 05/14/2018:						2160.00	

How do I run the Patient Ledger Report?

In the Ledger, from the **Print** menu, click Patient **Ledger**. For more detailed instructions on how to generate this report, see the "Patient Ledger Report" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Family History** All financial transactions posted to the Ledger (starting with the specified first transaction date) for the patient.
- **B.** Patient Total Balance The patient balance as of the current date.

Patient List

The Patient List allows you to view patients entered into Dentrix Enterprise. To sort patients alphabetically, run the Patient List (Standard List) report. To sort patients by chart number, run the Patient List (Chart Number Report).



A

Why:

To view active patients, inactive patients, non-patients, and archived patients entered in Dentrix Enterprise, to view patients who prefer a specific provider, and to view patients with a specific billing type

When: As needed

	PATIENT LIST		
	Last Visit Before: <all> Patient Status: Active, Inactive Patient Range: <all> - <all Cilnics: CENTRAL Providers: <all> Billing Types: <all></all></all></all </all></all>		
Report Date: 05/06/2018	Report Generated By: enterpris	e	Page 1 of
Abbott, James S	Prov/Clin: DROBB/CENTRAL	Birthdate: 11/11/1962	Status: Active
1234 Pine Ave	Home Phone: ()375-1586	SS: 000-00-0000	Gender: Male
Murray, UT 84123	Work Phone:	Chart: ABB101	Position: Married
	Other:	Drivers Lic#:	Billing Type: 002
Dental Pri: Metropolitan Life	Fax:	Med/Other ID:	Dining Type. 002
Dental Sec:Aetna Life and Casualty		First Visit Date: 12/15/2008	
Medical Pri:Aetna Medical	Pager: E-mail:	Last Visit Date: 05/05/2018	
Medical Sec:	E-mail.	Last VISIT Date: 05/05/2018	
Davis, Harmon P	Prov/Clin: DDS7/CENTRAL	Birthdate: 11/11/1970	Status: Active
12345 Oak Drive	Home Phone:	SS: 000-00-0000	Gender: Male
East Granby, CT 06026	Work Phone:	Chart:	Position: Single
• *	Other:	Drivers Lic#:	•
Dental Pri: Delta Dental			Billing Type: 001
Dental Sec:	Fax:	Med/Other ID:	
Medical Pri:	Pager:	First Visit Date: 12/15/2008	
Medical Sec:	E-mail:	Last Visit Date:	
Hansen, Cory S	Prov/Clin: DDS1/CENTRAL	Birthdate: 11/11/1957	Status: Active
1234 Amhurst Street	Home Phone: (919) 555-2656	SS: 000-00-0000	Gender: Male
Brooklyn, NY 11215	Work Phone: (808) 555-5864	Chart: HA0002	Position: Single
	Other:	Drivers Lic#:	Billing Type: 001
Dental Pri: BLUE SHIELD PA		Med/Other ID:	Billing Type. 001
Dental Sec:CIGNA	Fax:		
Medical Pri:	Pager:	First Visit Date: 11/18/2015	
Medical Sec:	E-mail:	Last Visit Date:	
Kenner, Spencer	Prov/Clin: DDS1/CENTRAL	Birthdate: 11/11/1949	Status: Active
12345 Lindon Place	Home Phone: (781) 555-9616	SS: 000-00-0000	Gender: Male
Miami, WA 20226	Work Phone: (701) 555-9885	Chart:	Position: Single
	Other:	Drivers Lic#:	Billing Type: 001
Dental Pri: MLB Insurance Plan	Fax:	Med/Other ID:	5 71
Dental Sec:	Pager:	First Visit Date:	
Medical Pri:	E-mail:	Last Visit Date:	
Medical Sec:			
Little, Brian	Prov/Clin: DDS1/CENTRAL	Birthdate: 11/11/1955	Status: Active
1234 Oak Street	Home Phone:	SS: 000-00-0000	Gender: Male
Glen Rock, PA 17327	Work Phone:	Chart:	Position: Single
	Other:	Drivers Lic#:	Billing Type: 001
Dental Pri: Metropolitan Life	Fax:		5 71



	Last Visit Before: <all> Patient Status: Active, Inactive Patient Range: <all> - <all> Clinics: CENTRAL Providers: <all> Billing Types: <all></all></all></all></all></all>			
Report Date: 05/06/2018	Report Generated By: enterpris	e		Page 1 of
PATIENT NAME	BIRTH DATE	SOC.SEC.#	CHART #	
Abbott, James S Crosby, Brent P Davis Harmon S Davis, Karen Edwards, Anna Edwards, John Edwards, Kimberly Farrer, Lisa R Gleason, Alice Hansen, Corey Hayes, Sally Johnson, Rachelle Little, Brian Little, Carol Perkins, Allen Perkins, Peggy M Reeves, Elisabeth Smith, Michael Taylor, Kerri Winters, Carl Young, Tina	11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962 11/11/1962	000-00-0000 000-00-0000 000-00-0000 000-00-	ABB101 CRO101 DAV101 EDW101 EDW102 EDW103 FAR101 GLE101 HAN101 HAY101 JOH101 LIT101 LIT101 PER101 PER101 PER101 REE101 SMI101 TAY101 WIN101 YOU101	

How do I run the Patient List?

From the DXOne Reporting module, select **List**, and then double-click **Patient/Inactive Patient List**. For step-by-step instructions on how to run this report, see the "Patient and Inactive Patient List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Patient Details – The Patient List (Chart Number Report) displays the name, birth date, Social Security number, and chart number of each patient. The Patient List (Standard List) includes all of the information covered by the Patient List (Chart Number Report), plus general patient information (such as, address, phone numbers, and insurance information).

Patient List (Filtered)

The Patient List (Filtered) displays a list of patients according to specified criteria, such as information from their medical alerts/problems, medications, prescriptions, demographics, and laboratory test results.



Why: To view and sort a list of patients according to specified criteriaWhen: As needed

	Patient Name	1/ Age	Chart	Problem Description 2/	Problem Date Diagnosed
	Abbott, James S		ABB101	Asthma	
	Abbott, James S	51	ABB101	Dizziness	05/15/2018
(A)	Abbott, James S	51	ABB101	Other	04/25/2018
$\mathbf{\gamma}$	Crosby, Brent L	48	CR0101	Arthritis	07/09/2017
	Crosby, Brent L	48	CR0101	Blood Disease	06/18/2018

How do I run the Patient List (Filtered)?

In the Office Manager, from the **Analysis** menu, click **Patient List**. For as many filters as you want to set up, under **Double click on filter below**, double-click each desired item to specify the criteria of that filter. Click the **OK** button **S**. Click the **Next** button **S**. In the desired categories, double-click the data fields that you want to include. Click the **Next** button **S**. Then, click the **Run** button **O**.

For additional details about running this report, see the "Patient List (Filtered)" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Patient – The specified patient information:

- Allergies Description and/or Discovery Date.
- Appointments Appt Date/Time, Next Appt Date/Time, and/or Provider.
- **Completed Procedures** ADA Code, Amount, Clinic, Entry Date, Procedure Date, and/or Provider.
- Continuing Care Due Date and/or Name.
- ICD-9-CM Code, Entry Date, and/or Procedure Date.
- Immunizations Administered Date/Time and/or Vaccine Abbr Desc.
- Laboratory Test Results Test Date, Test Name, and/or Test Result.
- Medical Alerts/Problems Date Diagnosed and/or Description.
- **Medications** Description and/or Prescribed Date.
- **Patient Information** Age, Birth Date, Chart, City, Clinic, Contact, County, Email, Ethnicity, Gender, Home Phone, Homeless Status, Language, Mobile Phone, OtherID, Pat ExtID, Patient Name, Poverty Level, Pref Contact, Prim Prov, Race, Religion, State, Street 1, Street 2, User Def Cat, Veteran, Work Phone, Worker Status, and/or ZIP Code.
- **Prescriptions** Drug Name and/or Rx Date.

A patient will show in the results list according to the setup of the selected filters:

- Age A patient who is older or younger than the specified age or who is between the specified ages (inclusive).
- Allergies A patient who has all or any one of the specified allergies that were entered on any date, before a specified date, after a specified date, or between specified dates (inclusive).
- **Appointment Date** A patient who has an appointment on or before a specified date, on or after a specified date, or between specified dates (inclusive).
- Assigned Clinic A patient who is assigned to the specified clinic.
- Completed Procedures –
- **Continuing Care** A patient who has the specified continuing care types attached to his or her records and who is due for a continuing care visit on any date, on or before a specified date, on or after a specified date, or between specified dates (inclusive).
- **Ethnicity** A patient of the specified ethnicity.
- Gender A patient of the specified gender.
- Homeless Status A patient with the specified homeless status.
- ICD-9-CM Diagnostic Codes A patient who has been diagnosed with all or any one of the specified diagnoses that were entered on any date, before a specified date, after a specified date, or between specified dates (inclusive).
- Laboratory Test Results A patient who has lab test results that are equal to, greater than, greater than or equal to, less than, or less than or equal to the specified test result that was received on any date, before a specified date, after a specified date, or between specified dates (inclusive).
- Language A patient who speaks the specified language.
- **Medical Alerts/Problems** A patient who has all or any one of the specified medical alerts that were entered on any date, before a specified date, after a specified date, or between specified dates (inclusive).
- **Medications** A patient who has all or any one of the specified medications that were entered on any date, before a specified date, after a specified date, or between specified dates (inclusive).
- **Poverty Level** A patient with the specified poverty level.
- **Preferred Contact** A patient with the specified preferred contact method.
- **Prescriptions** A patient who has all or any one of the specified prescriptions that were entered on any date, before a specified date, after a specified date, or between specified dates (inclusive)
- **Primary Provider** A patient with the specified primary provider.
- **Race** A patient of the specified race.
- **Religion** A patient of the specified religion.
- User Defined Category A patient with the specified user-defined category.
- Veteran A patient with the specified veteran status.
- Worker Status A patient with the specified worker status.

Note: A patient may show up more than once if he or she meets the search criteria for multiple filter types (for example, medical alerts, medications, and prescriptions).

Patient Notes Report

The Patient Notes Report displays notes and alerts attached to patients.



Why: To view notes and alerts by patient

When: As needed

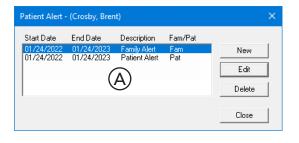
PATENT NAME CHART NUM SS# HOME PHONE WORK PHONE LAST VISIT Etboott, Timothy PATIENT ALERT NOTES - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. Construction - Revise Advanced to begin treatment immediately. - Revise Advanced		Date:	03/08/2018	PA	-	TE REPOR	T	Page:	1
PATIENT ALERT NOTES - Require Payment - Always Payment must be at time of service. - Require Payment - Always Payment must be at time of service. B PERIO EXAM NOTES Perio Date: 03/08/2018 The patient is suffering from severe suppuration and was advised to begin treatment immediately. 07/02/2017 Crosby, Brent L CR001 000-00-0005 (801)555-5969 (801)555-6600 07/02/2017 Appointment Date: 03/08/2018	-		PATIENT NAME	CHART NUM	SS#	HOME PHONE	WORK PHONE	LAST VISIT	
PERIO EXAM NOTES Perio Data 03/08/2018 The patient is suffering from severe suppurration and was advised to begin treatment immediately. Crosby, Brent L CR001 000-00-0005 (801)555-5969 (801)555-6600 07/02/2017 APPOINTMENT NOTES Appointment Date: 03/08/2018 03/02/2018 03/22/2018 APPOINTMENT NOTES Appointment Date: 03/08/2018 03/22/2018 The patient has a sever tooth ache. 03/08/2018 01/01/2018 Paries Date: DA0007 000-00-01234 (801)555-1530 () 03/22/2018 Davis, Karen DA0003 000-00-0007 (801)555-1530 () 01/01/2018 Paries Dativocate from Harmon Davis who is listed in her file as a non-patient to provide insurance coverage for their children. He is also set up in his own Family File. DA0004 000-00-0123 (801)555-1530 () 03/08/2018 CONTINUING CARE NOTES D3/08/2018 DA0004 000-00-00-0123 (801)555-1530 () 03/08/2018 INSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 DA0005 000-00-0234 (801)555-1530 () 03/22/2018 PAYMENT PLAN NOTES Provider DDS1: Since the first paymentwas set on t	Â		ENT ALERT NOTES - Require Pa	ayment - Always	000-00-0003	(801)555-1586	(801)555-1487	11/11/2017	
Crosby, Brent L CR001 000-00-0005 (801)555-5969 (801)555-6600 07/02/2017 APPOINTMENT NOTES Appointment Date: 03/08/2018 03/02/2018 03/02/2018 The patient has a sever tooth ache. DA0007 000-00-1234 (801)555-1530 () 03/22/2018 MEDICAL ALERTS Allergy - Aspirin DA0003 000-00-0007 (801)555-1530 () 01/01/2018 PATIENT NOTE - Tue - Mar 8, 2018 - Karen is divorced from Harmon Davis who is listed in her file as a non-patient to provide insurance coverage for their children. He is also set up in his own Family File. CONTINUING CARE NOTES 03/08/2018 DA0004 000-00-0123 (801)555-1530 () 03/08/2018 ONSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 Claim Date: 03/08/2018 The claim was lost somewhere between our office and the insurance carrier. We are consequently re-sending it. Tue - Mar 8, 2011 - GW G PAYMENT PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. 01/01/2018 Marka, Lyle DA0002 000-00-9876 (801)555-7101 () 01/01/2018 PAYMENT PLAN NOTES ED0002	т В		IO EXAM NOTES Perio Date: 03/08/2018					07/02/2017	
APPOINTMENT NOTES Appointment Date: 03/08/2018 The patient has a sever tooth ache. avis, Harmon DA0007 000-00-1234 (801)555-1530 () 03/22/2018 MEDICAL ALERTS Allergy - Asprin Davis, Karen DA0003 000-00-0007 (801)555-1530 () 01/01/2018 PATIENT NOTE - Tue - Mar 8, 2018 - Karen is divorced from Harmon Davis who is listed in her file as a non-patient to provide insurance coverage for their children. He is also set up in his own Family File. CONTINUING CARE NOTES 03/08/2018 PROPHY Came in for your cleaning and receive a free tooth whitening treatment. Davis, Kelly DA0004 000-00-123 (801)555-1530 () 03/08/2018 INSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 The claim was lost somewher between our office and the insurance carrier. We are consequently re-sending it Tue - Mar 8, 2011 - GW PAYMENT PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. fuvards, John ED002 000-00-9876 (801)555-7101 () 01/01/2018 GUARANTOR NOTE - Edwards, John; Print Until 04/08/2018	Ļ				-				
MÉDICAL ALERTS Allergy - Aspirin Davis, Karen DA0003 000-00-0007 (801)555-1530 () 01/01/2018 PATIENT NOTE - Tue - Mar 8, 2018 - Karen is divorced from Harmon Davis who is listed in her file as a non-patient to provide insurance coverage for their children. He is also set up in his own Family File. CONTINUING CARE NOTES 03/08/2018 PROPHY Come in for your cleaning and receive a free tooth whitening treatment. Davis, Kelly DA0004 000-00-0123 (801)555-1530 () 03/08/2018 INSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 The claim was lost somewhere between our office and the insurance carrier. We are consequently re-sending it Tue - Mar 8, 2011 - GW PAYMENT PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. 03/22/2018 Wards, John GUARANTOR NOTE - Edwards, John John has been out of work for several weeks - Tue - Mar 8, 2018 - GW ED0002 000-00-9876 (801)555-7101 () 01/01/2018	Ĉ		OINTMENT NOTES Appointment Date: 03/0)8/2018	000-00-0005	(801)555-5969	(801)555-6600	07/02/2017	
PATIENT NOTE - Tue - Mar 8, 2018 - Karen is divorced from Harmon Davis who is listed in her file as a non-patient to provide insurance coverage for their children. He is also set up in his own Family File. CONTINUING CARE NOTES 03/08/2018 PROPHY Come in for your cleaning and receive a free tooth whitening treatment. Davis, Kelly DA0004 000-00-0123 (801)555-1530 () 03/08/2018 INSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 The claim was lost somewher between our office and the insurance carrier. We are consequently re-sending it Tue - Mar 8, 2011 - GW Tavis, Lyle DA0005 000-00-0234 (801)555-1530 () 03/22/2018 PAYMENT PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. Hwards, John ED0002 000-00-9876 (801)555-7101 () 01/01/2018 GUARANTOR NOTE - Edwards, John John has been out of work for several weeks - Tue - Mar 8, 2018 - GW GUARANTOR STATEMENT NOTE - Edwards, John; Print Until 04/08/2018	D		ICAL ALERTS	DA0007	000-00-1234	(801)555-1530	()	03/22/2018	
03/08/2018 PROPHY Come in for your cleaning and receive a free tooth whitening treatment. Davis, Kelly DA0004 000-00-0123 (801)555-1530 () 03/08/2018 INSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 The claim was lost somewher between our office and the insurance carrier. We are consequently re-sending it Tue - Mar 8, 2011 - GW Pavis, Lyle DA0005 000-00-0234 (801)555-1530 () 03/22/2018 PAYMENT PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. 01/01/2018 GUARANTOR NOTE - Edwards, John John has been out of work for several weeks - Tue - Mar 8, 2018 - GW GUARANTOR STATEMENT NOTE - Edwards, John; Print Until 04/08/2018	Ě		ENT NOTE - Tue - Mar 8, 2018 - Karen is divorced from Harr						
INSURANCE CLAIM STATUS NOTES Claim Date: 03/08/2018 The claim was lost somewher between our office and the insurance carrier. We are consequently re-sending it Tue - Mar 8, 2011 - GW Payment PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. Insurance Carrier (801)555-7101 () 01/01/2018 GUARANTOR NOTE - Edwards, John John has been out of work for several weeks - Tue - Mar 8, 2018 - GW GUARANTOR STATEMENT NOTE - Edwards, John; Print Until 04/08/2018	F)	03/08/2018 PROPHY Come in for your cleaning a		-				
PAYMENT PLAN NOTES Provider DDS1: Since the first payment was set on the weekend. we agreed to push it back to the following Monday. wards, John ED0002 000-00-9876 (801)555-7101 () 01/01/2018 GUARANTOR NOTE - Edwards, John John has been out of work for several weeks - Tue - Mar 8, 2018 - GW GUARANTOR STATEMENT NOTE - Edwards, John; Print Until 04/08/2018	G		JRANCE CLAIM STATUS Claim Date: 03/08/2018	NOTES					
GUARANTOR NOTE - Edwards, John John has been out of work for several weeks - Tue - Mar 8, 2018 - GW GUARANTOR STATEMENT NOTE - Edwards, John; Print Until 04/08/2018	H		MENT PLAN NOTES Provider DDS1:					03/22/2018	
			RANTOR NOTE - Edward	s, John		(801)555-7101	()	01/01/2018	
		GUA			n; Print Until 04/08/	2018			

How do I run the Patient Notes Report?

From the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Patient Notes Report**. For step-by-step instructions on how to run this report, see the "Patient Notes Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Patient Alert Notes – The patient alerts assigned to a patient. Patient alerts are found in the Patient Alerts dialog box. To access this dialog box, select a patient in the Family File, and then click the Patient Alerts button.



 B. Perio Exam Notes – The notes attached to a patient's perio exam. Perio exam notes are found in the Perio Clinical Notes dialog box. To access this dialog box, select an exam in the Perio Chart, and then click Diagnostics on the menu bar.

erio Clinical N	otes				>
Notes					
GINGIVA			X-RAYS		
Color:	Coral Pink	•	Bone Loss:	None	-
Texture:	Stippled	•	Bone Defects:	None	•
Margins:	Knife Edged	•	ORAL HYGIENE		
Attachment:	Normal	-	Plaque:	None	•
Papillae:	Scalloped	•	Calculus:	None	•
Sulcus:	None	-	Stain:	None	•
Contour:	Normal	-	MISCELLANEOUS		ABC V
Bleeding:	None	-	Advised patient reg regular flossing	garding proper and	
Suppuration:	None	-	(B)	

C. Appointment Notes – The notes attached to a patient's appointment. Appointment notes are found in the **Appointment Information** dialog box. To access this dialog box, double-click an appointment in the Appointment Book.

Appointment Information - (Abbott, James S)	×
Prov: AMCCLURE >> Continuing PROPHY 12/02/2021 >> ENC# 1000111 >> Attached: Reason To Auto Update CC Initial Pc Prophylaxis-adult Delete Tx Delete Del All	Change Pat Patient Info Other Appt(s) Ins Claim Info
Misc.	Schd. Next
Desc: ProphyAd	Wait/Will Call
Length: 50 min >> Status: APTSET 0p: AF-0P-01 >>	Find
Amount: 156.03 Schedule: FIXED Date: 01/17/2022	Pin Board
RVU: 1030.00 Type: P3 Time: 2:00pm >>>	History
Staff: >> Tx Request: >>	ок І
Orig. Sched. Operator: DSMITH Date Sched.: 01/17/2022	Cancel
Notes	
Patient is sensitive	Chart Pulled
Appointment Verified Referred By Cont. Care Set Personal Information Consent Form Signed Other Family Appts Insurance Coverance Follow Up2Yor N	

D. Medical Alerts – The problems, medications/ prescriptions, allergies, and devices that are attached to a patient. Medical alerts are found in the **Medical Alerts** window. To access this window, select a patient in the Family File, and then double-click the Medical Alerts block.

Status	Severity	
Active	Unknown	
Active	Unknown	
Active	Unknown	
Status	Strength	
Active	200 mg	(
Created	250 mg	(
Active	850 mg	1
Status	Allergen T	yp
Active	Drug aller	gy
Active	Drug aller	gy
	Active Active Active Status Active Created Active Status Active	Active Unknown Active Unknown Active Unknown Status Strength Active 200 mg Created 250 mg Active 850 mg Status Allergen T Active Drug allerg

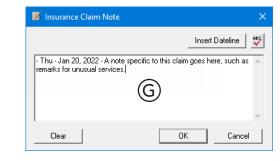
E. Patient Notes – The notes attached to a patient. Patient notes are found in the Patient Note dialog box. To access this dialog box, select a patient in the Family File, and then double-click the Patient Notes block.

Insert Dateline	۶	
- Tue - Jan 11, 2021 - Tue - May 18, 202	-Had a baby I-Son hit home run	
	E	

F. Continuing Care Notes – The notes attached to a patient's continuing care type. Continuing care notes are found in the Edit Continuing Care dialog box. To access this dialog box, select a patient in the Family File, double-click the Continuing Care block, and then double-click a continuing care type.

Edit Continuing Ca	are - (Abbott, James S)	×
Туре:	Description:	
PROPHY	Periodic cleaning an	d x-rays
Date Set:	Scheduled Appt.:	Motivational <u>N</u> ote:
01/18/2018	04/22/2018	Come in for your cleaning and receive
Due Date:	Prior Treatment: 01/20/2018	F
<u>S</u> tatus:		
1: 6M 6 Mont	n Recall 🔄	-
Provider: C Prov1	@ Prov2	
_ Default Appt. Time	·	
☑ <u>I</u> ime? 5Un	it(s) Set Ti <u>m</u> e	<u>D</u> K Cancel

G. Insurance Claim Notes – The notes attached to an insurance claim. Insurance claim notes are found in the Insurance Claim Notes dialog box, which can be accessed by clicking the **Note** menu option in the insurance claim window.



H. Payment Plan Notes – The notes attached to a future due payment plan. Payment plan notes are found in the Payment Plan dialog box. To access this dialog box, from the Transaction menu in the Ledger, click Process Future Due Payment Plan, select a future due payment plan, and then click Edit.

🖉 Payment Plan [D	SMITH][AF]		
Provider and Clinic Provider: DSMITH Clinic: AF	>>	Note: Since the first payment was set for the holiday, we agreed to push back the payment to Jan 15th	ABC
-Initial Agreement Infor	mation:		
Date of Agreement:	01/24/2022	Insurance Estimates: Pat Amt Prim Ins Amt Sec Ins Amt	
Total Plan Amount:	2000.00	Total Plan: 500.00 1000.00 500.00	-
Down Pay Charge:	100.00	Down Pay: 25.00 50.00 25.0	<u>,</u>

- Guarantor Note The notes attached to a guarantor. Guarantor notes are found in the Guarantor Notes dialog box. To access this dialog box, select a patient in the Ledger, and then click the Guarantor Notes button.
- J. Guarantor Statement Note The notes attached to guarantor statements. Guarantor statement notes are found in the Guarantor Notes dialog box. To access this dialog box, select a patient in the Ledger, and then click the Guarantor Notes button.

Guarantor Notes		
Account Note	^	Insert Dateline Clear
	>	ABC.
Billing Statement Note		
Billing statement note for this account only here	~	Clear **
Print on Statement until: 01/31/2022		

Patient Proposed Treatment Case Report (Your Care Plan)

The Patient Proposed Treatment Case Report displays only treatment plan cases with "Proposed" statuses. This report is patient-specific (can be generated for one patient at a time). The report lists the patient's proposed treatment plan cases and financial data regarding those cases.

8		To generate a list of proposed treatment plan cases along with cost information to give to a patient
\$	When:	As needed

		Your Ca	re Plan			
Patient: Phone: Provider: Office:	Brent Crosby Dennis Smith	(A)	Date: Chart #: SS #: Birthdate:	2/1/2018 CR93 111-11-1111 11/11/1970		
Treatment Required	TX Case			Total TX Case Amount	Estimated Patient Portion 0.00	Estimated Insurance Portion
1 2	Restore		Total :	155.00 190.00 345.00	38.00 38.00	155.00 152.00 307.00
		C				

How do I run the Patient Proposed Treatment Case Report (Your Care Plan)?

In the Treatment Planner module, from the **File** menu, point to **Print**, and then click **Patient Proposed Tx Case Report**. For additional details about running this report, see the "Patient Proposed Treatment Case Report" topic in the Treatment Planner portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Patient Information** The patient's name, chart number, Social Security Number, birth date, and primary provider (from the Family File).
- **B.** Treatment Case Details The name of each proposed treatment plan case and a subtotal of the fees, estimated patient portions, and estimated insurance portions for all treatment in each case.
- **C.** Totals The total fee, estimated patient portion, and estimated insurance portion for all treatment in all proposed treatment plan cases.

 \cap

Patient Questionnaire

You can print a hard copy of the patient questionnaire, which contains the patient's personal, referral, guarantor/spouse, employment, and insurance information along with any custom questions (for example, questions regarding medical or dental history).

Why: To provide the patient with a printout from which he or she can review personal and insurance information and medical and dental history

When: At patient check-in

			Cha	art#: ABB101 FOR OFFICE USE ONLY
(A	Patient Information	ı		
Patient Name: Abbott, James S		J	lim Dat	e: 03/08/2018
Gender(M/F): <u>M</u> Marital Status: <u>Married</u>	Birth Date: 11/11/1982		Becurity #: 000-0	
		0000010	. <u></u>	
Address: 1234 S Oak,				
Address. 1234 3 Oak, Street Murray	UT		Apa 8412	rtment #
City	State		Zip	Code
		Ext		call:
FAX Pag	ger	Other		
	Referral Information	n		
Name of person, office or other source referrin Crosby,Brent L	g you to our practice:			
Spouse	or Responsible Party	Information	l	
Name: Abbott, James S			lim Dat	e: 03/08/2018
Gender(M/F): M_Marital Status: Married	Birth Date: 11/11/1982		ecurity #: 000-0	0-0041
	-Mail Address:			
Address: 1234 S Oak,				
Street Murray	UT		Apa 8412	rtment #
Phone #'s: Home 555-1586 Wo	State	Evt		Code
		_^t Other		an
	Employment Informat			
The following is for: I the patient the person re				
Employer Name: Acme Bank	sponsible for payment			
			04004	
Addresses 122 Hill Dr	Brovo	ШΤ		555 4701
Address: <u>123 Hill Dr</u>	Provo	UT State	84604 Zip Code	555-4701 Phone
Street	Provo _{City}	State	Zip Code	555-4701 Phone
Address: <u>123 Hill Dr</u> Street Primary Name of Insured: <u>Abbott</u> , James S	City	State	21p Code	555-4701 Phone
Street	City Insurance Informatio	State	21p Code	555-4701 Phone
Primary Name of Insured: <u>Abbott, James S</u> Insured's Birth Date: <u>11/11/1982</u> ID Insured's Address: <u>1234 S Oak</u> Street	City Insurance Informatio	State	zip Code	Phone
Primary Name of Insured: <u>Abbott, James S</u> Insured's Birth Date: <u>11/11/1982</u> ID Insured's Address: <u>1234 S Oak</u> Insured's Employer Name: <u>Acme Bank</u>	City Insurance Informatio	MI Grou City	zip Code up #: <u>16023</u> U ^T State	Phone Phone Rev 84123 Phone Ph
Primary Name of Insured: <u>Abbott, James S</u> Last Insured's Birth Date: <u>11/11/1982</u> ID Insured's Address: <u>1234 S Oak</u> Insured's Employer Name: <u>Acme Bank</u> Address: <u>123 Hill Dr Street </u>	City Insurance Information #: 000-00-0000	MI Grou	zip Code	Phone Phone Rev 84123 Phone Ph
Primary Name of Insured: <u>Abbott, James S</u> Last Insured's Birth Date: <u>11/11/1982</u> ID Insured's Address: <u>1234 S Oak</u> Insured's Employer Name: <u>Acme Bank</u> Address: <u>123 Hill Dr</u> Patient's relationship to insured: Self	City Insurance Informatio #: 000-00-0000 Spouse Child Othe	MI Grou MI Grou City Provo City r	zip Code up #: <u>16023</u> U ^T State	Phone T 84123 2 p Code T 84604
Street Primary Name of Insured: Abbott, James S Insured's Birth Date: 11/11/1982 ID Insured's Address: 1234 S Oak Street Insured's Employer Name: Acme Bank Address: 123 Hill Dr Patient's relationship to insured: ⊠Self Insurance Plan Name and Address: Allied Group	City Insurance Informatio #: 000-00-0000 Spouse Child Othe up Insurance Trust, P.O. Bo	MI Grou MI Grou City Provo City r	zip Code up #: <u>16023</u> U ^T State	Phone T 84123 2 p Code T 84604
Primary Name of Insured: Abbott, James S Insured's Birth Date: 11/11/1982 Insured's Address: 1234 S Oak Insured's Employer Name: Acme Bank Address: 123 Hill Dr Street Patient's relationship to insured: ⊠Self Insurance Plan Name and Address: Allied Group St Louis	City Insurance Informatio #: 000-00-0000 Spouse Child Othe	MI Grou MI Grou City Provo City r	zip Code up #: <u>16023</u> U ^T State	Phone T 84123 2 p Code T 84604
Street Primary Name of Insured: Abbott, James S Insured's Birth Date: 11/11/1982 ID Insured's Address: 1234 S Oak Street Insured's Employer Name: Acme Bank Address: 123 Hill Dr Patient's relationship to insured: ⊠Self Insurance Plan Name and Address: Allied Grou Secondary St. Louis, Name of Insured: Abbott, Timothy Last	City Insurance Information #: 000-00-0000 □Spouse □Child □Other up Insurance Trust, P.O. Bo MO, 63126 First	MI Grou MI Grou Murray City Provo City r x 29109, M	zip Code IP #:16023	Phone T 84123 2 p Code T 84604
Street Primary Name of Insured: Abbott, James S Insured's Birth Date: 11/11/1982 ID Insured's Address: 1234 S Oak ID Insured's Employer Name: Acme Bank Street Address: 123 Hill Dr Street Patient's relationship to insured: ⊠ Self Insurance Plan Name and Address: Allied Group Secondary Name of Insured: Abbott, Timothy Insured's Birth Date: 11/11/1984 ID	City Insurance Information #: 000-00-0000 □Spouse □Child □Other up Insurance Trust, P.O. Bo MO, 63126 First	State MI Grou Murray City Provo City Value Value MI City Value MI MI MI MI MI MI MI Grou	zp Code Ip #: <u>16023</u> U ^T State U State U State U State U State U State U State U State U State State U State S	Рћоле Г <u>84123</u> 2 g Code Г <u>84604</u> 2 g Code
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Street Primary Name of Insured: Abbott, James S Insured's Birth Date: 11/11/1982 ID Insured's Address: 1234 S Oak Insured's Address: 1234 Hill Dr Address: 123 Hill Dr Street Patient's relationship to insured: ⊠ Self Insurance Plan Name and Address: Allied Grout Secondary Name of Insured: Abbott, Timothy Insured's Birth Date: 11/11/1984 ID Insured's Address: 1234 S Oak Insured's Address: 1234 S Oak Insured's Employer Name: Street	City Insurance Information #: 000-00-0000 □Spouse □Child □Other up Insurance Trust, P.O. Bo MO, 63126 First	State MI Grou Murray City Provo City Value Value MI City Value MI MI MI MI MI MI MI Grou	zp Code Ip #: <u>16023</u> U ^T State U State U State U State U State U State U State U State U State State U State S	Рћоле Г <u>84123</u> 2 g Code Г <u>84604</u> 2 g Code
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Street Primary Name of Insured: Abbott, James S Insured's Birth Date: 11/11/1982 ID Insured's Address: 1234 S Oak Insured's Employer Name: Acme Bank Address: 123 Hill Dr Street Patient's relationship to insured: ⊠Self Insured's Address: Allied Grow Sacondary St. Louis, Name of Insured: Abbott, Timothy Insured's Birth Date: 11/11/1984 Insured's Address: 1234 S Oak Insured's Address: Insured's Address: 2134 S Oak Insured's Employer Name: Address: Street Patient's relationship to insured: ⊡Steff Insured's Address: Street Insured's Patient's relationship to insured: ⊡Steff Insurance Plan Name and Address: Aetna Life	City Insurance Informatio #: 000-00-0000 Spouse Child Othe up Insurance Trust, P.O. Bo MO, 63126 #:	state	zp Code Ip #: <u>16023</u> U ^T State Ip #: <u>321863</u> U ^T State	Phone Phone F 84123 2 2 2 2 2 2 2 2 2

	Δ Patient Information	
Patient: Abbott, James S Birth Date: 11/11/1982 Provider: DDS9 Phone: 555-1586	Chart#: ABB101	Date: 03/08/2018 SS#: 000-00-0041
Address: 1234 S Oak Murray, UT 84123	\frown	
Date of Questionnaire	B Patient Questionaire	03/08/2018
Do you have any medical condition	is that we should be aware of?	No
If yes, please explain:		
Have you ever had any complication	ns following dental treatment?	No
If yes, please explain:		

How do I run the Patient Questionnaire?

- 1. From any module (except the Office Manager), click the Patient Questionnaire button to open the Patient Questionnaire History window.
- 2. Select an existing questionnaire, and click **View** or **Edit**. Or, select a questionnaire type from the list, and click **New**.
- **3**. To print the full questionnaire (all the patient information and custom questions), click **Print**. To print just the custom questions, click **Print Questions**. The responses to the questions will print if you are viewing or editing an existing questionnaire; new questionnaires don't have any responses, yet.

For more detailed instructions on printing a patient questionnaire, see the "Printing questionnaires" topic in the Other Features portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Patient Information

- **Full Questionnaire** The patient's personal, referral, guarantor/spouse, employment, and insurance information stored in the Family File.
- **Questions Only** The patient's name, birth date, chart number, and Social Security number stored in the Family File.
- **B.** Questions Questions regarding medical/dental history and/or other custom questions, and the patient's responses (if any).

Patient Revenue List by Payer Report

The Patient Revenue List by Payer Report displays the total amount of charges, payments, and adjustments that have been posted to a given patient's record, on a given service date or entry date, and for a given payer.



Why: To track revenue by payer When: As needed

			Patient Revo	enue List By	Payer		
			Date Range: 2/25/20 (Patient Ra	20 - 2/25/2020 Procedure Da Clinics: AF Inge: <all> - <all> It Status: <all></all></all></all>			
Report Date: 2/25/202	20		Report General	ted By: ENTERPRISE			Page 1 of 1
Payer Name	Clinic	Patient Name	Chart Number	Date of Service	Total Charges by Date of Service	Total Payments by Date of Service	Total Adjustments by Date of Service
Delta PMI	AF	Crosby, Brent	CR0101	02/25/2020	128.00	-128.00	
Acme Insurance Co Lincoln National	AF	Reed, Sandy Winters, Carl	WIN100	02/25/2020	128.00 286.40	-128.00 -200.40	-86.00
				02/20/2020			

How do I run the Patient Revenue List by Payer Report?

From the DXOne Reporting module, select **List**, and then double-click **Patient Revenue List By Payer**. For additional details about running this report, see the "Patient Revenue List by Payer Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

You can hide the patient names by selecting the **Do not display Patient Name** check box when setting up the options to run this report. You can also display this report in a format that you can easily export to a spreadsheet program. The list is sorted by patient, date, and then payer.

A. Payer Name, Patient Name, and Date of Service/Entry Date – The following details appear:

- The name of the primary dental insurance carrier of claim that has the completed procedure attached to it. If the procedure is not attached to a primary dental claim, the payer is blank. If the procedure is attached to a primary medical claim and then to primary dental claim, the payer is blank. For a transaction on a date that is not associated with a payer, the payer is blank.
- The last name, first name, and middle initial of the patient.
- The date of service (if the report was run by **Procedure Date**) or entry date (if the report was run by **Entry Date**).
- **B.** Total Charges by Service Date/Entry Date The sum of the charges affecting the family balance:
 - Completed procedures
- Finance and late chargesCharge initial balances
- Charge adjustmentsInsurance charge adjustments
- Charge initial balancesCharge special adjustments
- **C. Total Payments by Service Date/Entry Date** The sum of the payments affecting the family balance:
 - Guarantor payments
 Insurance payments
- **D. Total Adjustments by Service Date/Entry Date** The sum of the other credits affecting the family balance:
 - Credit adjustments
- Credit special adjustments
- Credit initial balances

Notes:

• Allocation date as it relates to showing a portion of a payment should not be considered on the report however allocations as they tie back to charges should be considered.

For example, a given patient has the following on a given date:

- A completed procedure for \$100.00 that is attached to a claim for a given payer (Aetna).
- A guarantor payment of \$50.00, with \$25.00 of it being applied to the completed procedure, and the remaining \$25.00 is suspended.

Then, the \$25.00 that was applied the completed procedure and is attached to a claim appears on the line where Aetna is the payer. The guarantor payment of \$25.00 appears on a line where the payer is blank because this portion is not associated with a payer.

• Allocated credits should inherit from the associated charge clinic. This essentially means that the report is run by "rendering clinic." Any portion of a credit not associated with a charge will use the clinic associated with that credit.

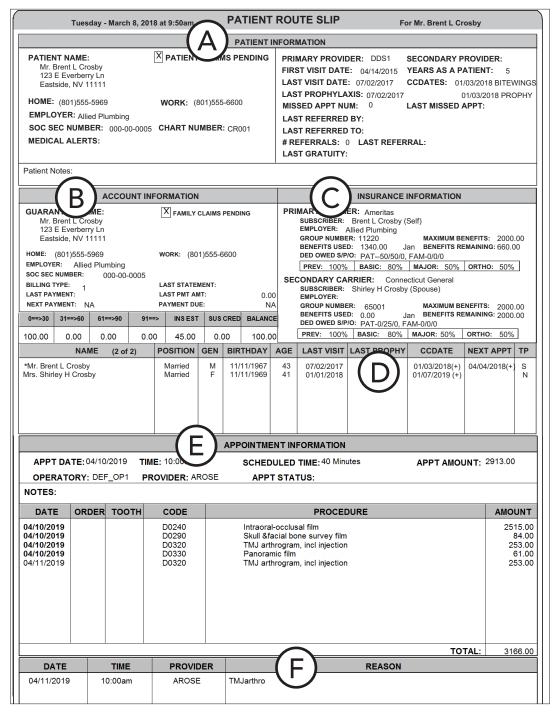
Patient Route Slip

The Patient Route Slip report allows you to print route slips for each appointment scheduled on a selected date or date range.



Why: To review patient details prior to an appointment, and to communicate work between the back office and front office

When: Daily, and as needed



How do I run the Patient Route Slip?

- 1. In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Daily Appointment List**.
- 2. Ensure the Patient Route Slips option is selected.
- 3. Click OK.

OR

From the Appointment Book, right-click an appointment, and select **Print Route Slip**.

For step-by-step instructions on how to run this report, see the "Daily Appointment List" and "Route slip" topics in the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Patient Information – The patient's contact information, employer, preferred provider(s), number of years as a patient, number of missed appointments, and referral information.

If a certain clinic setting is enabled, this section also includes the patient's financial information: aged balances, estimated insurance portion, suspended credits, balance, and estimated patient portion (Balance + Appt Amount – Ins Est). The estimated insurance portion is the insurance estimate for the procedures attached to the appointment for which the route slip is generated. However, if the clinic setting is not enabled, the financial information does not appear.

				P.	ATIENT	INFORM						
PATIE		ME:		X PATIENT CLAIMS PENDIN								
123	Brent L B E Ever stside, N											
HOME: (801)555-5969 WORK: (801)555-6600												
		Allied Plu	Imbing									
SOC	SEC NU	MBER: (00-00-00	05 CHAR	RT NUME	BER: CR	001					
MEDI	CAL ALI	ERTS:										
0==>30	31==>60	61==>90	91>	INS EST	SUS CRED	BALANCE	EST PAT POI					
100.00	0.00	0.00	0.00	1500.00	0.00	100.00	1513.00					

B. Account Information – The guarantor's information and the financial information for the account: aged balances, estimated insurance portion, suspended credits, and balance.

If a certain clinic setting is enabled, this section also includes the estimated guarantor portion (Balance + Appt Amount – Ins Est). The estimated insurance portion includes the insurance estimate for other family members' completed procedures (whether or not they are attached to a claim) and includes the insurance estimate for the procedures attached to the appointment for which the route slip is generated. However, if the clinic setting is not enabled, the estimated guarantor portion does not appear, and the estimated insurance portion is the

		ACCO		RMATION	l						
Mr. I 123	GUARANTOR NAME: A FAMILY CLAIMS PENDING Mr. Brent L Crosby 123 E Everberry Ln Eastside, NV 11111										
HOME: (801)555-5969 WORK: (801)555-6600 EMPLOYER: Allied Plumbing SOC SEC NUMBER: 000-00-0005 LAST STATEMENT:											
BILLING T		000-00	-0003 -	LAST PMT AMT:							
LAST PAY			_	AYMENT DUE	NA						
NEXT PA	YMENT: N	NA	E	ST GUAR POI	RTION:	1513.00					
0==>30	31==>60	61==>90	91==>	INSEST	SUS CRED	BALANCE					
100.00	0.00	0.00	0.00	1500.00	0.00	100.00					

insurance estimate for the patient's and the other family members' completed procedures.

- **C.** Insurance Information The patient's primary and secondary insurance information.
- **D.** Continuing Care The patient's continuing care due date and next appointment date.
- **E.** Appointment Information The procedures to be completed during the current appointment.
- **F.** Future Appointments The dates and times of the patient's future appointments.

Patient Treatment Case Report

The Patient Treatment Case Report displays treatment plan cases for a specific patient within specific procedure and case expiration dates. The report may also include items, such as patient and family account balances and dental insurance plan maximums and deductibles.



Why:

To print the treatment cases created for a patient

When: As needed

Provider: Phone: Office:	Abbott, Jam Dennis Smit (801)555-19 1234 Pine S American Fo	h, D.D. 42 t						Date: 3/8/2018 Chart #: ABB101 SS #: 000-00-0041 Birthdate: 11/11/1962					
Case Name: Treatment Plan Alternate Cases: Status: Created Comment: Case created by user: E Case Note:				Priority: None Last Updated: 3/8/2011 ITERPRISE				Finance Status: None					
Ent Date	Prc Date	Visit	Tooth	Surface	Code	Prov	Description	Fee	Pat	Prim Ins	Sec Ins	Offic	
3/8/2018	3/8/2018	1	4	D,	D2110	DDS9		151.00	0.00	80.80	70.20	151.0	
1							Visit: 1 Subtotal:	151.00	0.00	80.80	70.20	151.0	
	Prc Date 3/8/2018	Visit 2	Tooth 13	Surface	Code D7280	Prov DDS9	expose a covered tooth so it can	Fee 350.00	Pat 240.00	Prim Ins 100.00	Sec Ins 10.00	Offic 350.0	
3/8/2018	3/8/2018	2	14		D7280	DDS9	grow in normally Surgical method to expose a covered tooth so it can grow in normally	350.00	145.00	200.00	5.00	350.0	
3/8/2018	3/8/2018	2	15		D7280	DDS9	Surgical method to expose a covered tooth so it can grow in normally	350.00	0.00	100.00	250.00	350.0	
						_	Visit: 2 Subtotal:	,	385.00	400.00	265.00	,	
	Prc Date 3/8/2018	Visit 3	Tooth 19	Surface	Code D2750	Prov DDS9	made of porcelain fused to high noble metal (has a strong, hypo-allergenic	Fee 713.00	Pat 0.00	Prim Ins 500.00	Sec Ins 213.00	Offic 713.0	
							base) Visit: 3 Subtotal:	713.00	0.00	500.00	213.00	713.0	
	(В)				Total:	1,914.00	385.00	980.80	548.20	1,914.0	
			•	Estim Estim Estim Patie	ment Plan nated Dedu nated Insur nated Patie nt Balance ly Balance	ctible to l ance Pay nt's Porti		C)		1,529 385 -12,430	5.00 9.00 5.00	

Dental Insurance Benefits		Pa	atient
Annual Plan Benefits Paid Benefits YTD Pending Insurance Est. YTD Est. Benefits Remaining YTD Benefits Evering	D	Primary 1,500.00 0.00 1,500.00	Secondary 2,000.00 0.00 0.00 2,000.00
Benefits Expire Deductible Owed YTD	Standard Preventive Other	12/31/2018 50.00 0.00 0.00	12/31/2018 25.00 0.00 0.00
Primary Dental Insurance Secondary Dental Insurance	Allied Group Ins		

How do I run the Patient Treatment Case Report?

- 1. In the Treatment Planner, select the appropriate patient.
- 2. From the File menu, point to Print, and then click Patient Treatment Case Report.

For additional details about running this report, see the "Printing the Patient Treatment Case Report" topic in the Treatment Planner portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Treatment** The treatment-planned procedures are grouped by visit. A subtotal of fees, patient portions, and insurance estimates for each visit are given.
- **B.** Case Totals The total fees, patient portions, and insurance estimates totals for all visits in the case.
- **C.** Other Totals The treatment plan total, estimated insurance portion, deductible to be applied, estimated patient portion, and patient and family account balances.
- **D.** Insurance Benefits Details of the current insurance plan maximums and deductibles for the patient are shown.

Patient's Ledger Report

The Patient's Ledger Report displays all transactions posted to the Ledger for an individual patient. Depending on report settings, the total family balance, individual family balances, and guarantor payments and adjustments also appear on this report.



Why: To provide a patient with a record of his or her transactions

When: As needed

			LEDGER REF	PORT		
	Date: 04/23/2018	Th	e Dentist Group			Page: 1
$\overline{\mathbf{A}}$	Patient Nan	ne: James S Abbott 123 S Oak St		Chart Numbe	r: ABB101	
Q		Murray, UT 84123		Billing Typ	e: 2	
	DATE TEETH	DESCRIPTION	PATIENT	CHARGE 6407.84	PAYMENT	BALANCE
B	03/23/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/23/2018 6	Balance Forward Post/core + brdg retainer, fabr Prophylaxis-adult Periodic oral evaluation Bitewings-four films Panoramic film Professional Discount Check Payment - Thank You Extraction-single tooth	James James James James <family> <family> James</family></family>	-10.00 -125.00	6407.84 6637.84 6637.84 6637.84 6637.84 6637.84 6627.84 6527.84 6523.84	
		TOTAL PATIE	NT BALANCE AS OF 0	4/23/2018:		6573.84

How do I run the Patient's Ledger Report?

In the Office Manager, from the **Reports** menu, point to **Ledger**, and then click **Patient's Ledger Report**. For additional details about running this report, see the "Patient's Ledger Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Patient Details The patient's name, street address, chart number, and billing type.
- **B.** Patient History All transactions posted to the patient's Ledger during the date range of the report.
- **C. Total Patient Balance** The patient's current balance.

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Payment Agreement Amortization Schedule

The Payment Agreement Amortization schedule displays an amortization schedule for a patient's payment agreement. You might want to print this report and provide it to patients at the time a payment agreement is created.

Why: To provide patients with an amortization scheduleWhen: After creating a payment agreement, and as needed

					Page:
	Guarantor Name:	Abbott, Patricia		Chart Number: Payment Interval:	ABB102 Monthly
#	DATE DUE	AGREED PAYMENT AMOUNT	INTEREST 12 % Annual f / 12 = f	PRINCIPAL	BALANCE 5956.04
1	04/30/2018	1000.00	59.56	940.44	5015.60
2	05/30/2018	1000.00	50.16	949.84	4065.76
3	06/30/2018	1000.00	40.66	959.34	3106.42
4	07/30/2018	1000.00	31.06	968.94	2137.48
5	08/30/2018	1000.00	21.37	978.63	1158.85
6	09/30/2018	1000.00	11.59	988.41	170.44
	TOTALS	6000.00	214.40	5785.60	

How do I run the Payment Agreement Amortization Schedule?

- 1. From the Ledger, click the Payment Agreement button to open the **Billing/Payment Agreement Information** dialog box.
- 2. Click Print to open the Print for Payment Agreement dialog box.
- 3. Select Amortization of Payments and Finance Charges.
- 4. Click Print or Send to Batch.

For additional details about running this report, see the "Printing payment agreement documents" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Payment Details The payment due date, amount, interest to be applied, amount to be applied to principal, and balance of the financed amount.
- **B.** Totals The total amount paid by the end of the finance period, interest to be paid, and principal to be paid.

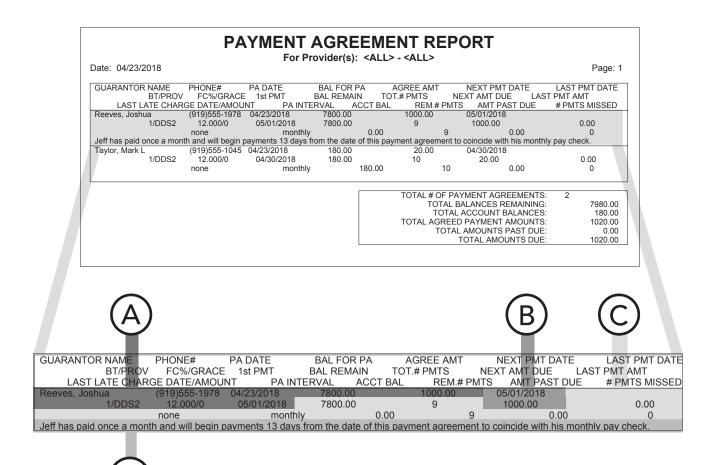
\$

Payment Agreement Report

The Payment Agreement Report lists the payment agreements that have not been completed.

Why: To ensure the practice follows up with guarantors that fail to make payments, to identify and assist guarantors prone to default on the agreement, and to reduce the amount of bad debt the practice writes off

When: As frequently as your patients are required to make payments



Dentrix Enterprise 11.0.2 Reports Reference

How do I run the Payment Agreement Report?

In the Office Manager, from the **Reports** menu, point to **Ledger**, and then click **Payment Agreement Report**. For additional details about running this report, see the "Payment Agreement Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Original Agreement Details** In addition to the name and phone number of the guarantor, the following information is included:
 - **PA Date** The date of the payment agreement.
 - Bal For PA The original balance of the payment agreement.
 - Agree Amt The monthly payment amount.
- **B.** Future Transactions
 - **Next Pmt Date** The next payment due date.
 - Next Amt Due The next payment amount.

C. Current Status:

- Last Pmt Date The guarantor's last payment date.
- Last Pmt Amt The amount of the guarantor's last payment.
- Rem # Pmts The number of payments remaining.
- **Bal Remain** The remaining balance of the payment agreement.
- Acct Bal The guarantor's current account balance.
- **D. PA Notes** If you check **Print Last PA Note** when setting options for the report, the last payment agreement note prints on the report.

Payment Summary Report

The Payment Summary Report displays totals by payment type.



Why: To verify bank and credit processing statements, to compare collection agencies, and to view payment totals by payment types

When: As needed

Payment Summary 05/01/2018 - 05/05/2018 Procedure Date Clinics: <all> Providers: <all> Billing Type: <all> Payment Types: <all></all></all></all></all>												
Report Date: 05/05/2018	Report Generated By	: enterprise		Page 1 of 1								
Description	Quantity	Total	Average	Percent								
Cash Payment - Thank You Check Payment - Thank You Credit Card Payment -Thank You Dental Insurance - Primary	$\overset{\overset{3}}{\overset{2}{\textcircled{A}}}$	-140.00 -200.00 -23.96	-46.67 -50.00 -11.98	25.93% 37.04% 4.44%								
E)	13	-539.96	-41.54									

How do I run the Payment Summary Report?

From the DXOne Reporting module, select **Analysis**, and then double-click **Payment Summary**. For additional details about running this report, see the "Payment Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Quantity** The number of payments received.
- **B.** Total The total dollar amount of payments received.
- C. Average The average payment amount (Total / Quantity).
- **D. Percent** The payment total compared to all payments (Total / Total Of All Payments). The percent column assists you in comparing the most popular payment types. The higher the percentage, the more revenue was brought in by the payment type.
- **E. Grand Totals** The Grand Totals section includes the quantity, total, and average for all the payments on the report.

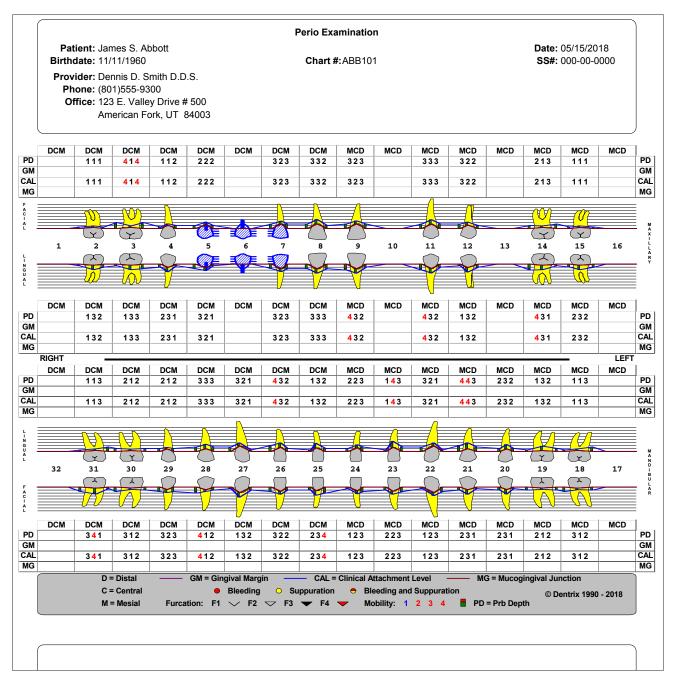
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Perio - Combined Graphic & Data Chart Report

The Perio - Combined Graphic & Data Chart Report is a data chart and graphical representation of all periodontal data collected during a perio examination.

Why: To provide a patient with the results of his/her perio exam

When: After completing a perio exam, and as needed



How do I run the Perio - Combined Graphic & Data Chart Report?

From the Perio Chart, from the **File** menu, click **Print**. For additional details about running this report, see the "Printing Perio Chart reports" topic in the Perio Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Note: This report prints in a landscape format.

What important information does this report provide?

This report contains the following perio exam results:

- Probing Depth
- Bleeding/Suppuration
- Gingival Margin
- Clinical Attachment Level
- Mucogingival Junction
- Plaque/Mobility/Bone Loss
- Furcation Grade
- Maxillary/Mandibular Tooth Codes

Note: A legend is provided below the chart.

Perio - Data Chart Report

The Perio - Data Chart Report is a table of all periodontal data collected during a periodontal examination.



Why: To provide a patient with the results of his/her periodontal exam

When: After completing a periodontal exam, and as needed

					123 Amer	East Va	k, UT 84									
Patient: James S. Abbott Exam by: Dennis D. Smith D.D.S.															Date: 05 Date: 05	/15/2018 /15/2018
MAXILLARY TOOTH NUMBER:	1 DCM	2 DCM	3 DCM	4 DCM	5 DCM	6 DCM	7 DCM	8 DCM	9 MCD	10 M C D	11 MCD	12 M C D	13 M C D	14 M C D	15 M C D	16 M C D
Probing Depth - Facial - Lingua	-	1 1 1 1 3 2	414 133	112 231	222 321	-	323 323	332 333	323 432	-	333 432	322 132	-	213 431	1 1 1 2 3 2	-
Bleeding/Suppuration - Facial - Lingua	-					-				-			-			-
Gingival Margin - Facial - Lingua						-				-			1			-
Clinical Attachment Level - Facial - Lingua		1 1 1 1 3 2	414 133	112 231	222 321	-	323 323	332 333	323 432	-	333 432	322 132	-	213 431	111 232	-
Mucogingival Junction - Facial - Lingua						-				-			-			-
Plaque/Mobility/Bone Loss Furcation Grade	-					-				-			-			-
Maxillary Tooth Codes	- M				С	- M	С			- M			- M			- M
MANDIBULAR TOOTH NUMBER:	32 D C M	31 D C M	30 D C M	29 D C M	28 D C M	27 D C M	26 D C M	25 D C M	24 M C D	23 M C D	22 M C D	21 M C D	20 M C D	19 M C D	18 M C D	17 M C D
Probing Depth - Facial - Lingua	-	3 <mark>4</mark> 1 1 1 3	312 212	323 212	412 333	132 321	322 432	234 132	123 223	223 1 <mark>4</mark> 3	123 321	231 443	231 232	212 132	312 113	-
Bleeding/Suppuration - Facial - Lingua																-
Gingival Margin - Facial - Lingua																-
Clinical Attachment Level - Facial - Lingua		3 <mark>4</mark> 1 1 1 3	312 212	323 212	412 333	132 321	322 432	234 132	123 223	223 1 <mark>4</mark> 3	123 321	231 443	231 232	212 132	312 113	-
Mucogingival Junction - Facial - Lingua																-
Plaque/Mobility/Bone Loss Furcation Grade - Buccal	-															-
Mandibular Tooth Codes	- II - M															- M
		· .				ĻEGE	END		1							
	CODES			PROBIN			PLAQUE		DNE LOS			IER COD	DES	_		
U Uner P Pont	upted c	> A	>9 mm 1 mm	n below t n below t n above t	he CEJ he CEJ	2 -	· Light · Moderat · Heavy	e 2-	Mild Moderat Severe	te S	Bleeding Suppura Bleeding		uration			
ID Impa		al E	3 mm 4 mm	n above t n above t n above t n above n above	he CEJ he CEJ					>	Greater	than 9 m	m			

How do I run the Perio - Data Chart Report?

From the Perio Chart, from the **File** menu, click **Print**. For additional details about running this report, see the "Printing Perio Chart reports" topic in the Perio Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Note: This report prints in a landscape format.

What important information does this report provide?

This report contains the following perio exam results:

- Probing Depth
- Bleeding/Suppuration
- Gingival Margin
- Clinical Attachment Level
- Mucogingival Junction
- Plaque/Mobility/Bone Loss
- Furcation Grade
- Maxillary/Mandibular Tooth Codes

Note: A legend is provided below the chart.

Perio - Exam Comparison Report

The Perio - Exam Comparison Report compares the results of two or more periodontal examinations using data and graphical charts (depending on the data being compared).



Why: To provide the patient with the results of a periodontal examinationWhen: After completing a periodontal exam, and as needed

	The Allied Dentist Group 123 East Valley Dr American Fork, UT 84003 (801)555-9300	
atient: James S. Abbott	Repo	rt Date: 05/15/201
	Probing Depth Comparison	
MAXILLARY TOOTH # Facial 12/15/2017 Change 05/15/2018 Lingual 12/15/2007 Change 05/15/2018	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 DCM DCM DCM DCM DCM DCM DCM DCM DCM MCD MCD <th>M M M</th>	M M M
MANDIBULAR TOOTH # Facial 12/15/2017 Change 05/15/2018 Lingual 12/15/2017 Change 05/15/2018	32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 DCM DCM DCM DCM DCM DCM DCM DCM MCD <	3 1 6 5 2 M 5 5 6 4
TOOTH CODES	LEGEND GINGIVAL MARGIN (GM) PROBING CODES CHANGE SYMBOLS	
M Missing U Unerupted P Pontic I Implant C Crown IC Implant+Crown ID Impacted Distal IM Impacted Mesial	GINGIVAL MARGIN (GM) PROBING CODES CHANGE SYMBOLS 0 to 9 mm below the CEJ >1mm and 2mm worse > 9 mm below the CEJ >2mm worse A 1 mm above the CEJ >1mm and 2mm better B 2 mm above the CEJ >2mm better C 3 mm above the CEJ >2mm better D 4 mm above the CEJ >2mm better E >4 mm above the CEJ >2mm better	

How do I run the Perio - Exam Comparison Report?

From the Perio Chart, from the **File** menu, click **Print**. For additional details about running this report, see the "Printing Perio Chart reports" topic in the Perio Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Note: This report prints in a landscape format.

What important information does this report provide?

Printing a comparison of exams is only possible if you are viewing a comparison. To indicate the exams you want to compare, from the **Options** menu in the Perio Chart, click **Exam Comparison**. This report displays the following changes since the previous perio exam:

- Probing Depths are presented in a data chart.
- Gingival Margins are presented in a data or graphical chart.
- Clinical Attachment Levels are presented in a data or graphical chart.
- Mobility is presented in a data chart.
- Furcation Involvement is presented in a data chart.

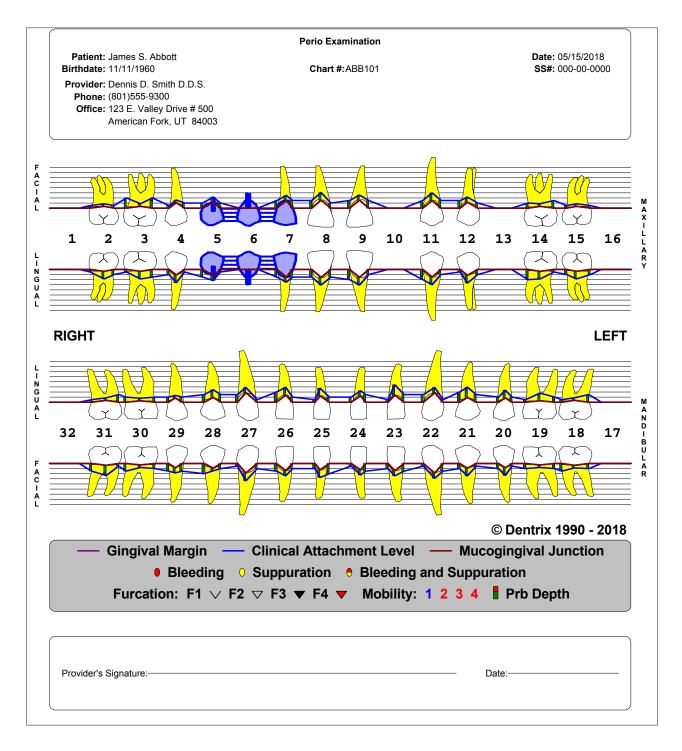
Note: A legend is provided below the chart.

Perio - Graphic Chart Report

The Perio - Graphic Chart Report is a graphical representation of all periodontal data collected during a periodontal examination.

•

Why: To provide a patient with the results of his or her periodontal examWhen: After completing a periodontal exam, and as needed



How do I run the Perio - Graphic Chart Report?

From the Perio Chart, from the **File** menu, click **Print**. For additional details about running this report, see the "Printing Perio Chart reports" topic in the Perio Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Note: This report prints in a landscape format.

What important information does this report provide?

This report contains the following perio exam results:

- Probing Depth
- Bleeding/Suppuration
- Gingival Margin
- Clinical Attachment Level
- Mucogingival Junction
- Mobility
- Furcation Grade

Note: A legend is provided below the chart.

Perio - Pocket Depths Only Report

The Perio - Pocket Depths Only Report is a table of the pocket depths recorded during a periodontal examination.



Why: To provide a patient with the results of his/her periodontal exam

When: After completing a periodontal exam, and as needed

					123 Amer	East Val	k, UT 840									
Patient: James S. Abbott ixam by: Dennis D. Smith D.D.S.						(001)00.									Date: 05 ate: 05	
MAXILLARY TOOTH NUMBER:	1 DCM	2 DCM	3 DCM	4 DCM	5 DCM	6 DCM	7 DCM	8 DCM	9 M C D	10 M C D	11 M C D	12 M C D	13 M C D	14 MCD	15 M C D	16 M C
Probing Depth - Facial - Lingual Aaxillary Tooth Codes	- - M	111 132	414 133	112 231	222 321 C	- - M	323 323 C	332 333	323 432	- - M	333 432	322 132	- - M	213 431	111 232	-
MANDIBULAR TOOTH NUMBER:	32 D C M	31 DCM	30 D C M	29 D C M	28 D C M	27 D C M	26	25 D C M	24 M C D	23 M C D	22 M C D	21 MCD	20 M C D	19 MCD	18 M C D	17
Probing Depth - Facial - Lingual	-	341 113	3 1 2 2 1 2	323	4 1 2 3 3 3	1 3 2 3 2 1	322	234 132	123 223	2 2 3 1 4 3	123 321	231	231 232	212	3 1 2 1 1 3	-
Iandibular Tooth Codes	М															M
				гоотн (LEGE		IER COL								
			U P I C I C I D I M	Impac	ipted ; nt	1	Greater									

How do I run the Perio - Pocket Depths Only Report?

From the Perio Chart, from the **File** menu, click **Print**. For additional details about running this report, see the "Printing Perio Chart reports" topic in the Perio Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Note: This report prints in a landscape format.

What important information does this report provide?

This report contains the following periodontal exam results:

- Probing Depth
- Maxillary/Mandibular Tooth Codes

Note: A legend is provided below the chart.

Perio Exam List

The Perio Exam List displays the periodontal exams the practice has performed for a selected date and/or patient range.



To see if the office is using the Perio Chart feature, and to view periodontal exams the practice has performed for a selected date and/or patient range

When: As needed

		PERIO EXAM LIST Dentrix Dental Practice						
Date: 03/08/2018		entrix Dental Practice	Page:					
	DATE	NAME						
	03/08/2018 03/08/2018	Abbott, Ken S Abbott, Patricia Abbott, Timothy Brown, Mary Crosby, Brent L Crosby, Shirley H Davis, Harmon Davis, Kelly Davis, Lyle Edwards, John Edwards, John Edwards, Kimberly Farrer, Lisa Gleason, Alice Gleason, Alice Gleason, Gary N Hansen, Corey L Hayes, Sally Little, Brian Little, Chad Little, Chad Little, Chad Little, Chad Little, Chad Nyers, Timothy Perkins, Allen Perkins, Peggy Perkins, Shelly Reeves, Joshua Schow, Lawrence P Smith, Michael Taylor, Kerri Taylor, Mark Young, Tina						
	A	B						



How do I run the Perio Exam List?

From the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Perio Exam List**. For additional details about running this report, see the "Perio Exam List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

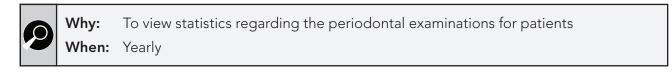
What important information does this report provide?

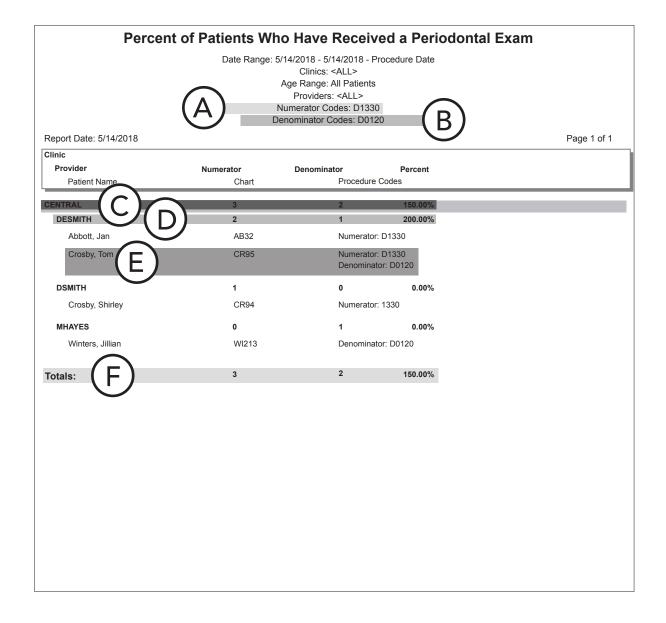
- **A.** Date The date of the perio exam.
- **B.** Name The patient for which the perio exam was performed.

Periodontal Exam Report

The Periodontal Exam Report displays the percentage of oral health patients who received a periodontal exam (determined by specified ADA and/or condition codes) at least once during a specified time frame.

For example, you may want to track patients who received a comprehensive oral exam (ADA code D0150) or a periodic recall oral evaluation (ADA code D0120)—the denominator codes—and then received a periodontal exam (ADA code D0180)—the numerator code.





How do I run the Periodontal Exam Report?

From DXOne Reporting, select **Lists**, and then double-click **Periodontal Exam**. For additional details about running this report, see the "Periodontal Exam Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report contains the following information:

- **A.** Numerator The specified ADA codes and/or conditions.
- **B.** Denominator The specified ADA codes and/or conditions.
- **C.** Clinic Totals The Numerator, Denominator, and Percent totals for the providers at a given clinic on the report.
- **D.** Provider Totals The Numerator, Denominator, and Percent totals for a given provider who is attached to the Numerator and/or Denominator codes.
- **E.** Details If you select Include Details when setting options for this report, patient names, chart numbers, and procedures codes (numerators and denominators) appear on the report.
- **F.** Totals The Numerator, Denominator, and Percent grand totals for all clinics on the report.

Practice Analysis Report

The Practice Analysis report provides statistical data for production, receivables, patients, and financial contracts (payment agreements and future due payment plans).



: To view general practice vitality for the current day, month, year, and past three months

When: After closing out the month

				te Type: Procedure	-				
				Clinics: <all> Providers: <all></all></all>					
	Report Date: 05/05/2018		Rep	ort Generated By: ente	erprise				
	Production Analysis	Range 04/01/2017 - 05	5/05/2018	MTD 05/01/2018 - 05/0	5/2018	Avg 02/01/2018 - 04/3	0/2018	YTD 01/01/2018 - 05/0	5/2018
	Beginning Balance	161,633.30		182,676.90		168,846.67		163,657.34	
	Charges								
	Non-insured Charges Insured Charges	15,546.56 2,923.00		3,405.00 2,552.00		1,732.52 58.67		13,648.56 2,728.00	
	Sub-Total	18,469.56		2,552.00 5,957.00		1,791.19		16,376.56	
	Finance Charges	354.00		0.00		110.67		354.00	
	Late Charges	7,951.00		0.00		2,650.33		7,951.00	
\sim	Debit Adjustments	185.00		0.00		33.33		100.00	
(^)	Other Debits	1,510.00		0.00		503.33		1,510.00	
	TOTAL CHARGES	28,469.56		5,957.00		5,088.85		26,291.56	
$\mathbf{\mathbf{\gamma}}$	Credits								
	Guarantor Payments	-363.96		-20.00		-96.00		-340.00	
	Insurance Payments	-176.00		-71.00		0.00		-71.00	
	Sub-Total Credit Adjustments	-539.96 -170.00		-91.00 -50.00		-96.00 -31.67		-411.00 -145.00	
	Other Credits	-900.00		-50.00		-300.00		-900.00	
	TOTAL CREDITS	-1,609.96	5.66%	-141.00	2.37%	-427.67	8.40%	-1,456.00	5.54%
	Ending Balance	188,492.90		188,492.90		173,507.86		188,492.90	
	Production Analysis is calculated ac	ccording to the provide	er attached	to transactions.					
	Receivables Analysis								
	Current	20,787.56	11.03%						
	31-60 Days	0.00	0.00%						
	61-90 Days	0.00	0.00%						
(B)	Over 90 Days	188,073.64	99.78%						
\checkmark	Suspended Credits	-20,368.30	-10.81%						
	Total Receivables	188,492.90							
	Credit Balances as of: 05/05/2009	-20,368.30							
				1				1	
	Activity Analysis	Range 04/01/2017 - 0		MTD 05/01/2018 - 05/		Avg 02/01/2018 - 04/3		YTD 01/01/2018 - 05/0	
\bigcirc	New Patients: Referred Patients:		18 3		0 0		2 0		12 2
いしり	Active Patients:	4,5							
\checkmark	Insured Active Patients:		16						
	Number Of Families: Number of Missed Payments:	3,0	60 83						
	Activity Analysis is calculated acco			ached to the patients.					
	Contract Analysis								
(D)	Payment Agreements	18,323.0)4						
	Future Due Payment Plans	28,314.4	14						
	Contract Analysis is calculated acco	ording to the provider	attached to	o the payment plans.					

How do I run the Practice Analysis Report?

From the DXOne Reporting module, select **Analysis**, and then double-click **Practice Analysis**. For additional details about running this report, see the "Practice Analysis Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report is divided into the following sections:

- **A. Production Analysis** Provides an overview of charges, payments, and adjustments. The following columns appear in this section:
 - **Range** Totals for the date range of the report.
 - MTD Month-to-date totals.
 - **AVG** The average for the past three months.
 - **YTD** Year-to-date totals.
- **B.** Receivables Analysis Displays outstanding balance totals. Balances are broken down by current, 31-60, 61-90, over 90, and suspended credits.
- **C.** Activity Analysis Breaks down the number of new patients and referred patients seen. The number of active patients, active patients with insurance, families, and missed payments figures are calculated according to the primary providers attached to patients' records from the Family File. The following columns appear in this section:
 - **Range** Totals for the date range of the report.
 - MTD Month-to-date totals.
 - **AVG** The average for the past three months.
 - **YTD** Year-to-date totals.

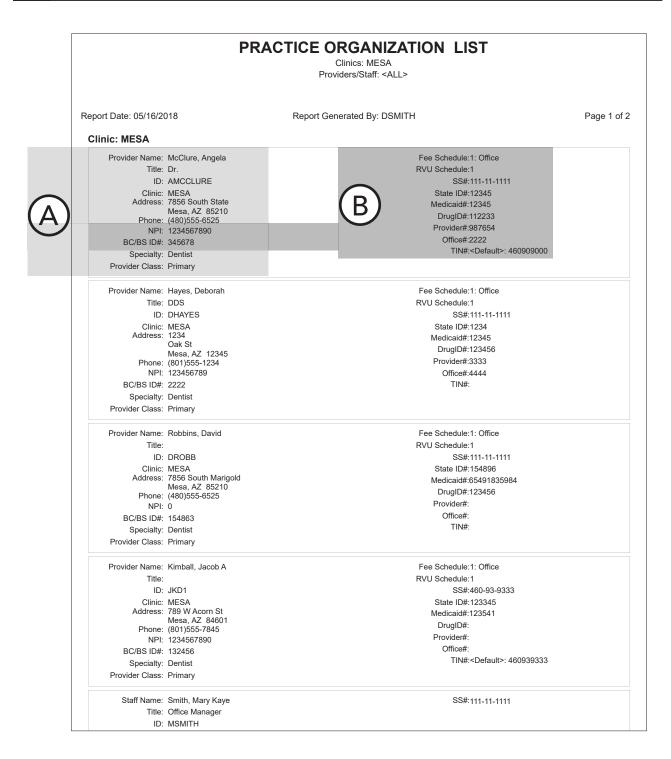
D. Contract Analysis – Displays the total of future due payment plans and payment agreements.

Practice Organization List

The Practice Organization List displays provider information.

Why: To ensure provider information has been entered properly, and to keep a printed record of provider identification numbers on hand

When: After Dentrix Enterprise setup, and as needed



How do I run the Practice Organization List?

From the DXOne Reporting module, select **Reference**, and then double-click **Practice Organization List**. For additional details about running this report, see the "Practice Organization List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Provider Information** dialog box, which can be accessed in the Office Manager. For details about how to edit this information, see the "Adding, editing, inactivating, and reactivating providers" topic in the Office Manager portion of the Dentrix Enterprise Help.

- **A. Provider Details** The provider's name, title, provider ID, address, phone number, specialty, and provider class (primary or secondary).
- **B.** Provider Numbers and Fee Schedule The provider's TIN, Social Security Number, state ID, Medicaid number, DEA number, NPI, BC/BS IDs, provider number, office number, and other ID. This section also includes the provider's default fee and RVU schedules.

American Fork UT 11111 Phone: [801]555:111 Ext: E-Mail: Documentation@henryschein.com Assigned Dperatory Operatories Clinic Provider ID Setup DEA License Expiration: Class Provider ID Setup Class Tie to Primary Primary Tie to Primary Decomdary Stel Primary Tie to Primary Primary Secondary Primary Secondary		Provider Information X	
Address: Street Address: 1234 Pine Dr City State Americcan Fork UT Phone: [801]555-1111 E-Mail: Documentation@henryschein.com Assigned Operatory Operatories: Provider ID Setup Provider ID Setup Det License Expiration: Of Primary Tie to Primary Provider: Secondary Steic Primary Provider: Blue Cross DI / 01 / 2040 Deta Schedule: III IV IV IV IV IV		Name: Smith Dennis User ID: DSMITH Edit ID: DSMITH Title: D.M.D Non-Person User Password: Instant Confirm Password: Instant Instant Instant Instant Instant	
Insurance Claim Options Provider #: 12345P ✓ Print Provider's Signature Using: Office #: 12345D ⓒ Signature on File Provider's Name ✓ Use Clinic TIN UPIN#: 12345UPIN	A	Address: 1234 Pine Dr City State Address: 1234 Pine Dr City State Americcan Fork UT Phone: [801]555:1111 E-Mait Documentation@henryschein.com Assigned Operatory Operatories: Operatory Provider ID Setup State Provider ID Setup DEA License Expiration: Otass Provider ID Setup Primary Tie to Primary Provider: Secondary >> Insurance Claim Options Provider's Name Print Provider's Signature Using: Office #: Signature on File Provider's Name Other ID#: 123450D Other ID#: 123450D	В

Why:

Practice Statistics Report

The Practice Statistics Report allows you to review statistical information about your patients.



To view patient demographics, and to assist you in developing strategic business plans

When: As needed

				Clinics: Providers						
Report Date: 04/23/2018			Rep	oort Generated	By: enterprise	e			F	⊃age 1 o
		Patie	ent Statistio	cs				Total	Pe	rcent
Total Number Entered	d in Family	File (any stat	tus)					4,592	100	.00%
Number of guarantors	s that are r	not patients						3	0	.07%
Number of patients th	at are not	quarantors						1,533	33	.38%
Number of guarantors		•						3,054		.51%
Number of male patie	nte							2,818	61	.37%
Number of female patie								1,769		.52%
Number of other patie								0		.00%
Number of unknown p	patients							0	0	.00%
)		Ag	e Statistics	;				Total	Pe	rcent
		-						4	0	0.00%
Patient(s) that are 0 to Patient(s) that are 3 to								1 0).02%).00%
Patient(s) that are 5 to	,							0		.00%
Patient(s) that are 7 to	-							2	0	.04%
Patient(s) that are 9 to	,							1		.02%
Patient(s) that are 11								5		0.11%
Patient(s) that are 13 Patient(s) that are 15	-							9 30).20%).65%
		Continui	ng Care Sta	atistics				Total	Per	cent
Number of patients the	at are elig	ble for Prophy	y Continuin	g Care				3	0.	.07%
Due for prophy April 2	018		0	0.00%	Due for pro	phy Octo	ber 2018	1	0.	.02%
Due for prophy May 2			0	0.00%			ember 2018	0		.00%
Due for prophy June 2			2	0.04%			ember 2018	0		.00%
Due for prophy July 20 Due for prophy Augus			0 0	0.00% 0.00%	Due for pro			0		.00% .00%
Due for prophy Septer		3	0	0.00%	Due for pro			0		.00%
Number of patients wh			-			,p.i.j inai e		4,632		.87%
<u>) </u>				_						
New	Referred	New Pa	tient Statis	Referred		New	Referred		New	Refe
Apr/2018 0	0	Jan/2018	5	0	Oct/2017	0	0	Jul/2017	0	
	0	Dec/2017	6	1	Sep/2017	0	0	Jun/2017	0	
Mar/2018 0					-					

Provider Statistics	Total	Percent
Number of patients that prefer each provider		
Abbott, James (DDS7)	2	0.04%
Brown, Mary D (DDS2)	370	8.06%
Kenner, Spencer A (JKD1)	1	0.02%
Little, Brian (AMCCLURE)	8	0.17%
Perkins, Peggy (DROBB)	14	0.30%
Smith, Michael D (DDS1)	4,192	91.29%
Patient by Zip Code Statistics	Total	Percent
Number of patients with no zip code on file	Total 44 1	0.96%
Number of patients with no zip code on file 6447		0.96% 0.02%
Number of patients with no zip code on file 6447 7828		0.96% 0.02% 0.02%
Number of patients with no zip code on file 6447 7828 00720		0.96% 0.02% 0.02% 0.02%
Number of patients with no zip code on file 6447 7828 00720 00731	44 1 1 1 1	0.96% 0.02% 0.02% 0.02% 0.02%
Number of patients with no zip code on file 6447 7828 00720 00731 01111 01129 01291	44 1 1 1 1	0.96% 0.02% 0.02% 0.02% 0.02% 0.07% 0.02% 0.02%
Number of patients with no zip code on file 6447 7828 00720 00731 01111 01129 02030	44 1 1 3 1 2 1	0.96% 0.02% 0.02% 0.02% 0.02% 0.07% 0.02% 0.02% 0.02%
Number of patients with no zip code on file 6447 7828 00720 00731 01111 01129 01291	44 1 1 1 3 1	0.02% 0.02% 0.02% 0.02% 0.07% 0.02% 0.04%

How do I run the Practice Statistics Report?

From the DXOne Reporting module, select **Management**, and then double-click **Practice Statistics**. For additional details about running this report, see the "Practice Statistics Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Patient Statistics

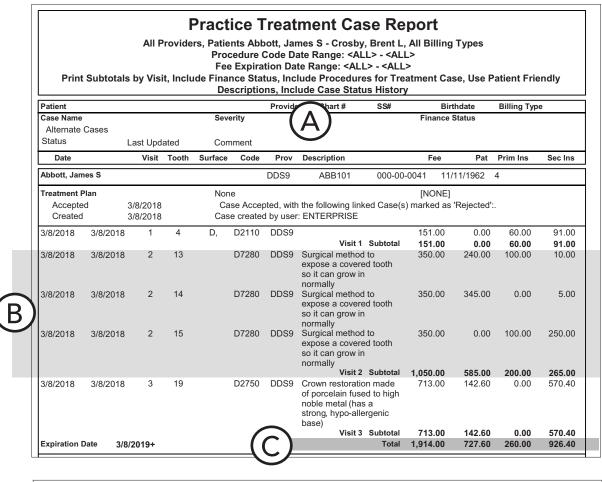
- Total number of patients.
- Number of guarantors that are not patients.
- Number of guarantors/non-guarantors.
- Number of male/female patients.
- Number of married/single/child/other/widowed/divorced/separated patients.
- Breakdown of patients by insurance status.
- **B.** Age Statistics A breakdown of the patients by age group.
- **C.** Continuing Care Statistics A breakdown of the number of patients due for prophy in the next 12 months and the number of patients not on Prophy Continuing Care.
- **D. New Patients** A breakdown of the number of new patients entered in the Family File in the past 12 months.
- **E.** Provider Statistics A breakdown of the number of patients that prefer each provider.
- **F.** Patient by Zip Code Statistics A breakdown of patients by ZIP Code.

Practice Treatment Case Report

The Practice Treatment Case Report displays treatment plan cases for a range of patients within specific procedure and case expiration dates. The report may also include items, such as procedure details, case status history, and patient and insurance estimates.



Why: To print the treatment cases created in the practice **When:** As needed



	Accepted	Pre-Authorized	Scheduled	Completed	Referred	Sched Appt	Unscheduled	Total Cases	Total Tx Planned Amount
Totals	0.50	0.00	0.00	0.25	0.00	1	3	4	5,097.00

How do I run the Practice Treatment Case Report?

In the Treatment Planner, from the **File** menu, point to **Print**, and then click **Practice Treatment Case Report**. For additional details about running this report, see the "Printing the Practice Treatment Case Report" topic in the Treatment Planner portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Case Information The report displays the case name, status, and severity; and a history of changes made to the status of the treatment plan case.
- **B.** Treatment The treatment-planned procedures are grouped by visit. A subtotal of fees, patient portions, and insurance estimates for each visit are given.
- **C.** Case Totals The total fees, patient portions, and insurance estimated totals for all visits in the case. The expiration date of the case is also shown.
- **D.** Other Totals The report displays the percentage of accepted, pre-authorized, scheduled, completed, and referred treatment plan cases on the report in decimal format; the number of scheduled and unscheduled appointments for cases on the report, the total number of cases on the report; and the total treatment-planned amount of all cases on the report.

Prescription Printout

A prescription printout is a copy of a prescription for a patient, including dosage, date, refills, and instructions or notes for the patient.



Why: To quickly print a prescription

When: As needed

123 East Va	entist Group lley Dr rk UT 84003	PRESCRIBER: Dennis Smith TELEPHONE: (801)555-9300 DEA NO: NPI: 0				
PATIENT:	James S. Abbott	TELEPHONE:555-1586				
ADDRESS:	123 S Pine St Murray, UT 84123	DOB: 11/11/1980 DATE: 12/22/2017				
Rx	Erythromycin 250 mg					
	Disp: 24					
	1 tab TID					
	Refills: zero					
		SIGNATURE OF PRESCRIBER				
	SE AS WRITTEN	SIGNATURE OF PRESCRIBER				
X GENER		SIGNATURE OF PRESCRIBER				
X GENER	C SUBSTITUTION PERMITTED	SIGNATURE OF PRESCRIBER				
Copyright 1997-200 PATIENT: J PRESCRIPTI	C SUBSTITUTION PERMITTED	cut here DATE: 12/22/2017				

How do I print a prescription?

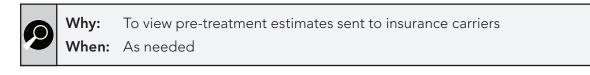
- 1. From any module (except the Office Manager), click the Prescriptions button to open the Patient Prescriptions window.
- 2. Select a prescription, and click **Edit** to view an existing prescription (skip step 3). Or, click **New** to open the **New Patient Prescription** dialog box.
- **3**. Enter the prescription details.
- 4. Click **Print** to print the prescription.

For additional details about running this report, see the topics for "Prescriptions" in the Other Features portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Pre-Treatment Estimate Aging Report

The Pre-treatment Estimate Aging Report allows you to view pre-treatment estimates sent to insurance carriers.

Note: This report does not show pre-treatment estimates entered the same day as the report.



How do I run the Pre-Treatment Estimate Aging Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Pre-Estimate Aging**. For additional details about running this report, see the "Pre-Estimate Aging Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

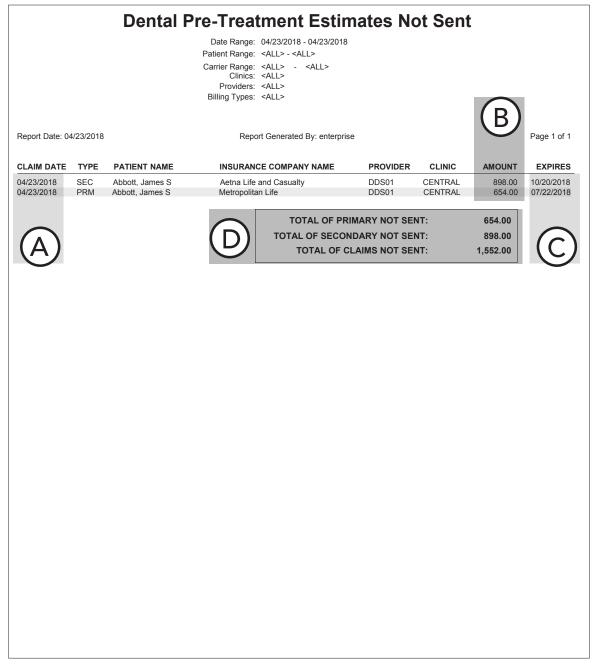
What important information does this report provide?

- **A.** Insurance Carrier The insurance carrier name, group number, and phone number.
- **B.** Estimate The pre-treatment estimate submitted to the insurance carrier.
- **C.** Aging Totals The aged balances pre-treatment estimates included on the report.

Pre-Treatment Estimates Not Sent Report

The Pre-treatment Estimates Not Sent Report lists estimates that have been created from the Ledger but not sent to the Batch Processor, printed, or sent through eClaims. Estimates are sorted by claim expiration date.





How do I run the Pre-treatment Estimates Not Sent Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Pre-Estimates Not Sent**. For additional details about running this report, see the "Pre-Estimates Not Sent Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Claim Date The date on which the estimate was created from the Ledger.
- **B.** Amount The estimate amount.
- **C.** Expires The deadline by which the claim (not the estimate) must be submitted to the insurance carrier after the service date. The expiration date is found in the **Insurance Coverage** dialog box. To access the **Insurance Coverage** dialog box, double-click the Insurance block in the Family File, and then click **Coverage Table**.
- **D.** Totals The amount of the primary, secondary, and all pre-treatment estimates not sent.

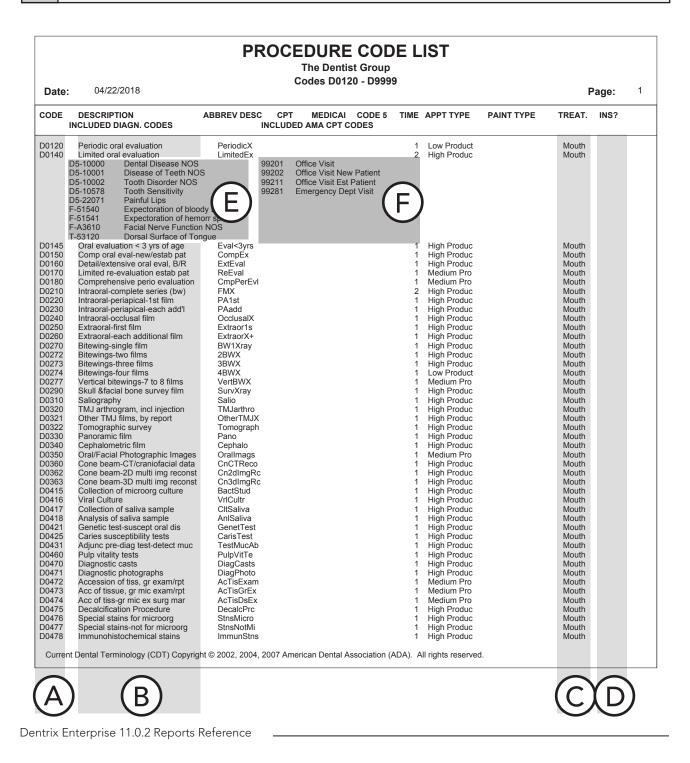
 \mathcal{O}

Procedure Code List

The Procedure Code List allows you to view and print the procedure codes entered in Dentrix Enterprise.

Why: To ensure Dentrix Enterprise procedure codes match current ADA codes, to view AMA and CPT codes associated with each procedure, and to view dental diagnostic codes associated with each procedure

When: After Dentrix Enterprise setup, and after ADA codes are updated



How do I run the Procedure Code List?

From the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Procedure Code List**. For additional details about running this report, see the "Procedure Code List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

Misc

Misc

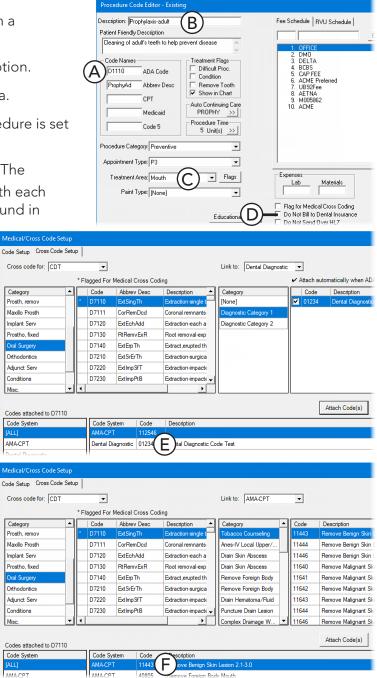
The following report information (with the exception of letters E and F) is found in the Procedure **Code Editor** dialog box, which can be accessed in the Office Manager. See the topics for "Procedure Code Setup" in the Office Manager portion of the Dentrix Enterprise Help for details on how to edit this information. Procedure Code Editor

- A. Code The ADA code associated with a procedure.
- **B. Description** The procedure's description.
- **C. Treat** The procedure's treatment area.
- **D. INS** Indicates whether or not a procedure is set to be billed to insurance.
- E. Included Dental Diagnostic Codes The dental diagnostic codes associated with each procedure code. This information is found in

the Medical/Cross Code Setup dialog box. Dental diagnostic cross coding must be set up for dental diagnostic codes to appear on this report. See the "Dental diagnostic cross coding" topic in the Dentrix Enterprise Help for details about how to set up dental diagnostic cross coding.

F. Included AMA CPT Codes – The

AMA and CPT codes associated with each procedure code. This information is found in the Medical/ Cross Code Setup dialog box. Medical cross coding must be set up for AMA and CPT codes to appear on this report. See the "Medical cross coding" topic in the Dentrix Enterprise Help for details on how to set up medical cross coding.



Procedures by Contracted Amount Report

The Procedures by Contracted Amount Report displays completed procedures (and other charges) and the payments and adjustments that are associated with those procedures (or charges). For each completed procedure, the contracted rate with the patient's insurance carrier (payer) also appears.



				Proce	edures B	y Contra	cted Am	ount				
				Da	ate Range: 2/25/2020		dure Date					
						Clinics: AF Inge: <all> - <ali< th=""><th>></th><th></th><th></th><th></th><th></th><th></th></ali<></all>	>					
						nt Status: <all></all>						
Report	Date: 2/25/2020				Report Ge	enerated By: ENTE	RPRISE					Page 1 of 1
Clinic	Date Of Service	Chart Number	Patient Name	ADA Procedure	ADA Description	Provider Name	Payer Name	Charge	Contracted Rate	Payment	Adjustments	Remainig Balance
AF	02/25/2020	CRO101	Crosby, Brent	D0220	Intraoral-periapical-1st film	Dennis Smith	Delta PMI	128.00		-128.00		0.00
AF	02/25/2020		Reed, Sandy	D0120	Periodic oral evaluation	Dennis Smith	Acme Insurance Co	128.00	80.00	-128.00		0.00
AF	02/25/2020	WIN100	Winters, Carl	D0160	Detail/extensive oral eval, B/R	Dennis Smith	Lincoln National	128.00		-128.00		0.00
AF	02/25/2020	WIN100	Winters, Carl	D2391	Resin composite-1s, posterior	Dennis Smith	Lincoln National	158.40		-72.40	-86.00	0.00
				\frown								
			(A)				(B)	(C)	(D))(E)	(F)
									\bigcirc	\bigcirc	\bigcirc	
L												

How do I run the Procedures by Contracted Amount Report?

From the DXOne Reporting module, select **List**, and then double-click **Procedures By Contracted Amount**. For additional details about running this report, see the "Procedures by Contracted Amount Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

You can hide the patient names by selecting the **Do not display Patient Name** check box when setting up the options to run this report. You can also display this report in a format that you can easily export to a spreadsheet program. The list is sorted by patient, payer, and then date (of the completed procedure, of the charges not applied, and then of the credits not applied).

- **A. Procedure Information** Details regarding the procedure, such as the Date of Service (if the report was run by Procedure Date) or Entry Date (if the report was run by Entry Date), Patient Name, ADA Procedure Code and Description, and Payer Name (based on the primary dental insurance carrier of the claim with the completed procedure attached to it; or if there is not a claim, the payer is blank).
- **B.** Charge Consists of one of the following:
 - The amount charged for the completed procedure.
 - The sum of other charges:
 - Charge adjustments
- Charge initial balances
- Insurance charge adjustments
- Charge special adjustments
- Finance and late charges
- **C.** Contracted Rate The amount allowed by the payer. This amount based on the insurance carrier's fee schedule. If the procedure is not attached to a primary dental claim, the contracted rate is blank. If the procedure is not associated with the insurance carrier's fee schedule (or the insurance carrier does not have a fee schedule), the contracted rate is blank.
- **D.** Payment The sum of the payments associated with the completed procedure regardless of the allocation date:
 - Guarantor payments
 - Insurance payments
- **E.** Adjustment The sum of any adjustments associated with the completed procedure regardless of the allocation date:
 - Credit special adjustments
 - Credit adjustmentsCredit initial balances
- **F.** Remaining Balance The difference of the Charge and the Payment and Adjustment amounts.

Procedures Not Attached to Insurance Report

The Procedures Not Attached to Insurance Report displays insured patients with completed procedure(s) that have not had an insurance claim created for the procedure(s).



Why: To ensure procedures are billed to a patient's insurance

When: Daily

				Either Date Range: 04/01 Patient Range: <all Clinics: <all Providers: <all Billing Types: <all< th=""><th>> - <ai > ></ai </th><th></th><th></th><th></th><th></th></all<></all </all </all 	> - <ai > ></ai 				
Report Date:	05/04/20	018		Report Generated F	B	Page 1 o			
PATIENT N			0005	BT			EVEIDEO		DROVIDER
DATE	тоот	н	CODE	DESCRIPTION		AMOUNT	EXPIRES	CLINIC	PROVIDER
Abbott, Jan 04/22/2018 04/22/2018 04/22/2018		5	D6970 D1110 D0120	2 Post/core + brdg retainer, fabr Prophylaxis-adult Periodic oral evaluation	Total:	3,029.00 230.00 90.00 30.00	07/21/2018 07/21/2018 07/21/2018	CENTRAL CENTRAL CENTRAL	DDS1 DDS1 DDS1
04/22/2018 04/22/2018 04/23/2018 04/27/2018		6 5*26	D0274 D0330 D7110 D5214	Bitewings-four films Panoramic film Extraction-single tooth Mand partial-metal base w/sdls		250.00 158.00 71.00 898.00	07/21/2018 07/21/2018 07/22/2018 07/26/2018	CENTRAL CENTRAL CENTRAL CENTRAL	DDS1 DDS1 DDS2 DDS1
05/01/2018		12	D5214	Mand partial-metal base w/sdls		801.00	07/30/2018	CENTRAL	DDS2
05/01/2018		13	D7111	Extraction crnl remnts-decid th		501.00	07/30/2018	CENTRAL	DDS2
Abbott, Pat 04/23/2018			D3221	2 Pulpal debridemnt-prim/perm th		1,100.00 1,100.00	04/23/2019	CENTRAL	DDS1
Gleason, G 04/23/2018			D1110	1 Prophylaxis-adult	Total:	300.00 300.00	07/22/2018	DRAPER	DDS1
Little, Brian 04/23/2018			D1110	1 Prophylaxis-adult	Total:	125.00 125.00	07/22/2018	DRAPER	DDS1
Litle, Carol 04/22/2018 04/23/2018		12 12	D2150 D7120	1 Amalgam-2 surf. prim/perm Extraction-each additional	Total:	127.00 156.00 71.00	04/22/2019 04/23/2019	CENTRAL CENTRAL	DDS1 DDS1
Perkins, Pe 04/23/2018 04/23/2018 05/01/2018 05/01/2018		9 4 15 9	D6010 D2750 D5214 D7111	1 Surg place implant: endosteal Crown-porc fuse high noble mtl Mand partial-metal base w/sdls Extraction crnl remnts-decid th	Total:	2,160.00 780.00 78.00 801.00 501.00	10/20/2018 10/20/2018 10/28/2018 10/28/2018	CENTRAL CENTRAL CENTRAL CENTRAL	DDS1 DDS1 DDS3 DDS3
Smith, Mich 04/27/2018 05/01/2018 05/01/2018		12 7	D9310 D5214 D7111	1 Consultation-per session Mand partial-metal base w/sdls Extraction crnl remnts-decid th	Total:	1,377.00 75.00 801.00 501.00	10/24/2018 10/28/2018 10/28/2018	CENTRAL CENTRAL CENTRAL	DDS1 DDS1 DDS1
Taylor, Ker 04/23/2018		4	D2386	1 Resin-2 surface, post-permanent	Total:	69.00 69.00	10/20/2018	CENTRAL	DDS2
Winters, Ca 04/23/2018			D8690	1 Ortho treatment (bill/contract)	Total:	105.56 105.56	04/23/2019	CENTRAL	DDS1
					ROCEDU	RES TOTA	L:	8,492	.56

How do I run the Procedures Not Attached to Insurance Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Procedures Not Attached to Insurance**. For additional details about running this report, see the "Procedures Not Attached to Insurance Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Procedure Details** The patient's name, procedure date, tooth number(s) involved in the procedure, procedure code, description, and procedure total.
- **B.** Expires The deadline for submitting a claim for the procedure.
- **C.** Total The total amount of the completed procedures included on the report.

Production Summary Report

The Production Summary Report displays production for procedures that have been posted to the Ledger.

Why: To compare procedure production statistics, to print a record of transactions each day, to review production totals for a date or date range

When: Yearly, at the beginning of each budgeting cycle, or daily (the frequency depends on how the report is run)

			Produc 05/05/2018 - 0 C Pr Billin				
	Report Date: 05/05/2018		Report Ger	nerated By: enter	rprise		Page 1 of 1
	Procedure Date	Entry Date	Patient Name	BT	Description		Amount
			Quantity	Total	Average	Percent	
	05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018	05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018 05/05/2018	Abbott, James S Little, Brian Little, Brian Little, Brian Little, Brian Perkins, Peggy Perkins, Peggy Perkins, Peggy	2 1 1 1 1 1 1 1	D5214 - Mand partial-metal b D2386 - Resin-2 surface, pos D2761 - Crown Insert D2752 - Crown-porc fused no D2954 - Prefab post&core in D6240 - Pontic-porcelain fuse D6750 - Retainer cm-porc fus D6240 - Pontic-porcelain fuse	st-permanent oble metal add to cm ed to hnob sed-hi nob sed-hi nob	801.00 120.00 110.00 110.00 200.00 200.00 200.00 200.00
	GRAND TOTALS:						
B	Medicaid Non-Medicaid Total		0 9 9	0.00 2,051.00 2,051.00	0.00 227.89 227.89	0.00% 100.00% 100.00%	

	DDS1						
	CENTRAL						
	05/05/2018	05/05/2018	Little, Brian	1	D2386 - Resin-2 surface, pos	t-permanent	120.0
	05/05/2018	05/05/2018	Little, Brian	1	D2761 - Crown Insert		110.0
	05/05/2018	05/05/2018	Little, Brian	1	D2752 - Crown-porc fused no	ble metal	110.0
	05/05/2018	05/05/2018	Little, Brian	1	D2954 - Prefab post&core in	add to crn	110.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6240 - Pontic-porcelain fuse	ed to hnob	200.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6750 - Retainer crn-porc fu	sed-hi nob	200.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6750 - Retainer crn-porc fu	sed-hi nob	200.0
()	05/05/2018	05/05/2018	Perkins, Peggy	1	D6240 - Pontic-porcelain fuse	ed to hnob	200.0
しノー	CENTRAL						
	Medicaid		0	0.00	0.00	0.00%	
	Non-Medicaid		8	1,250.00	156.25	100.00%	
	Total			1,250.00	156.25	100.00%	
	DDS1						
	Medicaid		0	0.00	0.00	0.00%	
	Non-Medicaid		8	1,250.00	156.25	100.00%	
	Total		8	1,250.00	156.25	60.95%	

	CENTRAL						
	DDS1						
	05/05/2018	05/05/2018	Little, Brian	1	D2386 - Resin-2 surface, po	st-permanent	120.0
	05/05/2018	05/05/2018	Little, Brian	1	D2761 - Crown Insert		110.0
	05/05/2018	05/05/2018	Little, Brian	1	D2752 - Crown-porc fused ne	oble metal	110.0
	05/05/2018	05/05/2018	Little, Brian	1	D2954 - Prefab post&core in	add to crn	110.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6240 - Pontic-porcelain fus	ed to hnob	200.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6750 - Retainer crn-porc fu	sed-hi nob	200.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6750 - Retainer crn-porc fu	sed-hi nob	200.0
	05/05/2018	05/05/2018	Perkins, Peggy	1	D6240 - Pontic-porcelain fus	ed to hnob	200.0
	DDS1						
	Medicaid		0	0.00	0.00	0.00%	
	Non-Medicaid		8	1,250.00	156.25	100.00%	
ן (כ	Total		8	1,250.00	156.25	60.95%	
シ	 DDS2						
	05/05/2018	05/05/2018	Abbott, James S	2	D5214 - Mand partial-metal b	base w/sdls	801.0
	DDS2						
	Medicaid		0	0.00	0.00	0.00%	
	Non-Medicaid		1	801.00	801.00	100.00%	
	Total		1	801.00	801.00	39.05%	
	CENTRAL						
	Medicaid		0	0.00	0.00	0.00%	
	Non-Medicaid		9	2,051.00	227.89	100.00%	

How do I run the Production Summary Report?

From the DXOne Reporting module, select **Analysis**, and then double-click **Production Summary**. For additional details about running this report, see the "Production Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information can be used to monitor production for each provider and/or clinic:

- **A. Procedures** The procedures posted to the Ledger are listed if **Include Patient Detail** is selected when setting up the options to run this report. Each procedure provides the following information:
 - Entry Date The date a procedure is posted to the Ledger.
 - **Procedure Date** The date a procedure is posted to the Chart.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details about these dates, see the "Tips for Understanding Dentrix Enterprise Reports" section in the Introduction of this book.

- **Patient Name** The name of the patient on whom the procedure was performed.
- Code and Description The ADA code and description of the procedure.
- Amount The fee for the procedure posted in the Ledger.

B. Grand Totals – The Grand Totals section displays the following information:

- **Quantity** The number of procedures posted during the date range of the report.
- **Total** The total amount of the procedures billed for the procedures.

Note: This amount is not affected by payment adjustments (for example, if \$500 was posted for a procedure, but the patient was given a \$400 charity care adjustment, \$500 would be used to calculate the procedure total).

- Average The average amount charged for a procedure (Total / Quantity).
- **Percent** The Total divided by the Total Production Charges. The percent column assists you in comparing procedures. The higher the percentage, the more money the procedure is bringing into the office.
- **Medicaid Totals** If **Separate Totals for Medicaid and Non-Medicaid Patients** is selected when setting up options to run this report, the Grand Totals section will divide up the Totals to reflect production from patients with Medicaid and those without Medicaid.
- Totals The combined amounts of the Medicaid and Non-Medicaid totals.

C. Provider Totals – The production is shown for the provider with a breakdown of the procedures for each clinic the provider works in. Each clinic's production is subtotaled. After the clinic subtotals, a totals summary for the provider appears.

D. Clinic Totals – The production is shown for the clinic with a breakdown of the procedures performed by each provider at that clinic. Each provider's production is subtotaled. After the provider subtotals, a totals summary for the clinic appears.

Provider A/R Totals - Daily Report

The Provider A/R Totals - Daily Report displays daily production totals. For additional information on this report, see the "Provider A/R Totals - Standard Report" on page 278.



Why: To view daily production totals for a date range

When: As needed

	F	Report Date: 04/	23/2018				Report Generated By	eport Generated By: enterprise					Page 1 of 2
		Beginning Balance	< Charges	Product +Adj	ion -Adj	> Total	< Payments	Collec +Adj	ction -Adj	> Total	Ending Balance	Net Change	% Collected
			Debit Initial Balances	Debit Special Adjustments	Finance Charges	Late Charges	Insurance Payments	Credit Initial Balances	Credit Special Adjustments				
\overline{A})[2,205.00	386.00 0.00	10.00 0.00	0.00	<i>417.00</i> 21.00	-30.20 0.00	0.00	-20.00	-50.20	2,571.80	366.80	12.04%
	/ Ļ	2,571.80	0.00	0.00	0.00	8,262.00	0.00	0.00	0.00	0.00	10,833.80	8,262.00	0.00%
			0.00	0.00	332.00	7,930.00	(B)	0.00	0.00				
\overline{c}		2.205.00	386.00	10.00	0.00	8,679.00	-30,20	0.00	-20.00	-50.20	10,833.80	8,628.80	0.58%
	L	,	0.00	0.00	332.00	7,951.00	0.00	0.00	0.00		,	,	

DS1											
04/22/2009											
1,722.00	386.00	10.00	0.00	417.00	-23.00	0.00	-10.00	-33.00	2,106.00	384.00	7.91%
	0.00	0.00	0.00	21.00	0.00	0.00	0.00				
/2009											
06.00	0.00	0.00	0.00	8,262.00	0.00	0.00	0.00	0.00	10,368.00	8,262.00	0.00%
))	0.00	0.00	332.00	7,930.00	0.00	0.00	0.00				
1,722.00	386.00	10.00	0.00	8,679.00	-23.00	0.00	-10.00	-33.00	10,368.00	8,646.00	0.389
	0.00	0.00	332.00	7,951.00	0.00	0.00	0.00				

Production Adjustments 04: +Debit Adjustment 05: +Patient Refund	Collection Adjustments 01: -Professional Discount 02: -Cash Discount 03: -Credit Adjustment 06: -Write-Off
	E)

How do I run the Provider A/R Totals - Daily Report?

From the DXOne Reporting module, select **Management**, and then double-click **Provider A/R Totals**. For additional details about running this report, see the Provider Accounts Receivable Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by initial or rendering provider with a daily A/R breakdown. The report contains the following information.

- **A.** Daily Break Down A daily breakdown of production totals.
- **B.** Standard Provider A/R Totals Standard provider accounts receivable totals. See the "Provider A/R Totals - Standard Report" on page 278 for details about each column on this report.
- C. Grand Totals The combined daily production totals for all providers on the report.
- **D.** Provider Totals If Initial Provider or Rendering Provider is selected when setting up options to run this report, the totals are grouped and subtotaled by initial or rendering provider.
- **E.** Adjustment Types List If you select Include Adjustment Types List when setting options for running this report, the Adjustment Types List appears on the report. This list identifies whether an adjustment type has been set as a Production or Collections adjustment for the report.

Provider A/R Totals - Standard Report

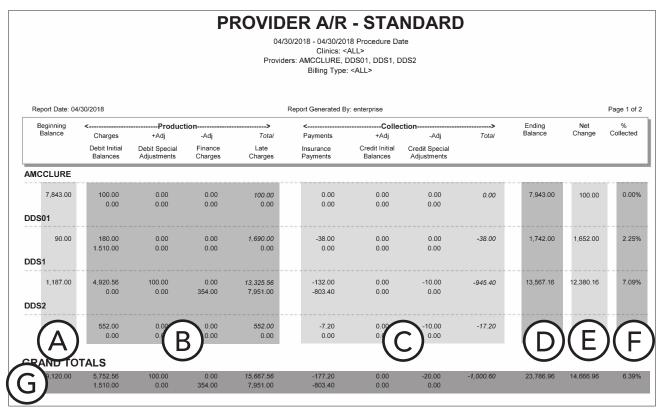
The Provider A/R Totals - Standard Report displays production totals. This report is more accurate than other production reports because it takes into account production and collection adjustments. For example, if a procedure was posted for \$1000, but a \$900 Charity Care credit was given to the patient, the Production A/R Totals Report will show the procedure produced \$100 in revenue, rather than \$1000.



Why: To view production totals for a date rangeWhen: Yearly, and monthly or weekly

Note: For accurate reporting, follow these recommendations:

- Post charge (production) and credit (collections) adjustments properly.
- Close your books nightly.
- Look at the net production figures within the date range of the report.
- To see where allocations occur, you can run the Provider Revenue Report.



04: +Debit Adjustment 05: +Patient Refund	Production Adjustments		01: -Professional Discount 02: -Cash Discount 03: -Credit Adjustment 06: -Write-Off	Collection Adjustments	
		(H)			

How do I run the Provider A/R Totals - Standard Report?

From the DXOne Reporting module, select **Management**, and then double-click **Provider A/R Totals**. For additional details about running this report, see the "Provider A/R Totals Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Beginning Balance – The outstanding amount that is owed to the provider/clinic at the end of the day prior to the beginning date range of the report.

B. Production

- **Charges** The total charges for the provider/office within the date range.
- Debit Initial Balances The total positive initial balances entered from the Ledger.
- + Adj The total production adjustments that increase (debit) accounts receivable. This amount does not include debit initial balances, debit special adjustments, finance charges, and late charges.
- **Debit Special Adjustments** The total debit adjustments made during the editing of family relations from the Family File.
- - Adj The total production adjustments that reduce (credit) accounts receivable.
- Finance Charges The total finance charges for payment agreements.
- Late Charges The total late fees for delinquent payments.
- **Total** The total production.

C. Collection

- **Payments** The total payments for the provider/office within the date range.
- **Insurance Payments** The total payments from insurance companies for the provider/office within the date range.
- + Adj The total collection adjustments that increase (debit) accounts receivable.
- **Credit Initial Balances** The total negative initial balances entered from the Ledger.
- - Adj The total collection adjustments that decrease (credit) accounts receivable.
- **Credit Special Adjustments** The total credit adjustments made during the editing of family relations from the Family File.
- **D. Ending Balance** The outstanding amount that is owed to the provider/clinic at the end date of the report.
- **E.** Net Change The difference between the Beginning Balance and Ending Balance (or between Production and Collections).
- **F.** % **Collected** The percentage of collections (the Production Total divided by the Collections Total) within the date range of the report.
- **G.** Provider and Grand Totals According to the Group By option selected when setting options for this report, the totals can be grouped by initial or rendering provider. The grand totals of all providers on the report also appear.
- **H.** Adjustment Types List If you select Include Adjustment Types List when setting options for running this report, the Adjustment Types List appears on the report. This list identifies whether an adjustment type has been set as a production or collections adjustment for the report.

Grouping and Clinic Selection Scenarios

Keep the following in mind when setting up the options for the Provider A/R Totals Report:

- When grouping the report by **Initial Provider**:
 - The **Collecting Clinic** and **Rendering Clinic** options are not available.
 - The report uses the **Collecting Clinic** for credits and the **Rendering Clinic** for charges.
- When grouping the report by something other than the initial provider (such as **No Group By**):
 - Regardless of whether **Collecting Clinic** or **Rendering Clinic** is selected, the report always uses the **Rendering Clinic** for charges.
 - With **Collecting Clinic** selected, the report uses the **Collecting Clinic** for credits.
 - With **Rendering Clinic** selected, the report uses the **Rendering Clinic** for credits.
- Make sure the **Adjustment Types** for the report are set up correctly:
 - The adjustment types that affect production are assigned to **Production Adjustments**.

Clinic	Report Type
>> 🖌 All	 Standard Summary
Collecting Clinic	 Daily Summary
Rendering Clinic	Group By
Provider	O No Group By
>> 🖌 All	Initial Provider Rendering Provider
Exclude ADA Codes	Provider then Clinic
>> 🗸 None	Clinic then Provider
Clinic	Report Type
>> 🖌 All	 Standard Summary
Collecting Clinic	 Daily Summary
 Rendering Clinic 	Group By
Provider	No Group By
>> 🗸 All	Initial Provider Dendering Descrides
	 Rendering Provider Clinic
Exclude ADA Codes	Provider then Clinic
>> 🗹 None	Clinic then Provider

• The adjustment types that affect collections are assigned to **Collection Adjustments**.

Adjustment Types Debits vs Credits			
🗿 Assign Adjustment Types			×
roduction Adjustments		Collection Adjustments	
004: +Debit Adjustment	~	001: - Professional Discount	~
005: +Patient Refund		002: -Cash Discount	
009: +Finance Charge		003: -Credit Adjustment	
010: +Adj10		006: -Write-Off	
015: +Adj15		007: -Over Payment	
016: +Adi16		008: -Adi08	

Beginning Balance

Initial Provider	No Group By	
	Collecting Clinic	Rendering Clinic
Ending Balance, plus Credits, minus Charges	Ending Balance, plus Credits, minus Charges	 One of the following types: Completed Procedure Codes Charge Adjustments Finance Charges Charge Special Adjustments Charge Initial Balances
		Charges minus Applied Credits
		(Charge only) The provider is one of the specified providers
		(Charge only) The amount is greater than zero
		(Charge only) The entry date or procedure date is before the beginning date of the specified range
		(Credit only) The allocation date is before the beginning date of the specified range (Entry or procedure date is ignored)
		The corresponding charge meets the criteria to be included on the report
		(Credit only) Applied to a completed procedure for an ADA code not being excluded
		The corresponding procedure meets the criteria to be included on the report

A charge or applied credit is included according to the following criteria:

Charges (Production)

A transaction is included as a charge on the report according to the following criteria:

Initial Provider	No Group By					
	Collecting Clinic	Rendering Clinic				
 One of the following types: Completed Procedures Charge Adjustments (+Adj or –Adj, depending on production adjustment types specified) Finance Charges Debit Special Adjustments Late Charges Debit Initial Balances 						
The amount is greater than zero						
The entry date or procedure date	e is within the specified range					
The billing type of the family is o	ne of the specified billing types					
The rendering clinic is one of the specified clinics						
The patient has an initial providerThe provider is one of the specified providersThe provider is one of specified providers						
(Completed procedure only) The	ADA code is not being excluded	3				

Credits (Collection)

A transaction is included as a credit on the report according to the following criteria:

Initial Provider	No Group By				
	Collecting Clinic	Rendering Clinic			
One of the following types: • (Guarantor) Payments • Credit Adjustments (+Adj or • Insurance Payments • Credit Special Adjustments • Credit Initial Balances	–Adj, depending on the collectio	n adjustment types specified)			
The amount is less than zero (The full amount of the credit)	The amount is less than zero (The applied amount only)	The amount is less than zero (The applied amount only)			
The entry date or procedure date is within the specified range	The allocation date is within the specified range (Entry or procedure date is ignored)	The allocation date is within the specified range (Entry or procedure date is ignored)			
The billing type of the family is c	ne of the specified billing types				
The rendering clinic is one of the specified clinics	The collecting clinic is one of the specified clinics	The rendering clinic is one of the specified clinics			
The patient has an initial provider	The provider is one of the specified providers	The provider is one of the specified providers			
Ignores ADA code exclusions	Applied to a completed procedure for an ADA code not being excluded	Applied to a completed procedure for an ADA code not being excluded			

Ending Balance

A charge or credit is included according to the following criteria:

Initial Provider	No Group By	
	Collecting Clinic	Rendering Clinic
 One of the following types: Completed Procedure Codes Guarantor Payments Charge Adjustments Credit Adjustments Insurance Payments Finance Charges Charge Special Adjustments Credit Special Adjustments Late Charges Charge Initial Balances 	 One of the following types: Completed Procedure Codes Charge Adjustments Finance Charges Charge Special Adjustments Charge Initial Balances 	Beginning Balance, minus Credits, plus Charges
Charges plus Credits	Charges minus Applied Credits	
The patient has an initial provider	(Charge only) The provider is one of the specified providers	
	(Charge only) The amount is greater than zero	
The entry date or procedure date is on or before the ending date of the specified	(Charge only) The entry date or procedure date is on or before the ending date of the specified range	
	(Credit only) The allocation date is on or before the ending date of the specified range (Entry or procedure date is ignored)	
	The corresponding charge meets the criteria to be included on the report	
The billing type of the family is one of the specified billing types		
The rendering clinic is one of the specified clinics	The collecting clinic is one of the specified clinics	
(Completed procedure only) The ADA code is not being excluded	(Completed procedure only) The ADA code is not being excluded	
	(Credit only) Applied to a completed procedure for an ADA code not being excluded	
	The corresponding procedure meets the criteria to be included on the report	

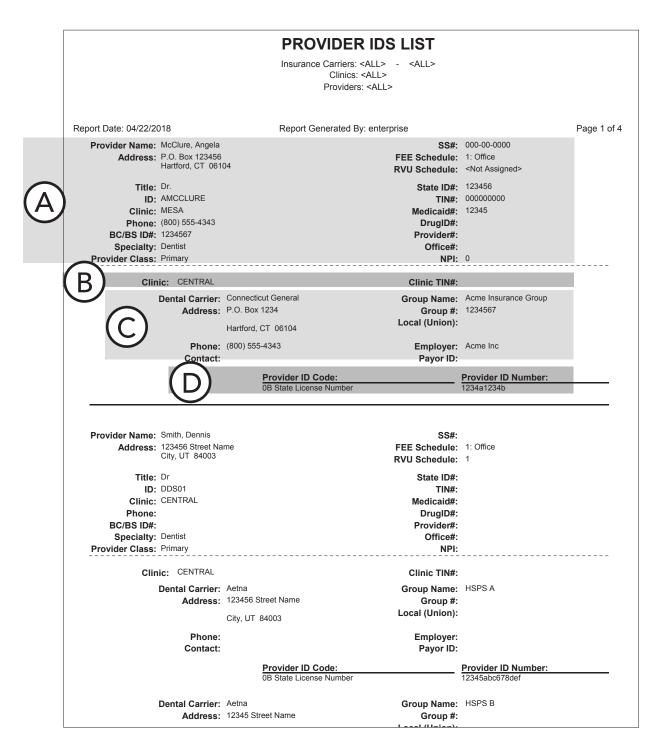
Provider IDs List

The Provider IDs List displays information about each provider and the insurance carriers for which each provider has an ID.



Why: To ensure claim forms populate with the correct provider ID

When: After Dentrix Enterprise setup, and as needed



How do I run the Provider IDs List?

From the DXOne Reporting module, select **Reference**, and then double-click **Provider IDs List**. For additional details about running this report, see the "Provider IDs List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Provider Details Displays general information about each provider, including important numbers associated with the provider. This information is found in the Provider Information dialog box, which can be accessed from the Office Manager module. For details about how to edit this information, see the "Adding, editing, inactivating, and reactivating providers" topic in the Dentrix Enterprise Help.
- **B.** Clinics The clinics to which a provider has been assigned.
- C. Carrier Details Displays general information about each insurance carrier for which a provider ID has been entered. Insurance carrier information is found in the Dental Insurance Plan Information dialog box, which can be accessed from the Office Manager. For details about how to enter provider IDs, see the "Adding and editing insurance plans" topic in the Dentrix Enterprise Help.
- D. Provider ID Details Displays the provider's ID code and number that has been entered for the insurance carrier. Provider ID information is found in the Provider ID Setup dialog box, which can be accessed from the Office Manager. For details on how to enter provider IDs, see the "Adding and editing insurance plans" topic in the Dentrix Enterprise Help.

Provider ID Setup			×
	Setup Provider IDs for this Provider and Insurance Plan:		
Provider:	DSMITH Smith, Dennis		
Insurance Plan:	Aetna Life and Casualty, Aetna, J.C. Penneys	Payor ID:	
Provider IDs			
0B State License Number	▼ 123456	AF >>	
Provider ID Code	Provider ID Number	Clinic	Add
			Change

Dentrix Enterprise 11.0.2 Reports Reference

Provider l	nformation (A)			×
Name: ID:		First Dennis le: D.M.D	NUNFEISUN	Log On User ID: DSMITH Password: ***** Password: ***** Electronic Rx User	Edit
Specialty: Address:	Street	State Zip		Schedule: 1. OFFICE Schedule: 1. Clinic: AF	» » »
	(801)555-1111	Ext:	DEA School	TIN #: <clinic></clinic>	>>
E-Mail: Assig Opera		nryschein.com	State ID #: 123	SS #: 123-12-3412 456 State:UT ense Expiration: 01/01/2040	

Dental Insurance Plan Information

Tags:

City, ST Zip: Hartford

Group #: 11023

Alt Code: ADA

Claim Format: DX2012

Fee Schedule: <NONE>

RVU Schedule: <NONE>

Payor ID: 12345

Contact:

C

Carrier Name: Connecticut General

Group Plan: Executive Plan A

Employer: General Electric

Phone: (800)255-5669

Last Update: 01/01/1997 Benefit Renewal: JAN

Street Address: 123 Concord Lane

>> >>

>>

>>

CT 00123

Local:

👻 🛛 Claim Setup

>>

>>

>> Provider ID Setup

>> Other Code:

Ext: 100

Provider Revenue - Allocations Report

The Provider Revenue Detail for Allocations Report lists payments and credits allocated to charges that have been posted for each provider.

Why: To have a record of revenue generated by each provider, to view the payments and adjustments that are being applied to charges, and to ensure correct allocation of payments and credits to procedures that have been performed

When: Daily

	P	Date Rang Includ Guaranto Clinio I B Adjus	te Detail for Alloca e: 01/07/2018 - 04/23/2018 de Allocations: <all> or Range: <all> - <all> cs: <all>(Collecting) Providers: <all> illing Type: <all> tment Type(s): <all> ment Type(s): <all></all></all></all></all></all></all></all></all>	ations	
	Report Date: 04/23/2018	•	enerated By: enterprise	Amount DT	Page 1 of 1
	Entry Date Proc Date	Patient Name	Description	Amount BT	Clinic
(A)	Provider: DDS1				
	Allocate Date: 04/22/2018		Allocated Amount:	10.00	
(B)	04/22/2018 04/22/201		D2150:Amalgam-2 surf. prim/perm	156.00 1	CENTRAL
	Allocate Date: 04/22/2018	8 Larson, Bill <family></family>	-Professional Discount Allocated Amount:	-10.00 1 23.00	CENTRAL
(c)	04/22/2018 04/22/201		D2150:Amalgam-2 surf. prim/perm	156.00 1	CENTRAL
	04/22/2018 04/22/201	8 Larson, Bill <family></family>	Check Payment - Thank You	-23.00 1	CENTRAL
•	DDS1- Insuran	e: 0.00 Non-Insurance:	23.00 Credit Adjustments:	10.00 <i>Total:</i>	33.00
	Allocate Date: 04/22/2018 01/15/2018 01/15/201	8 Abbott, Patricia <family></family>	Allocated Amount: D1110:Prophylaxis-adult Check Payment - Thank You Allocated Amount: D8670:Periodic ortho visit (contract) Check Payment - Thank You	9.60 48.00 2 -125.00 2 108.20 950.00 2	CENTRAL
		•			CENTRAL
	DROBB- Insurant	e: 0.00 Non-Insurance:	117.80 Credit Adjustments:	0.00 <i>Total:</i>	117.80
E	Grand Totals- Insurand	e: 0.00 Non-Insurance:	140.80 Credit Adjustments:	10.00 <i>Total:</i>	150.80

How do I run the Provider Revenue - Allocations Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Provider Revenue**. For additional details about running this report, see the "Provider Revenue Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

For each provider, each allocation is listed with the corresponding charge, and payments and/or credit adjustments.

- **A.** Allocation The date the allocation was posted and the amount that was allocated to a charge appear.
- **B.** Charge For the charge, the following details appear: entry date, procedure date, patient name, procedure description, amount, billing type, and clinic (where service was rendered).
- **C.** Payment/Credit For each payment or credit, the following details appear: entry date, procedure date, patient name, payment/credit adjustment description, amount, date the amount was allocated to the charge, amount allocated to the charge, billing type, and collecting/rendering clinic.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the "Tips for Understanding Dentrix Enterprise Reports" section in the Introduction of this book.

- **D.** Provider Totals The insurance and non-insurance payments, credit adjustments, and total revenue (which is the sum of the payments and credits) for the provider.
- **E.** Grand Totals The totals for all providers on the report.

Provider Revenue - Charges Report

The Provider Revenue Detail for Charges Report lists payments and credits allocated to charges that have been posted for each provider.

Why: To have a record of revenue generated by each provider, to view the payments and adjustments that are being applied to charges, and to ensure correct allocation of payments and credits to procedures that have been performed

When: Daily

\$

			Guarantor R Clinics: Pro Billin Adjustme	04/01/2018 - (Allocations: < ange: <all> <all>(Collect viders: <all2 g Type: <all2 g Type: <all2 ent Type(s): <a< th=""><th>ALL> > - <all> cting) > _> <all></all></all></th><th></th><th></th><th></th><th></th></a<></all2 </all2 </all2 </all></all>	ALL> > - <all> cting) > _> <all></all></all>				
Report Date:	05/05/2018		Report Gene	erated By: en	iterprise				Page ?
Entry Date	Proc Date Patient N	lame	Description			Amount	Alloc Date	Alloc Amt	BT Clinic
04/23/2018	DS01 04/23/2018 Payne, Sco 04/23/2018 Payne, Mild 04/27/2018 Payne, Mild <i>Insurance:</i>	dred <family> dred <family></family></family>	Check Paym	gam-3 surf. prii ent - Thank Yo nt - Thank You 38.00	bu	-100.00	04/23/2009 04/27/2009 0.00	20.00 18.00 <i>Total:</i>	1 CENTF 1 CENTF 1 CENTF
Provider: D	DS1 04/22/2018 Larson. Bill		D2150:Amol	gam-2 surf. prii	m/norm	156.00			1 CENTR
04/22/2018	04/22/2018 Larson, Bill 04/22/2018 Larson, Bill	<family></family>		ent - Thank Yo		-23.00 -10.00	04/22/2009 04/22/2009	23.00 10.00	1 CENTF 1 CENTF
	04/23/2018 Larson, Bi 05/05/2018 Larson, Bill		D7120:Extrac Insurance Pa	ction-each add	itional	71.00 -71.00	05/05/2009	71.00	1 CENTF 1 CENTF
	04/23/2018 Payne, Mil 04/27/2018 Payne, Mil		Finance Cha Cash Payme	rge nt - Thank You	1	100.00 -100.00	04/27/2009	82.00	1 CENTF 1 CENTF
	04/30/2018 Larson, E 04/22/2018 Larson, Bill		+Debit Adjus Cash Payme	tment nt - Thank You	1	90.00 -20.00	04/30/2009	20.00	1 CENTF 1 CENTF
DDS1-	Insurance:	71.00 <i>N</i>	lon-Insurance:	125.00	Credit Adjustn	ents:	10.00	Total:	2
	ROBB 04/07/2018 Abbott, Jar 04/22/2018 Abbott, Pat		D1110:Proph Check Paym	ylaxis-adult ent - Thank Yo	bu	48.00 -125.00	04/22/2009	9.60	2 CENTF 2 CENTF
04/22/2018	04/15/2018 Abbott, Jar 04/22/2018 Abbott, Pat 04/30/2018 Abbott, Pat	ricia <family></family>		dic ortho visit (ent - Thank Yo Discount	,	950.00 -125.00 -25.00	04/22/2009 04/30/2009	108.20 25.00	2 CENTF 2 CENTF 2 CENTF
	04/15/2018 Abbott, Jar 05/01/2018 Abbott, Pat			and consultation nt - Thank You		500.00 -20.00	05/01/2009	20.00	2 CENTF 2 CENTF
DROBB-	Insurance:	0.00 /	lon-Insurance:	137.80	Credit Adjustn	ents:	25.00	Total:	1
		71.00	lon-Insurance:	300.80	Credit Adjustn		35.00	Total:	4

How do I run the Provider Revenue - Charges Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Provider Revenue**. For additional details about running this report, see the "Provider Revenue Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

For each provider, each charge is listed with the payments and/or credit adjustments allocated to that charge.

- **A.** Charges For each charge, the following details appear: entry date, procedure date, patient name, procedure description, amount, billing type, and clinic (where service was rendered).
- **B.** Allocations For each payment or credit, the following details appear: entry date, procedure date, patient name, payment/credit adjustment description, amount, date the amount was allocated to the charge, amount allocated to the charge, billing type, and collecting/rendering clinic.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the "Tips for Understanding Dentrix Enterprise Reports" section in the Introduction of this book.

- **C. Provider Totals** The insurance and non-insurance payments, credit adjustments, and total revenue (the sum of the payments and credits) for the provider.
- **D.** Grand Totals The totals for all providers on the report.

Provider Revenue - Credits Report

The Provider Revenue Detail for Credits Report lists payments and credits allocated to charges that have been posted for each provider.

Why: To have a record of revenue generated by each provider, to view the payments and adjustments that are being applied to charges, and to ensure correct allocation of payments and credits to procedures that have been performed

When: Daily

\$

		Pro	vide	Date Range Includ Guaranto Clinic P Bil	e: 01/23/2018 e Allocations r Range: <al s: <all>(Co roviders: <ai ling Type: <<i>A</i></ai </all></al 	8 - 04/23/201 5: <all> L> - <all> llecting) LL> ALL></all></all>		edits		
		Patient Name		Report Ge	enerated By:		Amount	Alloc Date	Alloc Amt	Page 1 of 1 BT Clinic
04/22/2018 04/22/2018 04/22/2018	04/22/2018 L 04/22/2018 L 04/22/2018 L	₋arson, Bill ₋arson, Bill <fai< td=""><td></td><td>D2150:Am -Professio</td><td>nalgam-2 surf. nal Discount</td><td>prim/perm</td><td>-10.00</td><td></td><td>23.00 23.00 10.00 10.00</td><td>1 CENTRAL 1 CENTRAL 1 CENTRAL 1 CENTRAL</td></fai<>		D2150:Am -Professio	nalgam-2 surf. nal Discount	prim/perm	-10.00		23.00 23.00 10.00 10.00	1 CENTRAL 1 CENTRAL 1 CENTRAL 1 CENTRAL
04/22/2018 01/27/2018	ROBB 04/22/2018 / 01/27/2018 /	Abbott, Patricia Abbott, James S	<family></family>	Check Par D1110:Pro	, phylaxis-adult	You	-125.00 48.00		<i>Total:</i> 117.80 9.60 108.20	33.00 2 CENTRAL 2 CENTRAL 2 CENTRAL
DROBB- Grand Totals					117.80 140.80			0.00	Total: Total:	117.80
	Entry Date Provider: D 04/22/2018 04/22/2018 04/22/2018 04/22/2018 DDS1- Provider: D 04/22/2018 01/27/2018 01/27/2018 02/15/2018 DROBB-	Provider: DDS1 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 0DS1- Insur Provider: DROBB 04/22/2018 04/22/2018 04/22/2018 04/22/2018 04/22/2018 01/27/2018 01/27/2018 02/15/2018 02/15/2018 DROBB- Insur	Report Date: 04/23/2018 Entry Date Proc Date Patient Name 04/22/2018 04/22/2018 Larson, Bill <fa< td=""> 04/22/2018 Larson, Bill <fa< td=""> 04/22/2018 04/22/2018 Larson, Bill 04/22/2018 Larson, Bill 01/27/2018 04/22/2018 Abbott, James S 02/15/2018 Abbott, James S 02/15/2018 02/15/2018 Abbott, James S 02/15/2018 Abbott, James S</fa<></fa<>	Report Date: 04/23/2018 Entry Date Proc Date Patient Name 04/22/2018 04/22/2018 Larson, Bill Fraily> 04/22/2018 04/22/2018 Larson, Bill Fraily> 04/22/2018 04/22/2018 Larson, Bill Guider: DCS1 04/22/2018 04/22/2018 Abbott, Jarson, Bill Guider: DCS1 04/22/2018 04/22/2018 Abbott, James S 02/15/2018 Abbott, James S 02/15/2018 02/15/2018 Abbott, James S 02/15/2018 Abbott, James S	Date Range Includ Guaranto Clinic P Bil Adjust Payn Report Date: 04/23/2018 Report Ge Entry Date Proc Date Patient Name Description 04/22/2018 04/22/2018 Larson, Bill <family> Check Payn 04/22/2018 04/22/2018 Larson, Bill D2150:Arr 04/22/2018 04/22/2018 Abbott, Patricia <family> Check Payn 01/27/2018 04/22/2018 Abbott, James S D8670:Pe 02/15/2018 02/15/2018 Abbott, James S D8670:Pe 04/08B- Insurance: 0.00 Non-Insurance:</family></family>	Date Range: 01/23/2018 Include Allocations Guarantor Range: <al< td=""> Clinics: <all>(Co Providers: <al< td=""> Billing Type: Adjustment Type(s): Payment Type(s): Payment Type(s): Provider: DDS1 04/22/2018 Report Generated By: 04/22/2018 04/22/2018 Larson, Bill 051- Insurance: 0.00 Non-Insurance: 0.100 Non-Insurance: 0.101 Non-Insurance: 0.102 Northylaxis-adult 0.1110:Prophylaxis-adult 0.1110:Prophylaxis-adult 0.1110:Prophylaxis-adult 0.1110:Prophylaxis-adult</al<></all></al<>	Date Range: 01/23/2018 - 04/23/201 Include Allocations: <all> Guarantor Range: <all> - <all> Clinics: <all>(Collecting) Providers: <all> Billing Type: <all> Billing Type: <all> Adjustment Type(s): <all> Providers: <all> Providers: <all> Billing Type: <all> Adjustment Type(s): <all> Provider: DDS1 04/22/2018 Proc Date Patient Name Description 04/22/2018 04/22/2018 Larson, Bill <family> 04/22/2018 04/22/2018 Larson, Bill 04/22/2018 04/22/2018 Larson, Bill <family> 04/22/2018 04/22/2018 Abbott, Patricia <family> 04/22/2018 04/22/2018 Abbott, Patricia <family> 01/27/2018 04/22/2018 Abbott, James S 02/15/2018 02/15/2018 Abbott, James S 02/15/2018 02/15/2018 Abbott, James S 04/2015/2018 0.00<!--</td--><td>Date Range: 01/23/2018 - 04/23/2018 Include Allocations: <all> Guarantor Range: <all> - <all> Clinics: <all>(Collecting) Providers: <all> Billing Type: <all> Adjustment Type(s): <all> Payment Type(s): <all> Payment Type(s): <all> Report Date: 04/23/2018 Report Generated By: enterprise Entry Date Proc Date Patient Name Description Amount 04/22/2018 04/22/2018 Larson, Bill <family> 04/22/2018 Check Payment - 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Thank You -125.00 117.80 04/22/2018 04/22/2018 Abbott, Patricia <family> Check Payment - Thank You -125.00 117.80 04/22/2018 01/271/2018 04/22/2018 Abbott, Patricia <family> Check Payment - Thank You -125.00 117.80 04/22/2018</family></family></family></family></family></family></family></all></all></all></all></all></all></all></all></all>

How do I run the Provider Revenue - Credits Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Provider Revenue**. For additional details about running this report, see the "Provider Revenue Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

For each provider, each payment and/or credit adjustment is listed with the charge to which it was allocated:

- **A.** Allocations For each payment or credit, the following details appear: entry date, procedure date, patient name, payment/credit adjustment description, amount, amount allocated, billing type, and collecting/rendering clinic.
- **B.** Charges For each charge, the following details appear: entry date, procedure date, patient name, procedure description, amount, date an amount was allocated to the charge, amount allocated to the charge, billing type, and clinic (where service was rendered).

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the "Tips for Understanding Dentrix Enterprise Reports" section in the Introduction of this book.

- **C. Provider Totals** The insurance and non-insurance payments, credit adjustments, and total revenue (the sum of the payments and credits) for the provider.
- **D.** Grand Totals The totals for all providers on the report.

Provider Revenue - Summary Report

The Provider Revenue Detail Summary Report lists payments and credits allocated to charges that have been posted for each provider.

Why: To have a record of revenue generated by each provider, to view the payments and adjustments that are being applied to charges, and to ensure correct allocation of payments and credits to procedures that have been performed

When: Daily

\$

		Provider	Revenue Detail	Summary	
			Date Range: 12/1/2017 - 12/23/20 Include Allocations: <all> Guarantor Range: <all> - <all> Clinics: <all>(Collecting) Providers: <all> Billing Type: <all> Adjustment Type(s): <all> Payment Type(s): <all></all></all></all></all></all></all></all></all>	17	
	Report Date: 12/23/2017	I	Report Generated By: ENTERPRIS	E	Page 1 of
	Provider	Insurance	Non-Insurance	Cr Adjustments	Total Revenue
	AMCCLURE	145.00	50.00	22.00	217.00
	DDS1 DDS-1 DDS2	100.00 260.00 0.00	243.96 108.00 100.00	35.00 0.00 0.00	378.96 368.00 100.00
Y	DDS-2 DROBB	105.00 511.90	0.00 345.00	0.00 321.20	105.00 1,178.10
(B)	Grand Totals	1,121.90	846.96	378.20	2,347.06

How do I run the Provider Revenue - Summary Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Provider Revenue**. For additional details about running this report, see the "Provider Revenue Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Provider Totals** The provider is listed with the corresponding insurance and non-insurance payments, credit adjustments, and total revenue, which is the sum of the payments and credits.
- **B.** Grand Totals The totals for all providers on the report.

Referral Analysis Report

The Referral Analysis report displays the number of referrals from each referral source. The report also displays the amount of production generated as a result of the referrals.



To compare referral sources and to view the total number of referrals over a specified date range

When: As needed

Date: 12/31/2017		nent Date Range: 12/01/ Clinic(s) Provider(:	12/01/2017 - 12/17/2017 2017 - 12/17/2017 - Entry [): <all> s): <all> ferral Name</all></all>	Date				
Date: 12/31/2017	Treatr	Clinic(s) Provider(s): <all> s): <all></all></all>	Date				
Date: 12/31/2017		Clinic(s) Provider(s): <all> s): <all></all></all>					
Date: 12/31/2017								
Date: 12/31/2017		Sort by: Re	ferral Name					
Date: 12/31/2017								
	1/2017 Report Generated By: enterprise							
Patient Referred By	Number of Patients	Total Production	Average Per Patient	Percent of Number of Patients	Percent of Production			
Dr. Evans, Jeff	10	\$1,433.00	\$143.30	34.48%	54.74%			
Dr. Tyler, Mark	5	\$950.00	\$190.00	17.24%	36.29%			
Family	2	\$105.00		6.90%	4.01%			
					0.00%			
Yellow Page Ad	11	\$130.00	\$11.82	37.93%	4.97%			
Total	29	\$2,618.00	\$397.62	100.00 %	100.00 %			
Clinic Name	Number of Patients	Total Production	Average per patient					
CENTRAL	3	\$225.00	\$75.00					
Total Production	3	\$225.00	\$75.00					
	r. Evans, Jeff r. Tyler, Mark amily hone Survey ellow Page Ad Fotal	Patients r. Evans, Jeff 10 rr. Tyler, Mark 5 amily 2 thone Survey 1 ellow Page Ad 11 Total 29 Clinic Name Number of Patients ENTRAL 3	Patients Pr. Evans, Jeff 10 \$1,433.00 rr. Tyler, Mark 5 \$950.00 amily 2 \$105.00 thone Survey 1 \$0.00 tellow Page Ad 11 \$130.00 Total 29 \$2,618.00 Clinic Name Number of Patients Total Production EENTRAL 3 \$225.00	Patients Patients rr. Evans, Jeff 10 \$1,433.00 \$143.30 rr. Tyler, Mark 5 \$9950.00 \$190.00 amily 2 \$105.00 \$52.50 thone Survey 1 \$0.00 \$0.00 tellow Page Ad 11 \$130.00 \$11.82 Total 29 \$2,618.00 \$397.62 Clinic Name Number of Patients Total Production Average per patient EENTRAL 3 \$225.00 \$75.00	Patients of Patients r. Evans, Jeff 10 \$1,433.00 \$143.30 34.48% r. Tyler, Mark 5 \$950.00 \$190.00 17.24% amily 2 \$105.00 \$52.50 6.90% thone Survey 1 \$0.00 \$0.00 3.45% tellow Page Ad 11 \$130.00 \$11.82 37.93% Total 29 \$2,618.00 \$397.62 100.00 % Clinic Name Number of Patients Total Production Average per patient EENTRAL 3 \$225.00 \$75.00			

How do I run the Referral Analysis Report?

From the DXOne Reporting module, select **Analysis**, and then double-click **Referral Analysis**. For additional details about running this report, see the "Referral Analysis Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

This report can be sorted by the name of the referral source, number of patients referred, and production as a result of the referral. The report contains the following information:

A. Referral Sources

- Patient Referred By The name of the person or entity that referred the patient.
- **Number of Patients** The number of referrals from the referral source.
- **Total Production** The total amount of production resulting from the referral source.
- Average Per Patient The average production resulting from the referral source (Total Production/Number of Patients).
- **Percent of Number of Patients** The percent of the referred patients on the report that come from the referral source listed (the total number of patients divided by the number of patients for the given referral source).
- **Percent of Production** The production total divided by the combined production total.
- **B.** Total The totals for all referral sources.
- **C.** Clinic Totals The number of patients, total production, and average production per patient for each clinic.
- **D. Total Production** The total number of patients, total production, and average production per patient for all clinics on the report.

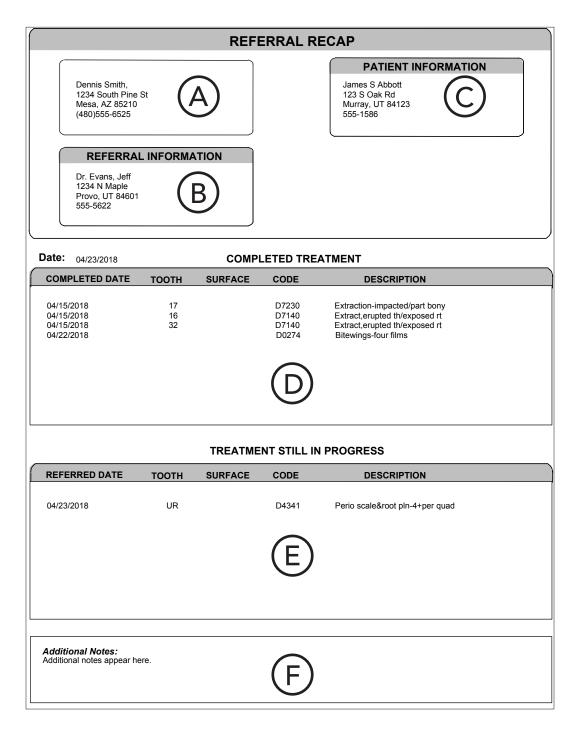
Referral Recap Report

The Referral Recap report lists the work completed and/or treatment planned for patients referred to your practice.



Why: To inform the referring doctor of the work completed/planned as a result of the referral

When: Monthly or weekly



How do I run the Referral Recap Report?

- In the Office Manager, from the **Reports** menu, point to **Ledger**, and then click **Referral Recap**.
- In the Patient Chart, from the **File** menu, click **Print Referral**.
- In the Ledger, from the **Print** menu, click **Referral Recap**.

For additional details about running this report, see the "Referral Recap Report," "Printing the Referral Recap Report," and "Walkout statements" topics in the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- A. Provider The provider associated with the referral.
- B. Referring Doctor The referring doctor.
- **C.** Patient The referred patient.
- **D.** Completed Procedures All procedures completed as a result of the referral.
- **E.** Treatment Plans All procedures treatment planned as a result of the referral.
- F. Additional Notes Additional notes entered in the Referral Recap Report dialog box.

Referral Recap Report	×
Select Referral Source	
From: <all></all>	>>>
To: <all></all>	>>>
Select Patient	
From: <all></all>	>>>
To: <all></all>	>>>
Completed Work Date Range	Procedure Code Range
From: 01/13/2022	From: <all> >></all>
To: 01/13/2022	To: <all></all>
Select Provider	Select Billing Type
From: <all></all>	From: <all> >></all>
To: <all></all>	To: <all></all>
Additional Notes	
Œ	$\mathbf{\hat{D}}$
	OK Cancel

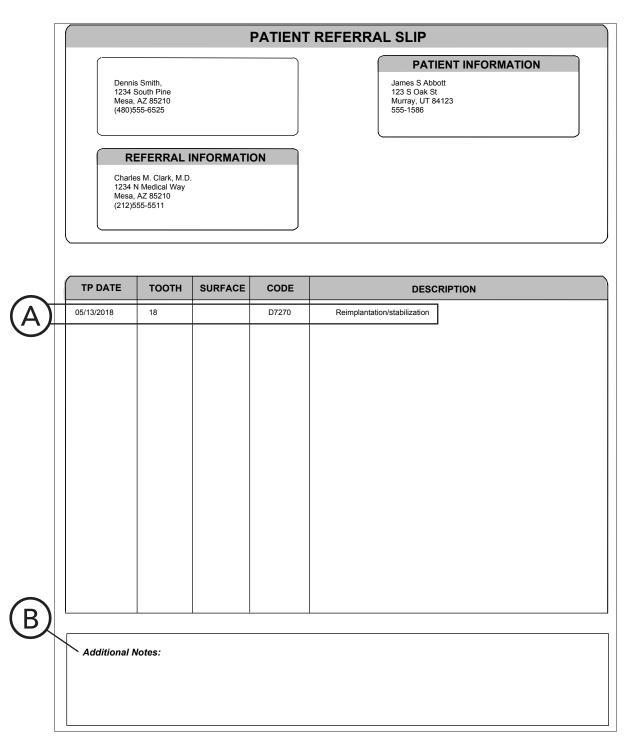
Referral Slip

The Referral Slip allows you to provide patient referral information to other doctors.



To provide specialists with referral information

When: After entering a referral in Dentrix Enterprise and before a patient leaves your office after being referred to a specialist



How do I run the Referral Slip?

In the Patient Chart, from the **File** menu, point to **Print Referral**, and then click **Referral Slip**. For additional details about running this report, see the "Printing a referral slip" topic in the Patient Chart portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Procedures** The procedures that have been completed within the specified date range are listed.
- **B.** Custom Note The note that was entered in the Additional Notes field when setting up the options to run this report.

Referred By Doctor/Other Report

referral source, and to maintain professional relations

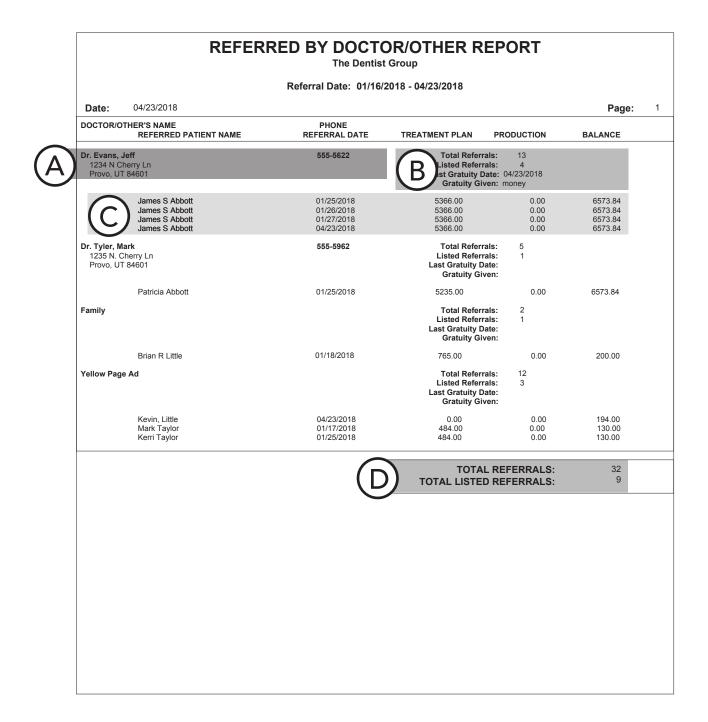
The Referred By Doctor/Other report displays patients that have been referred to your practice by other doctors or non-person sources (such as, advertisements). This report also lists the production totals resulting from each referral.

To identify effective referral sources, to track revenue generated as a result of a

\$ 1

Why:

When: As needed



How do I run the Referred By Doctor/Other Report?

From the DXOne Reporting module, select **Management**, and then double-click **Referred By Doctor/Other**. For additional details about running this report, see the "Referred By Doctor/Other Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Doctor Information The name, mailing address, and phone number of the referring doctor.
- **B.** Referral Details In addition to the date and description of the last gratuity given to the referral source, the following information appears on this report:
 - **Total Referrals** The total number of patients referred by the referral source. Be aware that report filters have no affect on this number; this number represents the total number of patients ever referred by the referral source.
 - Listed Referrals The total number of referrals displayed on the report for the referring doctor.

Note: This number only appears if you select **Include All Referral Sources** when setting options for this report.

- **C. Referred Patients** If you select **Include Referred Patients** when setting options for this report, referred patients appear on the report. In addition to the name and referral date, the following information is listed for each referral displayed on the report:
 - **Treatment Plan** The total value of treatment plans for the patient.
 - **Production** The total value of completed procedures.

Note: If all production values are zero, clear **Include Patients With No Production or Treatment Planned Procedures** when setting options for this report.

• **Balance** – The patient's current balance.

D. Report Totals

- Total Referrals The total number of patients referred by the referral sources.
- Listed Referrals The total number of referrals listed in this report.

Note: This number only appears if you select **Include All Referral Sources** when setting options for this report.

Referred By Patient Report

The Referred By Patient Report lists the patients that have been referred to your practice by other patients. This report also lists the production totals resulting from each referral.



Why: To track revenue resulting from patient referrals

When: As needed

	Referral Date: 03/08/			
Date: 03/08/2018	Production Date: 03/0	8/2018 - 03/08/2018		Page
PATIENT'S NAME REFERRED PATIENT NAME	PHONE REFERRAL DATE	TREATMENT PLAN PROD	UCTION	BALANCE
Crosby, Brent T. (Patient) 123 Golden Pine Rd Kailua, TN 77308 Male	(743)555-2381	Total Referrals: Listed Referrals: st Gratuity Date: 02/2 Gratuity Given: 2 mic	1 1 3/2018 ovie tickets	
Shirley Crosby	03/08/2018	0.00	0.00	125.00
Lars ink (Patient) 123 W. Oak St Mesa, AZ 85210 Male		Total Referrals: Listed Referrals: Last Gratuity Date: Gratuity Given:	3 1	
Amy Larson	03/08/2018	220.00	292.00	337.00
Perkins, Peggy M (Patient) 12345 Oakwood East Pointe, IN 40021 Female	(343)555-2507	Total Referrals: Listed Referrals: Last Gratuity Date: Gratuity Given:	1 1	
Shelly Perkins	03/08/2018	1303.00	69.00	180.00
Reeves, Elisabeth (Patient) 12345 W.Country Ln Shire Hill, MI 47032 Female	(146)555-3896	Total Referrals: Listed Referrals: Last Gratuity Date: Gratuity Given:	1 1	
Joshua Reeves	03/08/2018	0.00	300.00	300.00

How do I run the Referred By Patient Report?

From the DXOne Reporting module, select **Management**, and then double-click **Referred By Patient**. For additional details about running this report, see the "Referred By Patient Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Referring Patient Information** The name, mailing address, phone number, and gender of patients that have provided referrals to your practice.
- **B.** Referral Details In addition to the date and description of the last gratuity given to the referring patient, the following information appears on this report:
 - **Total Referrals** The total number of patients referred by the patient. Be aware that report filters have no affect on this number; this number represents the total number of patients ever referred by the patient.
 - Listed Referrals The total number of referrals displayed on the report for the referring patient.
- **C. Referred Patients** In addition to the name and referral date, the following information is listed for each referral displayed on the report:
 - **Treatment Plan** The total value of treatment plans for the referral.
 - **Production** The total value of completed procedures.
 - **Balance** The referral's current balance.

D. Report Totals

- **Total Referrals** The total number of referrals provided by the referring patients.
- Listed Referrals The total number of referrals listed in this report.

Referred To Doctor Report

The Referred To Doctor Report lists the number of patients your practice has referred to another practice. Depending on report settings, this report also lists the name and referral date of each referral.



Why: To maintain professional relations

When:	As needed

5	Server Name: <default></default>						
		REFERR	RED TO D	OCTOR F	REPORT		
		R	Provide ADA Coo	s: <all> rs: <all> des: <all> II Referral Sourc</all></all></all>	ces		
R	eport Date: 9/18/2019	F	Report Generated	By: ENTERPRISE			Page 1
	DOCTOR'S NAME			PHONE			
	Referred Patient Name	Referral Date	Scheduled Date	Completed Date	Referral Status	Days Referred	
	Baker, Bruce (Periodontics) 1234 Palma Rd #201 Anytown, US 11111		(80	00) 555-6660			Total Referrals: Listed Referrals:
Ц	Brent Crosby	09/17/2019			1		
	Charles M. Clark, M.D. (Surgery, Or 1750 N Medical Way Mesa, AZ 85210	al & Maxillofac	ial) (2′	12) 555-5511		(B)	Total Referrals: Listed Referrals:
	Mary Brown Joshua Reeves Patricia Abbott Tom N Crosby Brent Crosby	05/05/2016 06/15/2016 11/22/2016 10/09/2016 06/17/2017	06/30/2017	06/30/2017	Complete	999+ 999+ 999+ 999+ 13	
	Dr. Clark, Robert (Endodontist) 1750 University Ave. Suite 200 Anytown, PA 99999		() 555	5-6423 Ext: 205			Total Referrals: Listed Referrals:
	Shirley Crosby	06/21/2005				999+	
		06/21/2005		$\overline{\mathbb{O}}$		999+ TOTAL REFE	RRALS: 1

How do I run the Referred To Doctor Report?

From the DXOne Reporting module, select **Management**, and then double-click **Referred To Doctor**. For additional details about running this report, see the "Referred To Doctor Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Doctor Information The name, mailing address, and phone number of a doctor to which the practice provided referrals.
- B. Doctor Totals
 - **Total Referrals** The total number of patients referred to the doctor. Be aware that report filters have no affect on this number; this number represents the total number of patients ever referred to the doctor.
 - Listed Referrals The total number of referrals listed for the doctor.

Note: This number only appears if you select **Include Referred Patients** when setting options for this report.

C. Referred Patients – If you select Include Referred Patients when running this report, the following details regarding each outbound referral appear on the report:

- Patient name
- Referred, scheduled, and completed dates
- Status
- Number of days referred out

D. Report Totals

- Total Referrals The total number of referred patients.
- Listed Referrals The total number of referred patients listed in this report.

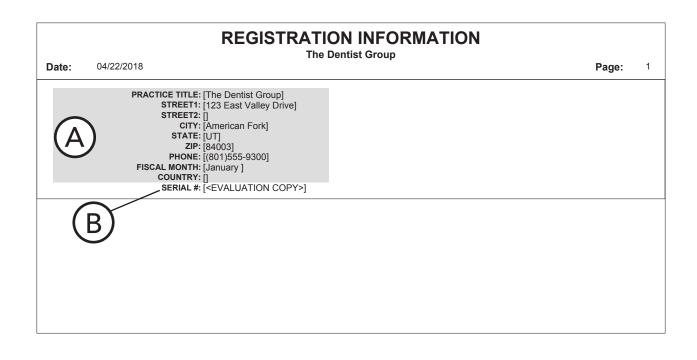
Note: Listed Referrals only appears if you select **Include Referred Patients** when setting options for this report.

Registration Information Report

The Registration Information Report displays the practice's registration information and Dentrix Enterprise serial number.



Why: To quickly access your registration information and serial numberWhen: As needed



How do I run the Registration Information Report?

In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Registration Information**. For additional details about running this report, see the "Registration Information Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Practice Information The practice information associated with your serial number.
- **B.** Serial Number The Dentrix Enterprise product serial number.

RVU Day Sheet Report

The RVU Day Sheet report lists RVU production for procedures that have been posted to the Ledger.



Why: To print a record of transactions each day, to review RVU production totals for a date or date range

When: Daily

	Production RVU Day Sheet Date Range: 04/24/2018 - 04/24/2018 Procedure Date Clinics: <all> Providers: <all> Billing Type: <all></all></all></all>								
	Report Date: 05/01/2018	Rep	ort Generated By:	enterprise			Page 1 of 1		
	Entry Date Proc Date Patient Name	Chart #	TH Code	Description	RVU	Lab Exp.	Net RVU	BT	
(A)	04/24/2018 04/24/2018 Smith, Brandon 04/24/2018 04/24/2018 Smith, Brandon 04/24/2018 04/24/2018 Smith, Brandon 04/24/2018 04/24/2018 Smith, Brandon	SM0010 SM0010 SM0010	D1110 D0120 D0274	Prophylaxis-adult Periodic oral evaluation Bitewings-four films	25.00 25.00 374.00	0.00 45.00 0.00	25.00 -20.00 374.00	1 1 1	
	Total Summary			RVU	Lab Exp.		Net RVU	J	
(B)				424.00	45.00		379.00	,	
C	DDS1 (Dennis Smith) CENTRAL 04/24/2018 04/24/2018 Baber, Tom 04/24/2018 04/24/2018 Abbott, Patricia 04/24/2018 04/24/2018 Abbott, Patricia 04/24/2018 04/24/2018 Raab, Kenneth D 04/24/2018 COUNT (DENNIS SUMMARY: 0100000000000000000000000000000000000		64550 16 D2391 17 D2391 14 D2150 3 D2750	Transcutan. electric. stimulat. Resin composite-1s, posterior Resin composite-1s, posterior Amalgam-2 surf. prim/perm Crown-porc fuse high noble mtl	2,345.00 0.00 90.00 125.00 900.00 3,460.00 3,460.00	0.00 0.00 0.00 450.00 450.00 450.00	2,345.00 0.00 90.00 125.00 450.00 3,010.00 3,010.00	1 4 1 1	
D	CENTRAL DDS1 (Dennis Smith) 04/24/2018 04/24/2018 Baber, Tom 04/24/2018 04/24/2018 Abbott, Patricia 04/24/2018 04/24/2018 Abbott, Patricia 04/24/2018 04/24/2018 Raab, Kenneth D 04/24/2018 04/24/2018 Raab, Kenneth D DDS1 (Dennis Smith) Summary: Unique Patient Count for DDS1 (Dennis CENTRAL Summary:	is Smith): 3	64550 16 D2391 17 D2391 14 D2150 3 D2750	Transcutan. electric. stimulat. Resin composite-1s, posterior Resin composite-1s, posterior Amalgam-2 surf. prim/perm Crown-porc fuse high noble mtl	2,345.00 0.00 90.00 125.00 900.00 3,460.00 3,460.00	0.00 0.00 0.00 450.00 450.00	2,345.00 0.00 90.00 125.00 450.00 3,010.00	1 4 1 1	

How do I run the RVU Day Sheet Report?

From the DXOne Reporting module, select **Management**, and then double-click **RVU Day Sheet**. For additional details about running this report, see the "RVU day sheet" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information can be used to monitor RVU production for each provider and/or clinic:

A. Procedures – The procedures posted to the Ledger are listed if **Include Procedures** is selected when setting up the options to run this report. Each procedure provides the following information:

- **Entry Date** The date a procedure is posted to the Chart (and to the Ledger simultaneously).
- **Procedure Date** The date a procedure is done in the Chart.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the "Tips for Understanding Dentrix Enterprise Reports" section in the Introduction of this book.

- **Patient Name** The name and chart number of the patient on whom the procedure was performed.
- **TH** The tooth number(s) associated with a procedure.
- Code and Description The ADA code and description of the procedure.
- **RVU** The Relative Value Units that were assigned to the procedure from the **Procedure Code Editor** dialog box.
- Lab Expenses The lab expenses that were assigned to the procedure from the **Procedure Code Editor** dialog box. This column appears if **Subtract Lab Expenses** is selected when setting up the options to run this report.
- Net RVU The net RVU is calculated by subtracting lab expenses (if the Subtract Lab Expenses option was selected) from the RVU.
- **BT** The billing type of the patient on whom the procedure was performed.
- **B.** Total Summary The total RVU, lab expenses, and net RVU.
- **C. Provider Totals** The RVU production is shown for the provider with a breakdown of the procedures for each clinic the provider works in. Each clinic's RVU production is subtotaled. After the clinic subtotals, a totals summary for the provider appears. Also, for the provider, a unique patient count and unique visit count are given.
- **D.** Clinic Totals The RVU production is shown for the clinic with a breakdown of the procedures performed by each provider at that clinic. Each provider's RVU production is subtotaled. After the provider subtotals, a totals summary for the clinic appears. Also, for the provider, a unique patient count and unique visit count are given.

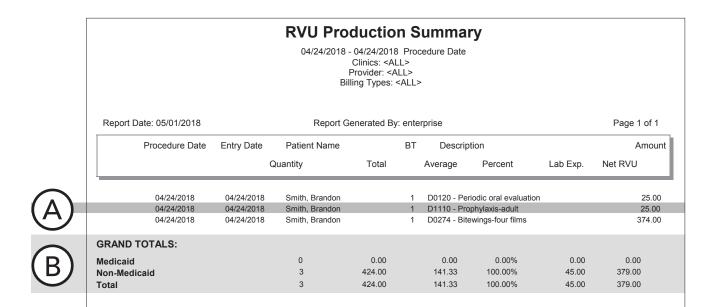
RVU Production Summary Report

The RVU Production Summary Report lists RVU production for procedures that have been posted to the Ledger.



Why: To print a record of transactions each day, to review RVU production totals for a date or date range

When: Daily



	DDS1								
	CENTRAL								
	04/24/2018	04/24/2018	Larson, Bill		1	D7120 - Extr	action-each addition	al	171.00
	CENTRAL								
\frown	Medicaid		0	0.00		0.00	0.00%	0.00	0.00
()	Non-Medicaid		1	171.00		171.00	100.00%	0.00	171.00
	Total		1	171.00		171.00	100.00%	0.00	171.00
	DDS1								
	Medicaid		0	0.00		0.00	0.00%	0.00	0.00
	Non-Medicaid		1	171.00		171.00	100.00%	0.00	171.00
	Total		1	171.00		171.00	50.00%	0.00	171.00
	CENTRAL								
	CENTRAL DDS01 04/24/2018 04/24/2018	04/24/2018 04/24/2018	Smith, Brandon Smith, Brandon		1		iodic oral evaluation phylaxis-adult		25.00 125.00
	DDS01 04/24/2018		Smith, Brandon Smith, Brandon Smith, Brandon Smith, Brandon			D1110 - Pro	odic oral evaluation phylaxis-adult wings-four films		
	DDS01 04/24/2018 04/24/2018 04/24/2018 DDS01	04/24/2018	Smith, Brandon Smith, Brandon		1	D1110 - Pro D0274 - Bite	phylaxis-adult wings-four films		125.00 374.00
	DDS01 04/24/2018 04/24/2018 04/24/2018 DDS01 Medicaid	04/24/2018	Smith, Brandon Smith, Brandon 0	0.00	1	D1110 - Pro D0274 - Bite 0.00	phylaxis-adult wings-four films 0.00%	0.00	125.00 374.00 0.00
	DDS01 04/24/2018 04/24/2018 04/24/2018 DDS01	04/24/2018	Smith, Brandon Smith, Brandon	0.00 424.00 424.00	1	D1110 - Pro D0274 - Bite	phylaxis-adult wings-four films	0.00 45.00 45.00	125.00 374.00
Ð	DDS01 04/24/2018 04/24/2018 04/24/2018 DDS01 Medicaid Non-Medicaid Total	04/24/2018	Smith, Brandon Smith, Brandon 0 3	424.00	1	D1110 - Pro D0274 - Bite 0.00 141.33	phylaxis-adult wings-four films 0.00% 100.00%	45.00	125.00 374.00 0.00 379.00
D	DDS01 04/24/2018 04/24/2018 04/24/2018 DDS01 Medicaid Non-Medicaid	04/24/2018	Smith, Brandon Smith, Brandon 0 3 3 	424.00 424.00	1	D1110 - Pro D0274 - Bite 0.00 141.33 141.33 	phylaxis-adult wings-four films 0.00% 100.00% 100.00%	45.00 45.00	125.00 374.00 0.00 379.00 379.00
Ð	DDS01 04/24/2018 04/24/2018 04/24/2018 DDS01 Medicaid Non-Medicaid Total 	04/24/2018	Smith, Brandon Smith, Brandon 0 3	424.00	1	D1110 - Pro D0274 - Bite 0.00 141.33	phylaxis-adult wings-four films 0.00% 100.00%	45.00	125.00 374.00 0.00 379.00

How do I run the RVU Production Summary Report?

From the DXOne Reporting module, select **Management**, and then double-click **RVU Production Summary**. For additional details about running this report, see the "RVU Production Summary Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information can be used to monitor RVU production for each provider and/or clinic:

A. Procedures – The procedures posted to the Ledger are listed if **Include Patient Detail** is selected when setting up the options to run this report. Each procedure provides the following information:

- Procedure Date The date a procedure is posted to the Chart.
- Entry Date The date a procedure is posted to the Ledger.

Note: It is essential that you understand the difference between Entry Dates and Procedure Dates. For details on these dates, see the "Tips for Understanding Dentrix Enterprise Reports" section in the Introduction of this book.

- **Patient Name** The name of the patient on whom the procedure was performed.
- Code and Description The ADA code and description of the procedure.
- **Amount** The Relative Value Units (RVU) that were assigned to the procedure from the **Procedure Code Editor** dialog box.

B. Grand Totals

- **Medicaid Totals** If **Separate Totals for Medicaid** and **Non-Medicaid Patients** are selected when setting up options to run this report, the Grand Totals section will divide up the Totals to reflect production from patients with Medicaid and those without Medicaid.
- **Totals** The Grand Totals section displays the Totals for the quantity of procedures, total amount of the procedures, average charge per procedure, percent of RVU, lab expenses assigned to the procedure from the **Procedure Code Editor** dialog box, and net RVU of the procedures, which is calculated by subtracting lab expenses (if the **Subtract Lab Expenses option** was selected) from the RVU.
- **C. Provider Totals** The RVU production is shown for the provider with a breakdown of the procedures for each clinic the provider works in. Each clinic's RVU production is subtotaled. After the clinic subtotals, a totals summary for the provider appears.
- **D.** Clinic Totals The RVU production is shown for the clinic with a breakdown of the procedures performed by each provider at that clinic. Each provider's RVU production is subtotaled. After the provider subtotals, a totals summary for the clinic appears.

RVU Schedules Report

The RVU Schedules report lists procedure RVUs for selected RVU schedules. This report also lists the lab expenses and material expenses associated with each procedure.

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Why: To ensure each RVU schedule is set up properly, to compare multiple RVU schedules side by side, and to ensure lab expenses and material expenses are up to date

When: After Dentrix Enterprise setup, and as needed

RVU SCHEDULE

277, D0290, D0310, D0320, D0321, D0322, D0350, D0360, D0362, D0363, D0415, D0416, D0417, D0418, D0421, D0425, D0431, D0460, D0472, D0473, D047

CODE	DESCRIPTION	RVU 1	RVU 2	RVU 3	RVU 4	RVU 5	LAB EXPENSE	MATERIAL
D0001	Oral Cancer Screening	15.00	16.00	0.00	0.00	0.00	9.00	15.00
D0120	Periodic oral evaluation	25.00	27.00	0.00	0.00	0.00	45.00	78.00
D0140	Limited oral evaluation	25.00	27.00	0.00	0.00	0.00	0.00	0.00
D0145	Oral evaluation < 3 yrs of age	5.00	5.00	0.00	0.00	0.00	0.00	0.0
D0150	Comp oral eval-new/estab pat	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0160	Detail/extensive oral eval, B/R	25.00	27.00	0.00	0.00	0.00	0.00	0.0
00170	Limited re-evaluation estab pat	565.00	614.00	0.00	0.00	0.00	0.00	0.0
00180	Comprehensive perio evaluation	25.00	27.00	0.00	0.00	0.00	0.00	0.0
00210	Intraoral-complete series (bw)	9.00	10.00	0.00	0.00	0.00	0.00	23.0
00220	Intraoral-periapical-1st film	6.00	7.00	0.00	0.00	0.00	0.00	24.0
00230	Intraoral-periapical-each add'l	36.00	39.00	0.00	0.00	0.00	0.00	12.0
00240	Intraoral-occlusal film	35.00	38.00	0.00	0.00	0.00	0.00	23.0
00250	Extraoral-first film	6.00	7.00	0.00	0.00	0.00	0.00	25.0
00260	Extraoral-each additional film	5.00	5.00	0.00	0.00	0.00	0.00	14.0
00270	Bitewing-single film	321.00	349.00	0.00	0.00	0.00	0.00	24.0
00272	Bitewings-two films	61.00	66.00	0.00	0.00	0.00	0.00	24.0
00273	Bitewings-three films	98.00	107.00	0.00	0.00	0.00	0.00	25.0
00274	Bitewings-four films	374.00	406.00	0.00	0.00	0.00	0.00	47.0
00277	Vertical bitewings-7 to 8 films	67.00	73.00	0.00	0.00	0.00	0.00	326.0
00290	Skull & facial bone survey film	3,499.00	3,802.00	0.00	0.00	0.00	0.00	233.0
00310	Saliography	316.00	343.00	0.00	0.00	0.00	0.00	0.0
00320	TMJ arthrogram, incl injection	64.00	70.00	0.00	0.00	0.00	0.00	2,344.0
D0321	Other TMJ films, by report	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0322	Tomographic survey	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0330	Panoramic film	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0340	Cephalometric film	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0350	Oral/Facial Photographic Images	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0360	Cone beam-CT/craniofacial data	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0362	Cone beam-2D multi img reconst	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0363	Cone beam-3D multi img reconst	25.00	27.00	0.00	0.00	0.00	0.00	0.0
00415	Collection of microorg culture	25.00	27.00	0.00	0.00	0.00	23.00	15.0
D0416	Viral Culture	25.00	27.00	0.00	0.00	0.00	14.00	3.0
00417	Collection of saliva sample	25.00	27.00	0.00	0.00	0.00		
00418	Analysis of saliva sample	25.00	27.00	0.00	0.00	0.00	0.00	0.0
0421	Genetic test-suscept oral dis	25.00	27.00	0.00	0.00	0.00		
00425 00431	Caries susceptibility tests	25.00	27.00 27.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.0 0.0
	Adjunc pre-diag test-detect muc	25.00		0.00				
00460 00470	Pulp vitality tests Diagnostic casts	25.00 25.00	27.00 27.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.0 0.0
D0470 D0471	Diagnostic casts Diagnostic photographs	25.00 25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0471 D0472	Accession of tiss, gr exam/rpt	25.00	27.00	0.00	0.00	0.00	0.00	0.0
00472	Acc of tissue, gr mic exam/rpt	25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0473 D0474		25.00	27.00	0.00	0.00	0.00	0.00	0.0
D0474 D0475	Acc of tiss-gr mic ex surg mar Decalcification Procedure	25.00	27.00	0.00	0.00	0.00	0.00	0.0
.0473		23.00	27.00	0.00	0.00	0.00	0.00	0.0
A)				(К)				

How do I run the RVU Schedules Report?

From the DXOne Reporting module, select **Reference**, and then double-click **RVU Schedule**. For additional details about running this report, see the "RVU Schedule Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Procedure Code Editor** dialog box, which can be accessed from the Office Manager. See the "Procedure Code Setup" or "Auto RVU schedule changes" topic in the Office Manager portion of the Dentrix Enterprise Help for details on how to edit this information.

- A. Code The procedure code.
- **B.** Fee The RVU assigned to a procedure.
- **C.** Lab Expense The estimated lab expense associated with the procedure.
- **D.** Material The estimated materials expense for the procedure.

Procedure Code Editor - Existing		×
Description: Prophylaxis-adult Fee Schedule RVU Schedule RVU Schedule	ß	1
Cleaning of adult's teeth to help prevent disease 1 AVU 1 Code Names 7 2 RUV 2 D1110 ADA Code Difficult Proc. 3 RVU 3 D1110 ADA Code Difficult Proc. 6 5 ProphyAd Abbrev Desc Condition 6 7 CPT Auto Continuing Care 9 10. Medicaid Procedure Time 11. 12 Procedure Time 13. 13.	1030.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
Procedure Category: Preventive 14. Appointment Type: P3 15.	0.00 0.00 0.00 0.00 0.00	•
Paint Type: [None]	D	
Flag for Medical Cross Coding Educational Video Do Not Bill to Dental Insurance Do Not Send Over HL7 Require Start/Completion Date Implantable Device Eclaims: Require Attachment	-	
Edit Note New Code Next Code	Save	Close

\$

RVU Utilization Report

The RVU Utilization report lists insurance carriers and, for each carrier, the relevant RVU production and details for the procedures posted during a selected date range.

Why: To identify insurance carriers with low coverages (this is done by comparing the charges posted to the Ledger with the practice's RVU fee schedule)

When: Yearly, and as needed

					Date Range: 0 Compare RV Carrier From: <i>A</i>	5/01/2018 - 0 RVU: 002 U Schedule V Include: All I Clinic(s) Provider(s Billing Type ADA Code	05/01/201 2: RVU 2 With: Tra Procedur : <all> s): <all> e(s): <all (s): <all< th=""><th>nsaction Amount res L></th><th></th><th></th><th></th><th></th><th></th></all<></all </all></all>	nsaction Amount res L>					
	Report Date: 05/01/2	2018			Re	port Generate	ed By: er	nterprise				Pa	ige 1 of 1
	INSURANCE CAR SUBSCRIBER	RRIER NAME DATE	ID #	PATIENT NAME	BIRTHDATE	SS#	GROUP P	PLAN DESCRIPTION	TH SURFACE	GROUP NU PROVIDER	MBER CLINIC	PHONE FEE	RVU
	Aetna Life and Ca	sualty					Aetna	a		32186	3	(800) 55	5-6444
	Abbott, Patricia	05/01/2018 56	678910	Abbott, James S	11/11/1962	000-00-0000	D5214	Mand partial-metal base	12	DDS2	CENTRAL	702.00	701.00
	tricia	05/01/2018 56	678910	Abbott, James S	11/11/1962	000-00-0000	D7111		13	DDS2	CENTRAL	402.00	401.00
\frown	(R)	05/01/2018 00	00-00-0000	Perkins, Peggy	11/11/1980	000-00-0000	D5214	th Mand partial-metal base w/sdls	15	DDS01	CENTRAL	702.00	701.00
Δ)	red	05/01/2018 00	00-00-0000	Perkins, Peggy	11/11/1980	000-00-0000	D7111	Extraction crnl remnts-decid	9	DDS01	CENTRAL	402.00	401.00
	Smith, Brandon	05/01/2018 00	00-00-0000	Smith, Michael	11/11/1973	000-00-0000	D5214	Mand partial-metal base w/sdls	12	DDS01	CENTRAL	702.00	701.00
\checkmark	Smith, Brandon	05/01/2018 00	00-00-0000	Smith, Michael	11/11/1973	000-00-0000	D7111	Extraction crnl remnts-decid th	7	DDS01	CENTRAL	402.00	401.00
	(C) ^{ife and C}	asualty Totals	s:	Fee: 3,312.00		oPay: ,306.00	(Fee	e - RVU): 6.00	Total Of	fice Visits: 3	Total	Patients Se 3	een:
L	•						Gra	nd Totals:	Fee:	3,312.00	Co-Pay:	3,3	306.00
					((Fee - RVU):	6.00		
						ν		Total	Office Visit	s:	3		
								Total D	atients See		3		

How do I run the RVU Utilization Report?

From the DXOne Reporting module, select **Management**, and then double-click **RVU Utilization**. For additional details about running this report, see the "RVU Utilization Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Insurance Carriers The report is divided by insurance carriers. The carrier's name, group plan name and number, and phone number are shown.
- **B. Procedures** The procedures posted in the Ledger for patients with the displayed insurance carrier. For each procedure the following are shown:
 - **Fee** The RVU fee that would have been attached to a procedure had the RVU fee from the RVU schedule you selected (when setting up the report options) been used.
 - **RVU** The RVU fee attached to the procedure posted in the Ledger.
- **C.** Insurance Carrier Totals The total fees, co-pays, (Fee RVU), office visits, and patients seen appear for each insurance carrier. The following is an explanation of the insurance carrier's Fee and CoPay totals:
 - **Fee** The RVU fee that would have been attached to a procedure, had the RVU fee from the RVU schedule you selected (when setting up the report options) been used.
 - **CoPay** The RVU fee attached to the procedure posted in the Ledger.

D. Grand Totals – The Grand Totals section displays the following information:

- **Fee** The total RVU fees that would have been attached to a procedure, had the RVU fee from the RVU schedule you selected (when setting up the report options) been used.
- Co-Pay The total RVU fees attached to the procedures posted in the Ledger.
- (Fee RVU) The total RVU revenue that would have been gained or lost, had the RVU fee schedule you selected (when setting up the report options) been used when posting the procedures. A positive number indicates the practice would have gained RVU revenue. A negative number indicates the practice would have lost RVU revenue.
- **Total Office Visits** The total number of office visits (multiple procedures performed on a patient on the same date count as one office visit).
- Total Patients Seen The total number of patients that appear on the report.

Secondary Insurance Claims Not Created Report

The Secondary Insurance Claims Not Created Report displays primary insurance claims for which secondary insurance claims were never created. Claims are sorted according to the expiration date of the secondary insurance carrier.

Why: To ensure all possible secondary insurance claims are submitted
 When: Weekly or daily

Dental Secondary Insurance Claims Not Created										
	Date Range: 04/01/2018 - 05/05/2018 Patient Range: <all> - <all></all></all>									
	Patient Range: <all> - <all> Include Primary Claims not received: Yes Carrier Range: Insurance Carriers: <all> - <all> Clinics: <all> Providers: <all> Billing Types: <all></all></all></all></all></all></all></all>									
Report Date: 05/05/20	018	Report Generated By: enterp	orise			Page 1 of 1				
PRM CLAIM DATE	PATIENT NAME	SECONDARY INSURANCE COMPANY	PROVIDER	CLINIC	CLM AMOUNT	EXPIRES				
05/05/2018 05/05/2018 05 18	Abbott, James S Little, Brian Perkins, Peggy Smith, Michael	Aetna Life and Casualty Metropolitan Life Connecticut General Principal Mutual Life Ins Co	DROBB DDS1 DDS1 DDS01	CENTRAL CENTRAL CENTRAL CENTRAL	801.00 450.00	11/01/2011 08/03/2011 05 11				
U			NIMS NOT CRI	EATED:	2,552.00	U				

How do I run the Secondary Insurance Claims Not Created Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Secondary Insurance Claims Not Created**. For additional details about running this report, see the "Secondary Insurance Claims Not Created Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A. Prm Claim Date** The date of the primary insurance claim.
- **B.** Clm Amount The amount of the original claim.
- **C.** Expires The date the secondary insurance claim must be submitted to the insurance carrier. The expiration date is found in the Insurance Coverage dialog box. To access the Insurance Coverage dialog box, double-click the Insurance block in the Family File, select the secondary insurance carrier, and then click Coverage Table.
- **D. Total Of Claims Not Created** The total amount of the secondary claims that were not created.

Insurance Cov	erage - (Aetr	a Dental/GE Aetn	a)	×
Deductible Standard Preventive Other Coverage Tab Beg	Individual Ir 0 0 0	Annual Annual dividual Family 25 75 0 0 0 0 0	Maximum Benefit Individual: Family: 2000 ₿000 I Ortho Plan - Use Claim Deadline: 3M	as Ortho Lifetime Max
Proc	Proc D1999	Category	% Ded Co-Pay	Est?
D2000 D2700 D2900 D3000 D4000	-D1999 -D2699 -D2899 -D2999 -D2999 -D3999 -D3999 -D4999 -D5999	Diag/Preventive Diag/Preventive Basic Restor Crowns Restorative Endodontics Periodontics Prostho, remov	100 Pr 0.00 100 P 0.00 80 S 0.00 50 S 0.00 80 S 0.00 50 S 0.00	N Add N Change N Delete N Clear Table
C T		Pay) x Cov %	Select Table:	
Notes			OK	Cancel

\$

Secondary Pre-Treatment Estimates Not Created Report

The Secondary Pre-treatment Estimates Not Created Report displays primary estimates for which secondary estimates were never created. Estimates are sorted according to the expiration date of the secondary insurance carrier.

Why: To ensure all possible secondary pre-treatment estimates are submittedWhen: Weekly or daily

	Ital Second	Date Range: 04/01/2018 - 05/05/201		ites No	ot Create	d
Include F	⁹ rimary Pre-Treatment E	Patient Range: <all> - <all> stimates not received: Yes Carrier Range: Insurance Carriers: <a Clinics: <all> Providers: <all> Billing Types: <all></all></all></all></a </all></all>	LL> - <all></all>			
Report Date: 05/05/2	018	Report Generated By: enterp	rise			Page 1 of 1
PRM CLAIM DATE	PATIENT NAME	SECONDARY INSURANCE COMPANY	PROVIDER	CLINIC	CLM AMOUNT	EXPIRES
04/23/2018 04/23/2018 05/05/2018	Abbott, James S Abbott, James S Little, Brian	Aetna Life and Casualty Aetna Life and Casualty Metropolitan Life	DROBB DROBB DDS1	CENTRAL CENTRAL CENTRAL	654.00 898.00 1,100.00	10/20/2018 10/20/2018 08/03/2018
A)	Perkins, Peggy Smith, Michael	Connecticut General Principal Mutual Life Ins Co	DDS1 DDS01	CENTRAL CENTRAL	(B)	(C)
\smile			IMS NOT CRE	ATED:	3,742.00	V
		e				

How do I run the Secondary Pre-Treatment Estimates Not Created Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Secondary Pre-Treatment Est. Not Created**. For additional details about running this report, see the "Secondary Pre-Treatment Estimates Not Created Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A. Prm Claim Date** The date of the primary pre-treatment estimate.
- **B.** Clm Amount The amount of the original pre-treatment estimate.
- **C.** Expires The date the secondary insurance claim must be submitted to the insurance carrier. The expiration date is found in the Insurance Coverage dialog box. To access this dialog box, doubleclick the Insurance block in the Family File, select the secondary insurance carrier, and then click Coverage Table.
- **D. Total Of Claims Not Created** The total amount of the secondary pre-treatment estimates that were not created.

Insurance Coverage - (Aetna Dent	al/GE Aetna	a)			×
Deductible Lifetime Annual Individual Individual Individual Standard 0 25 Preventive 0 0 Other 0 0 Coverage Table	Annual Family 75 0	Maximum Be Individual: 2000 I Ortho Claim Deadline:	Family: 8000	as Orth	no Lifetime Max
Beg End Proc Proc Categ	ory 'Preventive	Cov % Ded 100 Pr ▼	Co-Pay	Pre Est?	
D2000 -D2699 Basic D2700 -D2899 Crown D2900 -D2999 Resto D3000 -D3999 Endor D4000 -D4999 Period		100 P 80 S 50 S 80 S 80 S 80 S 80 S 50 S	0.00 0.00 0.00 0.00 0.00 0.00 0.00	N N N N N N N N N N N N N N N N N N N	Change Delete
Select Cal Co-Payment Calculations for II Co-Total Fee x Coverage C (Total Fee x Cov %) x C C (Total Fee x Cov %) - Cc	ns Portion: % ov %		Select Table:		
Notes			OK	C	ancel

Standard Coverage Tables Report

The Standard Coverage Table Report allows you to view and print standard coverage tables.

Note: If you want coverage information for a specific insurance carrier, see the "Insurance Coverage Tables Report" on page 120.



Why: To ensure standard coverage tables are set up properly

When: As needed

			The Denti	•			
ate:	04/22/2018	3	Tables	51-5			Page:
verage	Table 1: Defaul	t Coverage Table					
	BEGIN PROC	END PROC	CATEGORY	COV %	DEDUCTIBLE	CO PAY	PRE AUTH?
	D0100	D1999	Diag/Preventive	100	Standard	0.00	N
	D2000	D2699	Basic Restor	80	Standard	0.00	N
	D2700	D2899	Crowns	50	Standard	0.00	N
	D2900	D2999	Restorative	80	Standard	0.00	N
	D3000	D3999	Endodontics	80	Standard	0.00	N
	D4000	D4999	Periodontics	80	Standard	0.00	N
	D5000	D5999	Prostho, remov	50	Standard	0.00	N
	D6000	D6999	Prostho, fixed	50	Standard	0.00	N
	D7000	D7999	Oral Surgery	80	Standard	0.00	N
	D8000	D8999	Orthodontics	50	Standard	0.00	N
	D9000	D9999	General Service	80	Standard	0.00	N
verage	Table 2: All Pro	END	in)	cov		со	PRE
	PROC	PROC	CATEGORY	%	DEDUCTIBLE	PAY	AUTH?
	D0110	D0110	Initial oral ex	100	Standard	0.00	N
	D0120	D0120	Periodic oral x	100	Standard	0.00	N
	D0130	D0130	Emergency oral	100	Standard	0.00	N
	D0210	D0210	Intraoral-compl	100	Standard	0.00	N
	D0220	D0220	Intraoral-peria	100	Standard	0.00	N
	D0230	D0230	Intraoral-peria	100	Standard	0.00	N
	D0240	D0240	Intraoral-occlu	100	Standard	0.00	N
	D0250	D0250	Extraoral-first	100	Standard	0.00	N
	D0260	D0260	Extraoral-each	100	Standard	0.00	N
	D0270	D0270	Bitewing-single	100	Standard	0.00	N
	D0272	D0272	Bitewings-two f	100	Standard	0.00	N
	D0274	D0274	Bitewings-four	100	Standard	0.00	N
	D0290	D0290	Skull & facial b	100	Standard	0.00	N
	D0315	D0315	Saliography	100	Standard	0.00	N
	D0320	D0320	TMJ arthrogram,	100	Standard	0.00	N
	D0321	D0321	Other TMJ films	100	Standard	0.00	N
	D0322	D0322	Tomographic sur	100	Standard	0.00	N
	D0330	D0330	Panoramic film	100	Standard	0.00	N
	D0340	D0340	Cephalometric f	100	Standard	0.00	N
	D0415	D0415	Bacteriologic s	100	Standard	0.00	N
	D0425	D0425	Caries suscepti	100	Standard	0.00	N
	D0460	D0460	Pulp vitality t	100	Standard	0.00	N
	D0470	D0470	Diagnostic cast	100	Standard	0.00	N
	D0471	D0471	Diagnostic phot	100	Standard	0.00	N
	D0501	D0501	Histopathologic	100	Standard	0.00	N
	D0502	D0502	Other oral path	100	Standard	0.00	N
	D0999	D0999	Unspecified dia	100	Standard	0.00	N
	D1110	D1110	Prophylaxis-adu	100	Standard	0.00	N
	D1120	D1120	Prophylaxis-chi	100	Standard	0.00	N
	D1201	D1201	Prophylaxis wit	100	Standard	0.00	N
	D1203	D1203	Fluoride w/o pr	100	Standard	0.00	N
	D1204	D1204	Fluoride w/o pr	100	Standard	0.00	N
	D1205	D1205	Prophylaxis wit	100	Standard	0.00	N

How do I run the Standard Coverage Tables Report?

In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Standard Coverage Tables**. For additional details about running this report, see the "Standard Coverage Table Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The following report information is found in the **Insurance Coverage Table** dialog box, which can be accessed in the Office Manager. See the "Adding and editing insurance plans" topic in the Dentrix Enterprise Help for details on how to edit this information.

- **A. Cov %** The percentage of a procedure covered by the insurance carrier.
- **B. Deductible** The type of deductible (for example, None, Standard, Preventive, or Other).
- C. Co Pay The co-pay amount.
- **D. Pre Auth?** Indicates whether or not a procedure group requires preauthorization from the insurance carrier.

Insurance Cove	erage - (Ae	tna Dental/GE Aetn	a)	×
Deductible Standard Preventive Other Coverage Tab Beg Proc D0100	0 0 0 0	Annual Annual Individual Family 25 75 0 0 0 0 0 Category Diag/Preventive		as Ortho Lifetime Max
D2000 D2700 D2900 D3000 D4000 D5000	m ent Calcul otal Fee x 1 otal Fee - C	Diag/Preventive Basic Restor Crowns Restorative Endodontics Periodontics Prostho, remov Select Category ations for Ins Pottion: Coverage % o-Pay) x Cov % ov %) - Co-Pay	100 P 0.00 80 S 0.00 50 S 0.00 80 S 0.00 80 S 0.00 80 S 0.00 50 S 0.00 50 S 0.00 50 S 0.00	N Add Change N Delete N Clear Table
Notes			OK	Cancel

Suspended Credits Report

The Suspended Credits Report lists payments and credits that have been suspended. The report includes the guarantor of the account; the date, description, and amount of the credit; the amount that has been suspended; the balance on the Ledger; and the collecting clinic.



Why: To track accounts with suspended payments and/or creditsWhen: Monthly

			Sus	-	ded Credits F	Report		
				Gua	Billing Types: <all> arantor Range: <all> - <all> Sort By: Date</all></all></all>			
	Report Date: 05/05/20				ort Generated By: enterprise			Page 1 of
	Entry Date	Proc Date	Patient Na	ame	Description	Amount	Suspended	Clinic
	Clinic: CENTRAL Guarantor: Reeve	es, Joshua		BT:1	Ledger Balance: -100.00	Ledger Si	uspended: -100.0	00
	04/27/2018	04/27/2018	<family></family>		-Professional Discount	-25.00		CENTRAL
	R 04/30/2018	04/30/2018	<family></family>		-Credit Adjustment	-25.00		CENTRAL
ント	05/01/2018	05/01/2018	<family></family>		-Credit Adjustment	-50.00	-50.00	CENTRAL
	<u> </u>					Guarantor's Report Total	-100.00	
	Guarantor: Winte	ers, Carl		BT:1	Ledger Balance: -900.00	Ledger Su	uspended: -900.0	00
	04/30/2018	04/30/2018	<family></family>		Initial Balance	-900.00		CENTRAL
						Guarantor's Report Total	-900.00	
(AL Total Sus	pended Amou	unt:		-1,000.00			
	Clinic: MESA							
	Guarantor: Smith	, Michael		BT:1	Ledger Balance: -25.00	Ledger St	uspended: -25.00)
	04/11/2018	04/11/2018	<family></family>		Special Adjustment	-25.00	-25.00	MESA
						Guarantor's Report Total	-25.00	
	MESA Total Suspend	ded Amount:			-25.00			
(Total Suspe	ended Amou	nt:		-1,025.00			
	U				,			
	•							

How do I run the Suspended Credits Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Suspended Credits**. For additional details about running this report, see the "Suspended Credits Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

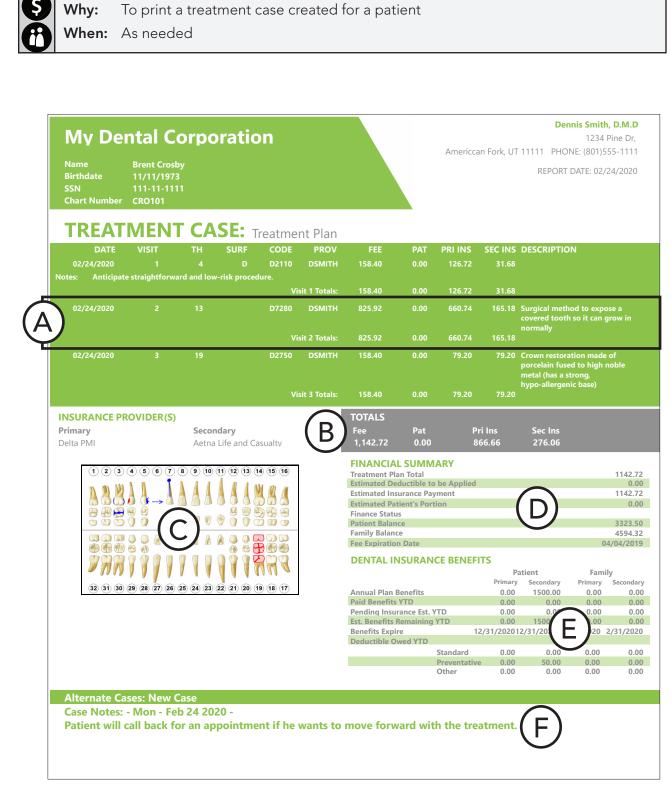
For each collecting clinic on the report, the following information appears:

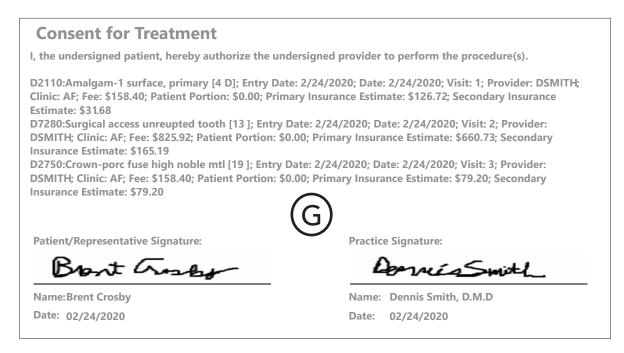
- **A. Account Details** For each guarantor listed on the report, the following account details are shown:
 - Ledger Balance The account balance.
 - Ledger Suspended The total suspended credit amount on the account.
 - **Report Total** The total amount of the suspended credits listed on the report for the guarantor.
- **B.** Credit Details For each credit, the following details are shown: entry date, procedure date, patient name, adjustment description, amount of the adjustment, amount that was suspended, and clinic.
- **C.** Clinic Total The total amount of the suspended credits listed for the clinic.
- **D.** Grand Total The total amount of the suspended credits listed for all clinics on the report.

Treatment Case Report

To print a treatment case created for a patient

The Treatment Case Report displays treatment-planned procedures for a specific treatment plan case. The report may also include other items, such as the patient's graphical chart and account information, case notes, and insurance information.





How do I run the Treatment Case Report?

- 1. In the Treatment Planner, select the case of which you want to generate a report.
- 2. From the File menu, point to Print, and then click Print Treatment Case.

For additional details about running this report, see the "Printing the Treatment Case Report" topic in the Treatment Planner portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A. Treatment** The treatment-planned procedures are grouped by visit. A subtotal of fees, patient portions, and insurance estimates for each visit are given. If a treatment-planned procedure has notes entered, those notes appear after the treatment details of that procedure.
- **B.** Insurance Estimates The patient's insurance carriers are listed along with the fees, patient portions, and insurance estimates for the entire treatment plan.
- **C. Graphical Chart** The patient's graphical chart is shown with all applicable treatment and conditions that have a paint type.
- **D. Financial Summary** The treatment plan total, patient and insurance estimates, and account information are shown.
- **E.** Insurance Benefits Details of the current insurance plan maximums and deductibles for the patient and family are shown.
- **F. Treatment Case Note** Any linked cases are listed, and any notes attached to the case are shown.
- **G.** Consent Forms Any consent forms and corresponding signatures that are attached to the case are printed on separate pages.

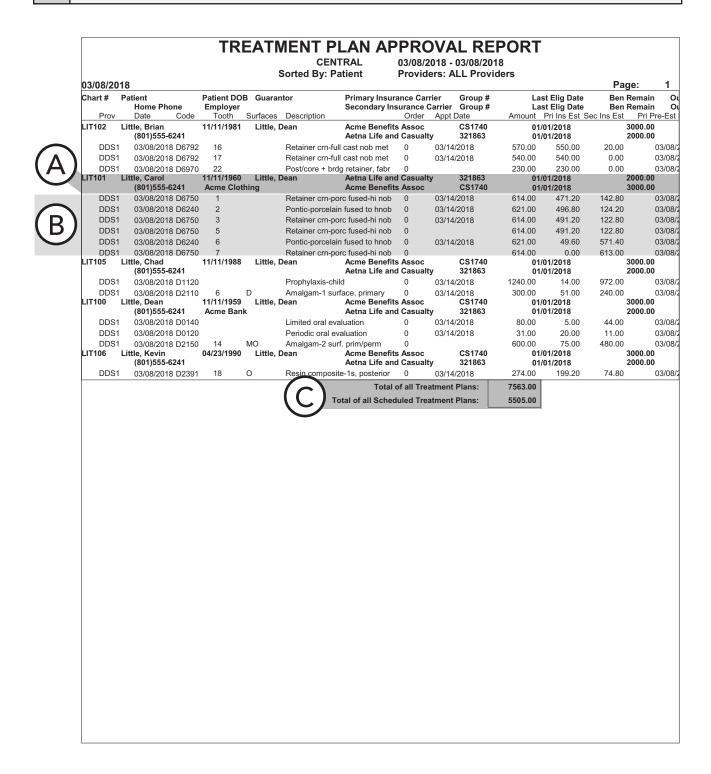
Treatment Plan Approval Report

The Treatment Plan Approval Report displays all treatment-planned procedures.



Why: To ensure the practice follows up on treatment plans

When: Weekly



How do I run the Treatment Plan Approval Report?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Treatment Plan Approval Report**. For additional details about running this report, see the "Treatment Plan Approval Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A. Patient information** The patient's name, phone number, insurance company, insurance eligibility, and remaining benefits.
- **B.** Procedures The treatment-planned procedures, insurance estimates, and approval statuses.
- C. Totals
 - **Total Treatment Plans** The total amount of all procedures that have been treatmentplanned.
 - **Total Scheduled Treatment Plans** The total amount of all treatment-planned procedures that have been attached to appointments.

Treatment Plan Approval Status Report

The Treatment Plan Approval Status Report displays all treatment-planned procedures for selected approval statuses.



Why: To ensure the practice follows up on treatment plans

When: Weekly

				MENT PL CENT Sorted By: Pa	RAL	03/08/20	018 - 03/08/201 rs: ALL Provid	В				
03/08/20	18			Conce Dy. 1 a	tiont	Tiovide		010		Pa	je:	1
Chart #	Patient Home Phone	Patient DOE Employer			Primary Insura Secondary Ins	urance C	arrier Group #	Las	t Elig Date t Elig Date	Ben	Remain Remain	(
Prov	Date Code			Description		Order	Appt Date		Pri Ins Est Se		Pri Pro	e-Es
LIT102	Little, Brian (801)555-6241	11/11/1981	Little,	Dean	Acme Benefits Aetna Life and		CS1740 321863		01/2018 01/2018		3000.00 2000.00	
DDS1		16		Retainer crn-full		0	03/14/2018	570.00	550.00	20.00		03/08
DDS1	03/08/2018 D6792	17		Retainer crn-full	cast nob met	0	03/14/2018	540.00	540.00	0.00	0	03/0
DDS1				Post/core + brdg		0		230.00	230.00	0.00		03/08
LIT101	Little, Carol (801)555-6241	11/11/1960 Acme Cloth	Little, ning	Dean	Aetna Life and Acme Benefits		221863 CS1740		01/2018 01/2018		2000.00	
DDS1			3	Retainer crn-por		0	03/14/2018	614.00	471.20	142.80	0	03/08
DDS1				Pontic-porcelain		0	03/14/2018	621.00	496.80	124.20		03/0
DDS1				Retainer crn-por		0	03/14/2018	614.00	491.20	122.80		03/08
DDS1				Retainer crn-por		0		614.00	491.20	122.80		03/08
DDS1				Pontic-porcelain		0	03/14/2018	621.00	49.60	571.40		03/0
DDS1 LIT105	03/08/2018 D6750 Little. Chad	7 11/11/1988	Little,	Retainer crn-por	c fused-hi nob Acme Benefits	0	CS1740	614.00	0.00 01/2018	613.00	0 3000.00)3/08
	(801)555-6241	11/11/1900	Little,	Deall	Actne Benefits Aetna Life and				01/2018 01/2018		2000.00	
DDS1				Prophylaxis-child		0	03/14/2018	1240.00	14.00	972.00		03/0
DDS1			D	Amalgam-1 surf		0	03/14/2018	300.00	51.00	240.00		03/0
LIT100	Little, Dean (801)555-6241	11/11/1959 Acme Bank	Little,		Acme Benefits Aetna Life and	Casualty		01/	01/2018 01/2018		3000.00 2000.00	
DDS1				Limited oral eval		0	03/14/2018	80.00	5.00	44.00)3/0
DDS1 DDS1			МО	Periodic oral eva Amalgam-2 surf		0 0	03/14/2018	31.00 600.00	20.00 75.00	11.00 480.00)3/0)3/0
LIT106	03/08/2018 D2150 Little, Kevin	04/23/1990	Little,		Acme Benefits		CS1740		75.00 01/2018		3000.00	13/0
	(801)555-6241		,		Aetna Life and				01/2018		2000.00	
DDS1	03/08/2018 D2391	18	0	Resin composite	e-1s, posterior	0	03/14/2018	274.00	199.20	74.80	0)3/0
				7c	Total o	of all Trea	tment Plans:	7563.00				
					tal of all Sched	uled Treat	tment Plans:	5505.00				
					tal of all Sched	uled Trea	tment Plans:	5505.00				

How do I run the Treatment Plan Approval Status Report?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Treatment Plan Approval Status Report**. For additional details about running this report, see the "Treatment Plan Approval Status Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A.** Patient information The patient's name, phone number, insurance company, insurance eligibility, and remaining benefits.
- **B.** Procedures The treatment-planned procedures, insurance estimates, and approval statuses.
- C. Totals
 - **Total Treatment Plans** The total amount of all procedures that have been treatmentplanned.
 - **Total Scheduled Treatment Plans** The total amount of all treatment-planned procedures that have been attached to appointments.

Truth in Lending Disclosure Statement

The Truth in Lending disclosure statement is a legal document used to clarify the terms of a payment agreement. You might want to print this report and provide it to patients at the time a payment agreement is created.

Why: To ensure patients are adequately informed of the terms of a payment agreementWhen: After creating a payment agreement, and as needed

(801)555-9300					
GUARANTOR NAM	E AND ADDRESS				
Patricia Abbott 1234 Oak St Murray, UT 84123 555-1586			Date: Chart #: SS #: Loan Amount: Interest Rate:	ABB102 000-00-0000 \$ 5956.04	
FEDEF	RAL TRUTH-IN-LENDING	g dis		MENT	
ANNUAL FINANCE PERCENTAGE CHARGE		AMOUNT FINANCED		TOTAL OF PAYMENTS	
RATE The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.		The amount you will have paid after you have made all payments as scheduled.	
%	\$214.40	\$_	5956.04	\$6170.44	
	PAYMENT SCHEI	DULE	SUMMARY		
Num Payments: 6	Amt Each Payment: Last Payment Amt:		00.00 First Payr 70.44 Last Payr	nent Due: 04/30/2018 nent Due: 09/30/2018	
e Charge: If any payment is	late, you will be charged 0.417	% of th	e installment, or at least	\$20.00.	

How do I generate a truth in lending statement?

- 1. From the Ledger, click the Payment Agreement button to open the **Billing/Payment** Agreement Information dialog box.
- 2. Click Print to open the Print for Payment Agreement dialog box.
- 3. Select Truth in Lending Disclosure Statement.
- 4. Click Print or Send to Batch.

For additional details about running this report, see the "Printing payment agreement documents" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

Ω

UDS - Age/Gender Report

The UDS - Age/Gender report lists the patients of each gender for each age group and provides totals, using the UDS (Uniform Data System) standards for reporting.

Why: To generate a record of patient genders and ages for UDS reporting for comparison with national data, and to provide gender and age data for patients to grantees, partners, and communities

When: As needed

R	AGE/GENDER REPORT 01/01/2017 - 12/31/2017 Procedure Date Clinics: AF, CENTRAL, DRAPER Providers: <all> Billing Types: <all> ADA Codes: <all> Ages: <all></all></all></all></all>							
	AGE	MALE	FEMALE	OTHER	UNKNOWN	TOTAL		
		SOCIAL SECURITY #			CHART #	BIRTHDATE	GENDER	
シニ	A)				0104017	BITTIBATE	SERBER	
- <u>ノ</u>	AGE 21	1	1	0	0	2		
< -	Little, Brian	000-00-0000	1	U	LIT123	11/11/1987	Male	
D \ ⊢	Perkins, Shelly	000-00-0000			PER123	11/11/1987	Female	
רר								
	AGE 22	1	1	0	0	2		
	Johnson Roger	000-00-0000			JOH123	11/11/1986	Male	
	Perkins, Peggy	000-00-0000			PER124	11/11/1986	Female	
	AGE 38	2	0	0	0	2		
	Gleason, Gary	000-00-0000			GLE123	11/11/1970	Male	
	Smith, Michael	000-00-0000			SMI123	11/11/1970	Male	
	AGE 40	1	1	0	0	2		
	Little, Carol	000-00-0000		Ŭ	LIT124	_ 11/11/1969	Female	
	Taylor, Mark	000-00-0000			TAY123	11/11/1969	Male	
						-		
	AGE 49	2	0	0	0	2		
	Abbott, James S Perkins, Samuel	000-00-0000 000-00-0000			ABB123 PER127	11/11/1960 11/11/1960	Male Male	
							maio	
	AGE 51	2	0	0	0	2		
	Little, Matthew	000-00-0000			LIT129	11/11/1957	Male	
	Nelson, Chris	000-00-0000			NEL123	11/11/1957	Male	
	AGE 60	1	0	0	0	1		
	Taylor, Lissa	000-00-0000	-	-	TAY123	11/11/1949	Female	
$\rightarrow \perp$	RAND TOTALS	10	3	0	0	13	_	

CENTRAL						
AGE 22	0	1	0	0	1	
Perkins, Peggy	000-00-0000			PER007	11/11/1987	Female
AGE 38	1	0	0	0	1	
Smith, Michael	000-00-0000			SMI008	11/11/1970	Male
AGE 49	1	0	0	0	1	
Perkins, John	000-00-0000			PER008	11/11/1960	Male
CENTRAL TOTALS	2	1	0	0	3	
DDS01 TOTALS	2	1	0	0	3	

DDS01						
AGE 22	0	1	0	0	1	
Perkins, Peggy	000-00-0000			PER123	11/11/1987	Female
AGE 38	1	0	0	0	1	
Smith, Michael	000-00-0000			SMI123	11/11/1970	Male
AGE 49	1	0	0	0	1	
Perkins, Scott	000-00-0000			PER124	11/11/1960	Male
DDS01 TOTALS	2	1	0	0	3	
DDS1						
AGE 21	1	0	0	0	1	
Little, Brian R	000-00-0000			LIT126	11/11/1986	Male
AGE 51	2	0	0	0	2	
Myers, Timothy Perkins, Shelly	000-00-0000 000-00-0000			MYE123 PER125	11/11/1957 11/11/1957	Male Female
DDS1 TOTALS	3	0	0	0	3	
DROBB						
AGE 49	1	0	0	0	1	
Abbott, James S	000-00-0000			ABB125	11/11/1960	Male
DROBB TOTALS	1	0	0	0	1	
MCCLURE						
AGE 40	1	0	0	0	1	
Taylor, Mark	000-00-0000			TAY123	11/11/1969	Male
MCCLURE TOTALS	1	0	0	0	1	
RAL TOTALS	7	1	0	0	8	

F

How do I run the UDS - Age/Gender Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS - Age/Gender**. For additional details about running this report, see the "UDS - Age/Gender Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

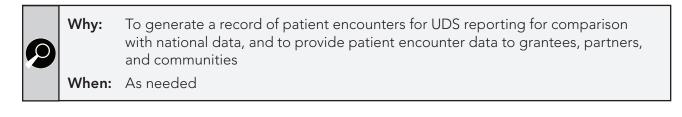
The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information appears on the report:

A. Age – The patient's age.

- **B.** Patient The patient's name, Social Security number, EMR number, Chart number, birthdate, and gender. (This information appears only if **Include Patient Info** is selected when setting up options for this report.)
- **C.** Gender Totals The number of patients of the given age for each gender (male, female, other, and unknown) and a total of all genders for patients of the given age.
- **D.** Grand Totals The gender totals for all ages that appear on the report.
- **E. Provider Totals** The gender totals of patients of all the given ages whose primary provider is the given provider.
- F. Clinic Totals The gender totals of patients of all the given ages that visit the given clinic.

UDS - Encounters and Users by Selected Procedure Codes Report

The UDS - Encounters and Users by Selected Procedure Codes Report displays the number of patient encounters with primary and secondary providers that performed procedures in the specified range, using the UDS (Uniform Data System) standards for reporting.



Encounters and	Users by Selected Proce 05/13/2018 - 05/13/2018 Procedure Date Clinics: <all> Providers: <all> Billing Types: <all> ADA Codes: <all></all></all></all></all>	edure Codes
Report Date: 05/13/2018 # Encounters: # Users:	S1 27	Page 1 of 1

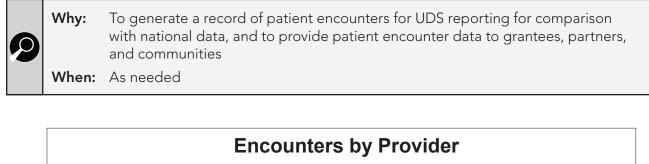
How do I run the UDS - Encounters and Users by Selected Procedure Codes Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS - Encounter/User Statistics**. For additional details about running this report, see the "UDS - Encounter and User Statistics Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

- **A. Encounters** The total number of patient encounters with providers.
- **B.** Users The total number of users that posted the procedures for the corresponding patient encounters total.

UDS - Encounters by Provider Report

The UDS - Encounters by Provider Report displays the number of patient encounters with primary and secondary providers that performed procedures in the specified range, using the UDS (Uniform Data System) standards for reporting.



05/13/2018 - 05/13/2018 Procedure Date Clinics: <all> Providers: <all> Billing Types: <all> ADA Codes: <all></all></all></all></all>	
Report Generated By: enterprise	Page 1 of 1
51	
• (B)	
	Clinics: <all> Providers: <all> Billing Types: <all> ADA Codes: <all></all></all></all></all>

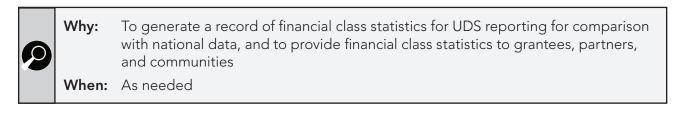
How do I run the UDS - Encounters by Provider Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS - Encounter/User Statistics**. For additional details about running this report, see the "UDS - Encounter and User Statistics Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

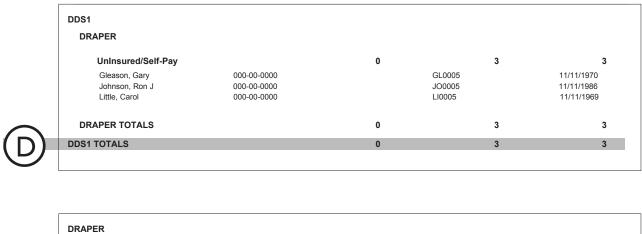
- **A. Encounters (Primary)** The total number of patient encounters with primary providers.
- B. Encounters (Secondary) The total number of patient encounters with secondary providers.

UDS - Insurance Financial Class Report

The UDS - Insurance Financial Class Report lists the patients of the specified financial classes that had procedures performed and provides totals, using the UDS (Uniform Data System) standards for reporting.



	INSURANCE FINANCIAL CLASS - UDS 05/13/2018 - 05/13/2018 Procedure Date Clinics: <all> Providers: <all> Billing Types: <all> ADA Codes: <all> Financial Classes: <all> Report Date: 05/13/2018 Report Generated By: enterprise Page 1 of</all></all></all></all></all>							
	FINANCIAL CLASS TYPES PATIENT NAME	SOCIAL SECURITY #	-19 YEARS OF AGE EMR #	20+ YEARS OF AGE CHART #	TOTAL # USERS BIRTHDATE			
\frown								
(Δ)	UnInsured/Self-Pay		0	4	4			
	Gleason, Gary	000-00-0000		GL0005	11/11/1970			
\frown	Johnson, Ron J Little, Carol	000-00-0000 000-00-0000		JO0005 LIM0005	11/11/1986 11/11/1969			
(R)	Smith, Michael P	000-00-000		SM0005	11/11/1950			
U								
\frown								
(\cap)	GRAND TOTALS		0	4	4			



	DRAPER				
	DDS1				
	UnInsured/Self-Pay		0	3	3
	Gleason, Gary Johnson, Ron J Little, Carol	000-00-0000 000-00-0000 000-00-0000		GL0005 JO0005 L10005	11/11/1970 11/11/1986 11/11/1969
\frown	DDS1 TOTALS		0	3	3
(F)	DRAPER TOTALS		0	3	3
S					

How do I run the UDS - Insurance Financial Class Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS** - Insurance Financial **Class (2012 and Prior)**. For additional details about running this report, see the "UDS - Insurance Financial Class Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

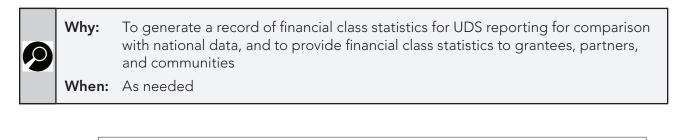
What important information does this report provide?

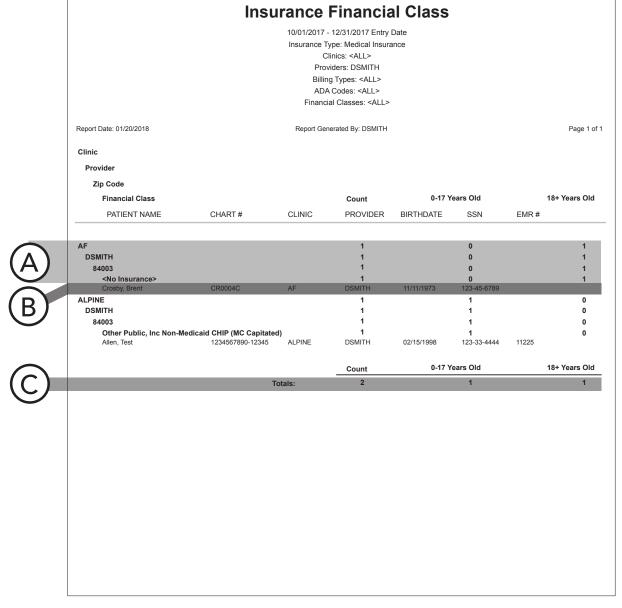
The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The following information appears on the report:

- **A.** Financial Class The financial class with totals by age range and a total number of users that posted the procedures.
- **B.** Patient The patient's name, Social Security number, EMR number, Chart number, and birthdate. (This information appears only if **Include Patient Info** is selected when setting up options for this report.)
- C. Grand Totals The totals for all financial classes that appear on the report.
- D. Provider Totals The financial class totals for patients of the given provider.
- **E.** Clinic Totals The financial class totals for patients that visit the given clinic.

UDS - Insurance Financial Class Report (2013)

The UDS - Insurance Financial Class Report (2013) lists the patients of the specified financial classes that had procedures performed and provides totals, using the UDS (Uniform Data System) standards for reporting.





PATIENT NAME	CHART #	CLINIC	PROVIDER	BIRTHDATE	SSN	EMR #	
Allen, Test	AL00012	ALPINE	DSMITH	02/15/1998	123-33-4444	11225	
Crosby, Brent	CR0004C	AF	DSMITH	11/11/1973	123-45-6789	11220	
			Count	0-17 Years Old			18+ Years Old
		Totals:	2		1		1

Totals Only (with Patient Information)

Grouped Only by Financial Class

Financial Class		Count	0-17 Years Old	18+ Years Old
<no insurance=""></no>		1	0	1
Other Public, Inc Non-Medicaid CHIP (MC Capitated)		1	1	0
		Count	0-17 Years Old	18+ Years Old
1	Totals:	2	1	1

How do I run the UDS - Insurance Financial Class Report (2013)?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS** - **Insurance Financial Class (2013)**. For additional details about running this report, see the "UDS - Insurance Financial Class Report (2013)" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

There are five categories that you can use to group totals on the report: None, Clinic, Provider, ZIP Code, and Financial Class. The report displays totals without any groupings if "None" is selected for all **Group By** options when setting up options for this report; otherwise, the report groups totals by the first, and then the second, and then the third, and then the fourth selection. The following information appears on the report:

A. Group Totals – Any of the following groups and the corresponding totals may appear:

- Clinic The financial class totals for patients that visit the given clinic.
- **Provider** The financial class totals for patients with the given primary provider.
- **ZIp Code** The financial class totals for patients with the given ZIP Code.
- **Financial Class** The financial class with totals by age range and a total number of users that posted the procedures.
- **B.** Patient The patient's name, Social Security number, EMR number, Chart number, primary provider, and birthdate. (This information appears only if **Include Patient Info** is selected when setting up options for this report.)
- **C. Grand Totals** The total number of financial classes that appear on the report. Of the total, the number of patients in the first age group appear. Of the total, the number of patients in the second age group appear.

UDS - Medicaid/Medicare Report

The UDS - Medicaid/Medicare Report displays a count of patients with Medicaid and/or Medicare and who have had a visit within the reporting period. Patients are counted on the report if they have had claims created during the reporting period for any insurance plans that have the specified financial classes attached.

Why: To generate a record of Medicaid and Medicare patients for UDS reporting for comparison with national data, and to provide Medicare/Medicaid patient statistics to grantees, partners, and communities
 When: As needed

		Medic	caid/Mec	licare In	suranc	е		
	01/01/2018 - 01/04/2018 (Date based on claim create date) Medicaid: Medicaid, Non-Managed Care, Medicaid, Managed Care (capitated) Medicare: Medicare, Non-Managed Care, Medicare, Managed Care (fee-for-service)							
Report	Date: 1/4/2018		Report Gener	rated By: enterprise				Page 1 of
	PATIENT NAME	CHART #	CLINIC	PROVIDER	BIRTHDATE	SSN	EMR #	
	Blair, Mark Blair, Mary Test, Test T	BL84 BL0062 TESTTTLONG	AF AF CENTRAL	DESMITH MCOOK DSMITH	11/11/2006 05/02/1951 02/16/1998	111-11-1111 222-22-2222	TEST	
		B	Medicaid Medicare	Count 2 1 0	0-17	Years Old 1 0 0	1	8+ Years Old 1 1 0
		Both Medicai	d and Medicare	0		0		0

How do I run the UDS - Medicaid/Medicare Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS - Medicaid/ Medicare**. For additional details about running this report, see the "UDS - Medicaid/Medicare Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped by Clinic, Provider, ZIP Code, and/or Financial Class. The report includes the following information:

- **A. Patient** The patient's name, Social Security number, EMR number, Chart number, birth date, assigned clinic, and primary provider. (This information appears only if **Include Patient Info** is selected when setting up options for this report.)
- **B.** Statistics The report presents the following statistics:
 - Total number of Medicaid patients, and the count is broken down by age groups.
 - Total number of Medicare patients, and the count is broken down by age groups.
 - Total number of Medicaid and Medicare patients, and the count is broken down by age groups.

Notes:

- The age group counts appear only if **Include Age Groups** is selected when setting up options for this report
- The clinics and providers for the report are determined by each patient's default provider and clinic (as set up from the Family File).

UDS - Patient Related Revenue Report

The UDS - Patient Related Revenue Report displays revenue totals for patients with procedures that were completed within a specified date range and for which claims have been created. This report uses the UDS (Uniform Data System) standards for reporting.

Why: To generate a record of revenue for UDS reporting for comparison with national data, and to provide revenue totals to grantees, partners, and communities When: As needed Server Name: <Default> PATIENT RELATED REVENUE 12/17/2018 - 12/17/2018 Procedure Date Clinics: <ALL> ADA Codes: <ALL> Report Generated By: DSMITH 12/17/2018 Page 1 of 1 В Retroactive Settlements, Receipts and Paybacks Amount Collected Full Charges Collection of Collection of Sliding Bad Debt Collection of Penalty/Payback Allowance Other Retro Payments: P4P, Risk Pools, This Period Reconciliation/Wran Reconciliation/Wrap Discounts Write-Off This Period (-) Around Previous Years Around Current Year Withholds, etc. Med aid, MC 794.00 744.00 0.00 0.00 0.00 0.00 -50.00 es. Jose 794.00 744.00 0.00 0.00 0.00 0.00 -50.00 aid. Non-MC 794.00 794.00 -50.00 0.00 0.00 0.00 0.00 Med Reyes, Olivia 794.00 794.00 -50.00 0.00 0.00 0.00 0.00 Tot ,588.00 1.538.00 50.00 0.00 0.00 0.00 50.00 794.00 794.00 0.00 0.00 -50.00 0.00 0.00 Medicare, MC Reed, Sandy 794.00 794.00 0.00 0.00 -50.00 0.00 0.00 Medicare, Non-MC 734.00 694.00 0.00 0.00 0.00 50.00 0.00 Jackson, Paul 734 00 694 00 0.00 0.00 0.00 50.00 0.00 Total Medicare 1.528.00 1.488.00 0.00 0.00 -50.00 50.00 0.00 539.00 Other Public, MC 539.00 0.00 0.00 0.00 0.00 0.00 Reyes, Emilio 539.00 539.00 0.00 0.00 0.00 0.00 0.00 Other Public, Non-MC 544.00 544.00 0.00 0.00 0.00 0.00 0.00 544.00 Jones, Paula 544.00 0.00 0.00 0.00 0.00 0.00 Total Other Public 1,083.00 1.083.00 0.00 0.00 0.00 0.00 0.00 Private Comm 544.00 544.00 0.00 0.00 0.00 Morales, Debbie 544.00 0.00 0.00 544.00 0.00 0.00 544.00 0.00 0.00 Private Non-MC 544.00 544.00 544.00 0.00 0.00 0.00 Fisher, Dan 1,088.00 1,088.00 0.00 0.00 0.00 Total Private Individual 994.00 669.00 -200.00 0.00 Tran, Thomas 994.00 669.00 -200.00 0.00 Self-Pay 2,099.00 1,808.00 0.00 -291.00 Jones, Mich 2,099,00 1,808.00 0.00 -291.00 Total Self-Pay 3,093.00 2,477.00 -200.00 -291.00 0.00 8,380.00 7,674.00 -50.00 -50.00 50.00 -50.00 -200.00 -291.00 Tota

How do I run the UDS - Patient Related Revenue Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS - Patient Related Revenue**. For additional details about running this report, see the "UDS - Patient Related Revenue Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

Patients on the report are grouped by financial class within each corresponding payer category.

- **A. Financial class** A breakdown of the charges, collections, retroactive collections, allowances, sliding discounts, and write-offs for payers of this financial class.
- **B.** Patient A breakdown of the charges, collections, retroactive collections, allowances, sliding discounts, and write-offs for a patient.

Note: The report includes patient breakdowns only if **Include Patient Info** is selected when setting up options for this report.

- **C.** Payer category total A breakdown of the total charges, collections, retroactive collections, allowances, sliding discounts, and write-offs for payers of the same type of financial class.
- **D. Grand total** A breakdown of the sum of the total charges, collections, retroactive collections, allowances, sliding discounts, and write-offs for payers in all categories.

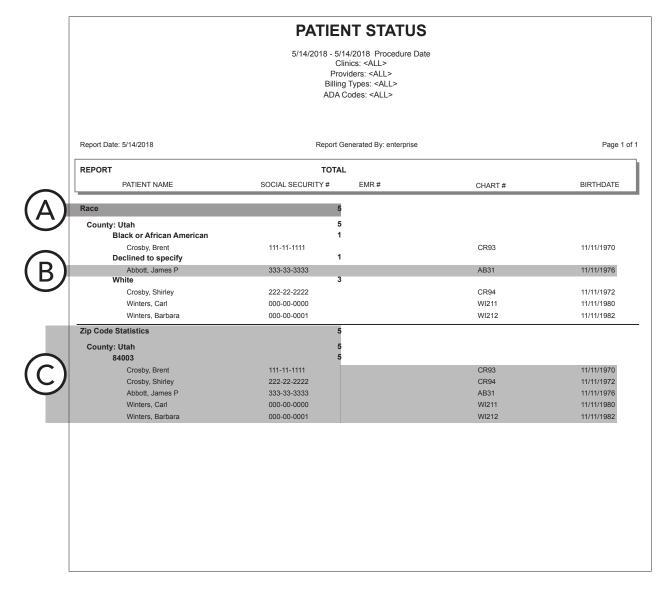
Notes:

- Sliding discounts and write-offs apply only to uninsured individuals, self-pay patients, and insured patient whose charges are not billed to insurance.
- Retroactive collections and allowances apply only to insured patients.
- The report includes suspended payments and adjustments only if **Include Suspended Payments and Adjustments** is selected when setting up options for this report.

UDS - Patient Status Report

The UDS - Patient Status Report displays the total the number of patients who have completed procedures within a specified date range and who have specified statuses (race, language, poverty level, worker status, homeless status, sexual orientation, homeless status, veteran status, ethnicity, religion, user-defined, housing status, and/or gender identity) attached to their Family File records. The report can also list patients on the report by ZIP Code (optionally sub-grouped by insurance carrier financial class) and display patient information for the patients on the report. This report uses the UDS (Uniform Data System) standards for reporting.

9	Why:	To generate a record of patient statuses for UDS reporting for comparison with national data, and to provide patient and financial class statistics to grantees, partners, and communities
	When:	As needed



11/11/1970

11/11/1976

CR93

AB31

Race	5		
County: Utah	5		
Provider: DSMITH	5		
Clinic: CENTRAL	5		
Black or African American	1		
Crosby, Brent	111-11-1111	CR93	11/11/197
Declined to specify	1		
Abbott, James P	333-33-3333	AB31	11/11/19
White	3		
Crosby, Shirley	222-22-2222	CR94	11/11/19
Winters, Carl	000-00-0000	WI211	11/11/198
Winters, Barbara	000-00-0001	WI212	11/11/198
Race	5		
County: Utah	5		
Clinic: CENTRAL	5		
Provider: DSMITH	5		

	White	3		
	Crosby, Shirley	222-22-2222	CR94	11/11/1972
	Winters, Carl	000-00-0000	WI211	11/11/1980
	Winters, Barbara	000-00-0001	WI212	11/11/1982
L				

1

How do I run the UDS - Patient Status Report?

111-11-1111

333-33-3333

Crosby, Brent

Declined to specify

Abbott James P

From the DXOne Reporting module, select **UDS**, and then double-click **UDS** - **Patient Status**. For additional details about running this report, see the "UDS - Patient Status Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped and subtotaled by provider with a breakdown by clinic. Or, the report can be grouped and subtotaled by clinic with a breakdown by provider. The report can also be grouped by county (either before or after the other grouping options) and subtotaled. The following information appears on the report:

- **A. Status** The status (race, language, poverty level, worker status, sexual orientation, homeless status, veteran status, ethnicity, religion, user-defined, housing status, or gender identity) that is being reported on and the total number of patients with that status who have a completed procedure that falls within the date range of the report.
- **B.** Patient The patient's name, Social Security number, EMR number, Chart number, and birth date. (This information appears only if **Include Patient Info** is selected when setting up options for this report.)
- **C.** Zip Code Statistics The patients that live in each ZIP Code.
- D. County Totals The status totals for patients that live in the given county.
- **E.** Provider Totals The status totals for patients of the given provider.
- **F.** Clinic Totals The status totals for patients that visit the given clinic.

UDS - Sealant Statistics Report

The UDS - Sealant Statistics Report displays the percentage of children, ages 6 through 9, who are at a moderate to high risk for caries and who received a sealant on a permanent first molar during the reporting period.



To generate a record of sealant statistics for UDS reporting for comparison with national data, and to provide sealant statistics to grantees, partners, and communities

When: As needed

				Sea	alants					
	01/01/2017 - 12/31/2017 Procedure Date									
	Birthdate: 01/01/2006 - 12/31/2009									
					01351, D1351e, D					
			١		D, D0120, D0140,					
		O l t l' i - i i - i i			15105, 15106, 151			04 00000 00	202	
		Sealant Ineligibilit	ty Codes: 15101, 15110, D2140 D2394, D2740			2331, D2332, D23 2791, D2792, D279		91, D2392, D2	393,	
	Report Da	ate: 1/4/2018		Report Gener	rated By: enterprise				Page 1 of 1	
		PATIENT NAME	CHART #	CLINIC	PROVIDER	BIRTHDATE	SSN	EMR #		
		Blair, Mark	BL84	AF	DESMITH	11/11/2006				
(<i>F</i>		Crosby, Tom Vinters, Jillian	CR96 WI213	CENTRAL AF	DSMITH DESMITH	11/11/2006 11/11/2007				
		vinters, siniari	WI215		DEGWITT	11/11/2007				
			\frown			C	harts Sampled:	:	3	
			(_)			Moderate to High			2	
						Moderate to High			2	
				Moderate to High	Risk of Caries wh	o Received Seala	nt on 1st Molar:	:	2	

How do I run the UDS - Sealant Statistics Report?

From the DXOne Reporting module, select UDS, and then double-click UDS - Sealant Statistics. For additional details about running this report, see the "UDS - Sealant Statistics Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the Help menu of any module, click Contents).

What important information does this report provide?

The report can be grouped by Clinic, Provider, and/or ZIP Code. The report includes the following information:

- **A. Patient** The patient's name, Social Security number, EMR number, Chart number, birth date, assigned clinic, and primary provider. (This information appears only if **Include Patient Info** is selected when setting up options for this report.)
- **B.** Statistics The report presents the following statistics:
 - The total number of 6-9 year old children with a moderate to high risk of caries.
 - The total number of 6-9 year old children that were sampled.
 - The total number of 6-9 year old children with a moderate to high risk of caries who got sealants on permanent first molars (tooth 3, 14, 19, and 30).
 - The total number of 6-9 year old children with a moderate to high risk of caries but who are eligible for exclusion.

Exclusions (for all permanent first molar): the tooth is unerupted, has a restoration, has a sealant already (before the start of the measurement period), or cannot be sealed (due to caries or fracture).

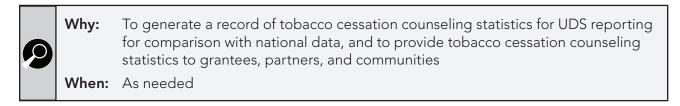
The measure is calculated using the following numerator and denominator:

- **Numerator** Number of patients, ages 6 through 9, who were at a moderate to high risk for caries and who received a sealant on a permanent first molar tooth during the reporting year.
- **Denominator** Number of patients, ages 6 through 9, who had an oral assessment, a comprehensive oral evaluation, or a periodic oral evaluation during the reporting year and who have a documented moderate to high risk for caries (for example, if the measurement year is 2015, the report includes patients whose dates of birth are between January 1, 2006 and December 31, 2009, inclusive.

Note: The clinics and providers for the report are determined by each patient's default provider and clinic (as set up from the Family File).

UDS - Tobacco Use and Intervention Report

The UDS - Tobacco Use and Intervention Report displays the percentage of patients, ages 18 and older, who received screenings and interventions for cessation of tobacco use during the reporting period.



Tobacco Use and Intervention 1/30/2017 - 1/30/2017 Procedure Date Clinics: <all> Providers: <all> Billing Types: <all></all></all></all>								
Rep	ort Date: 1/30/2017			Report Generated By: ent	erprise			Page 1 of
	PATIENT NAME	BT	SOCIAL SECURITY #	EMR #	CHART #	BIRTHDATE	MEETS NUM	MEETS DEN EXC
	Abbott, James P Crosby, Brent Crosby, Shirley	1 1 1	333-33-3333 111-11-1111 222-22-2222		AB31 CR93 CR94	11/11/1976 11/11/1970 11/11/1972	Y	Y
GRA	ND TOTALS	(B) ^r	atient Population 3	Denominator 3	Nui	merator 1	Denominate	or Exception
GRA	ND TOTALS	B	atient Population 3	Jenominator 3	Nu	1	Denomination	1

How do I run the UDS - Tobacco Use and Intervention Report?

From the DXOne Reporting module, select **UDS**, and then double-click **UDS - Tobacco Use and Intervention**. For additional details about running this report, see the "UDS - Tobacco Use and Intervention Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The report can be grouped by Clinic, Provider, and/or ZIP Code. The report includes the following information:

- **A.** Patient (in the Patient Population) The patient's name, billing type, Social Security number, EMR number, Chart number, birth date, assigned clinic, and primary provider. Also indicated are if the patient is in the numerator or if the patient is an exception in the denominator. (This information appears only if **Include Patient Detail** is selected when setting up options for this report.)
- **B.** Statistics The report presents the following statistics:
 - **Patient Population and Denominator** Number of patients, who had at least one visit encounter¹ or, depending on the codes used, at least two visit encounters, and who were 18 years old or older either at the time of the visit or, if there were multiple visits, at the time of the earlier of the two most recent visits.

Denominator Exception: A tobacco use assessment was not done either for a medical reason² or due to a limited life expectancy².

- **Numerator** Number of patients, ages 18 and older, who had a tobacco use assessment³ up to 24 months before the end of the reporting period, and who met one of the following criteria:
 - A reported tobacco non-user⁴ up to 24 months before the end of the reporting period, who, afterwards, did not become a tobacco user 24 months or less before the end of the reporting period.
 - A reported tobacco user⁴ up to 24 months before the end of the reporting period, who, afterwards, did not become a tobacco non-user 24 months or less before the end of the reporting period, and who started tobacco cessation counseling⁵ or pharmacotherapy⁶ 24 months or less before the end of the reporting period.

Note: The clinics and providers for the report are determined by each patient's default provider and clinic (as set up from the Family File).

Footnotes:

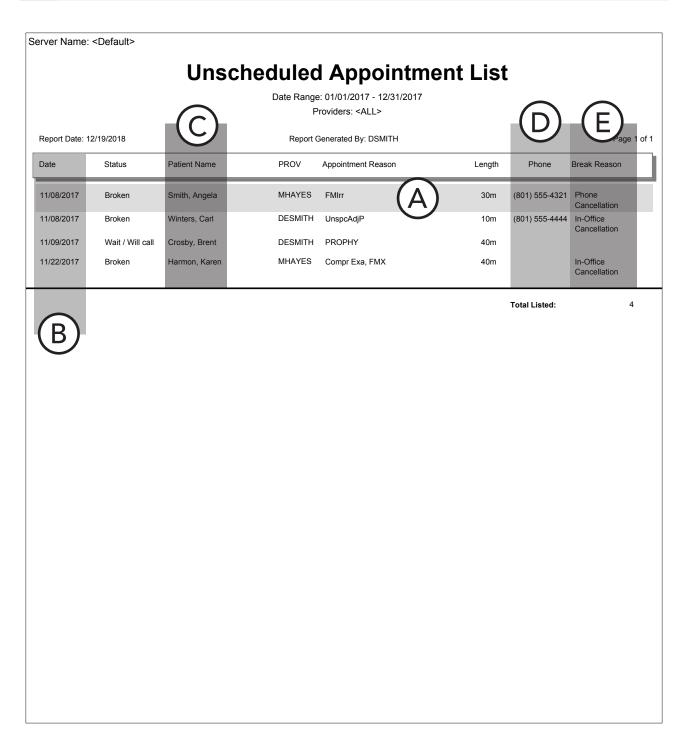
- 1. Medical Encounter with an applicable AMA-CPT or SNOMED code (such as 99212 or 12843005).
- 2. Medical Encounter with an applicable SNOMED code (such as 162607003).
- 3. Medical Encounter with an applicable LOINC code (such as 68535-4).
- 4. Medical Encounter with an applicable SNOMED code (such as 105539002).
- 5. Medical Encounter with an applicable SNOMED code (such as 171055003).
- 6. Prescription, or prescription order, with an applicable RXNORM code (such as 1046847).

Unscheduled Appointment List (DX1)

The Unscheduled Appointment List displays appointments that have been broken or marked as wait/will call.



Why: To ensure the practice follows up on broken and wait/will call appointmentsWhen: Weekly



How do I run the Unscheduled Appointment List?

From the DXOne Reporting module, select **List**, and then double-click **Unscheduled Appointment List**. For additional details about running this report, see the "Unscheduled Appointment List" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

The unscheduled appointments on the report can be sorted by the date broken or by the break reason. Each clinic's unscheduled appointments can start on a new page.

- **A.** Appointment details For each unscheduled appointment, the report displays the date, status, patient's name, scheduled provider, appointment reason, appointment length, patient's phone number, and break reason.
- **B.** Date The date the appointment was broken or placed on the wait/will call list.
- **C.** Patient The patient's name.
- **D.** Phone The patient's phone number.
- **E.** Break Reason The reason that the appointment was broken (applies only to broken appointments).

Also, the total number of appointments on the report appears.

Unscheduled Appointment List (OM)

The Unscheduled Appointment List displays patients that have broken an appointment and have not re-scheduled. The report includes broken appointments in all clinics.



Why: To ensure the practice follows up on broken appointments

When: Weekly

Date: 04/23/2018 O4/23/2018 Page: 1								
		L ENOTU	BUONE	•				
DATE BROKEN PATIENT NAME 04/16/2018 Abbott, James S 04/16/2018 Brown, Mary L 04/16/2018 Crosby, Brent J 04/22/2018 Edwards, John S 04/23/2018 Perkins, Peggy 04/23/2018 Reeves, Elisabeth D 04/23/2018 Winters, Carl	PROV APPOINTMENT REASON DDS1 CompEx DDS2 ExtSingTh#1, ExtSingTh#16, ExtSingTh#17 DDS2 CompEx, 2BWX, ImpltCnBr DDS1 CCAdult, Pano, FabPtCr+B#5 DDS1 ProphFIAd DDS2 Pano, EmergEx DDS1 CCAdult 60m Broken	30m 80m 50m	PHONE 555-1586 (919)555-1045 (919)555-1873 555-1586 555-1586 (919)555-1978	STATUS W/Call Broken Broken Broken Broken W/Call				
		TOTAL	LISTED:	7				
(A) (B)			C					

How do I run the Unscheduled Appointment List?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Unscheduled Appointment List**. For additional details about running this report, see the "Unscheduled Appointment List" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Date – The date the appointment was broken or placed on the wait/will call list.

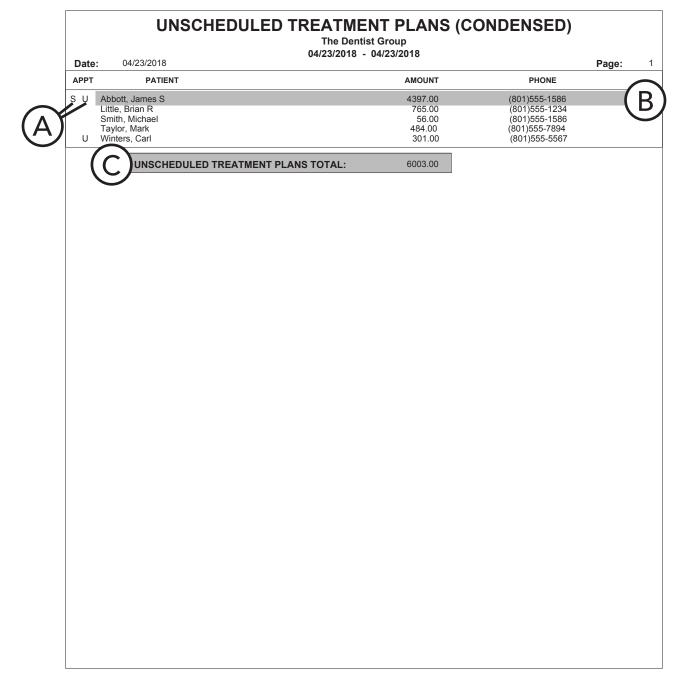
- **B.** Patient The patient's name.
- C. Phone The patient's phone number.

Also, the total number of appointments on the report appears.

Unscheduled Treatment Plans (Condensed) Report

The Unscheduled Treatment Plans (Condensed) Report displays treatment plans that have been posted to the Ledger but not scheduled in the Appointment Book.





How do I run the Unscheduled Treatment Plans (Condensed) Report?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Unscheduled Treatment Plans**. For additional details about running this report, see the "Unscheduled Treatment Plans Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Appt

- If a patient has a scheduled appointment for any work other than the treatment plan procedures, an "S" appears on the report.
- If a patient is on the Unscheduled Appointment list, a "U" appears on the report.
- **B.** Treatment Plan Details The patient, phone number, and treatment plan amount.
- C. Report Totals Combined total for all patients.

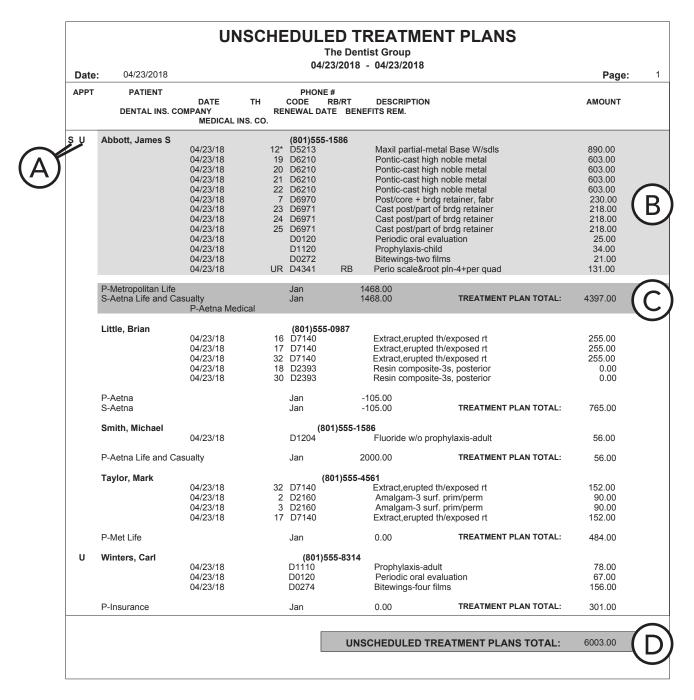
Unscheduled Treatment Plans (Detailed) Report

The Unscheduled Treatment Plans (Detailed) Report displays treatment plans that have been posted to the Ledger but not scheduled in the Appointment Book.



Why: To ensure the practice follows up on treatment plans

When: Weekly



How do I run the Unscheduled Treatment Plans (Detailed) Report?

In the Office Manager, from the **Reports** menu, point to **Lists**, and then click **Unscheduled Treatment Plans**. For additional details about running this report, see the "Unscheduled Treatment Plans Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Appt

- If a patient has a scheduled appointment for any work other than the treatment plan procedures, an "S" appears on the report.
- If a patient is on the Unscheduled Appointment list, a "U" appears on the report.
- **B.** Treatment Plan Details The patient, phone number, and treatment plan procedures.
- **C.** Insurance Information The insurance carrier, renewal month, benefits remaining, and treatment plan total.
- D. Report Totals Combined total for all patients.

Updated Dental Insurance Payment Table Report

The Updated Dental Insurance Payment Table Report allows you to view and print payment tables. Payment tables list the amount an insurance carrier will pay for a procedure.



Why: To ensure payment tables have been set up properly

When: After Dentrix Enterprise setup, and as needed

lue Cross Blue Shield of Fl. O. Box 26355 rlando, FL 84126 PROCEDURE CODE 10120 11111	GROUP NAME: Dental Claims Group #: 45067
10120	
	PAYMENT AMOUNT
11111	25.00
	25.00
15000	0.00
15001	0.00
15002	0.00
15003	0.00
15004 15005	0.00 0.00
15005	0.00
15006	0.00
15007	0.00
15009	0.00
15010	0.00
15011	0.00
15012	0.00
15100	0.00
D0120	25.00
D0120d	25.00
D0120p D0120x	15.00
D0120x D0140	25.00 35.00
D0140	36.00
D0160	38.00
D0210	67.00
D0220	13.00
D0230	10.00
D0240	2512.00
D0250	39.00
D0260 D0270	30.00 15.00
D0270 D0272	21.00
D0272	32.00
D0290	81.00
D0310	67.00
D0320	250.00
D0321	125.00
D0322	112.00
D0330	58.00
D0340	81.00
D0415 D0425	60.00
D0425 D0460	53.00 40.00
D0480 D0470	40.00
D0471	41.00
D0501	123.00
D0502	135.00
D0999	75.00
D1120	34.00
D1201	50.00
D1203	21.00
D1204	21.00
D1205	64.00

How do I run the Updated Dental Insurance Payment Table Report?

In the Office Manager, from the **Reports** menu, point to **Reference**, and then click **Ins Pmt Table**. For additional details about running this report, see the "Updated Dental Insurance Payment Table Report" topic in the Office Manager portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

A. Insurance Carrier Details – The name, mailing address, group name, and group number of the insurance carrier. This information is found in the Dental Insurance Plan Information dialog box, which can be accessed in the Office Manager.

	Dental Insurance Plan Information								
	Carrier Name: Connecticut General	>>							
	Group Plan: Executive Plan A								
	Tags:	>>							
~	Employer: General Electric	>>							
(A	Concord Lane	_							
	City, ST Zip: Hartford CT 00123								
	Phone: (800)255-5669 Ext: 100								
	Contact:								
	Group #: 11023 Local:								
	Last Update: 01/01/1997 Benefit Renewal: JAN								
	Alt Code: ADA >> Other Code:								
	Claim Format: DX2012 Claim Setup								
	Fee Schedule: <pre></pre>								
	RVU Schedule: <none> >> Provider ID Se</none>	etup							
	Payor ID: 12345 >>								

B. Payment Amount – The total amount the insurance carrier will pay for a procedure. The payment amount is found in the Edit Updated Insurance Payment Table dialog box, which can be accessed in the Office Manager. For details about how to edit an insurance carrier's payment table, see the "Working with payment tables" topic in the Family File portion of the Dentrix Enterprise Help.

d Insurance Payment Table				×
I/GE Aetna				
Description Periodontal maintenance	Amoun	B		
Periodontal maintenance			~	Add
		850.00		Change
Complete denture - mandib		828.00		Delete
				Delete
Immediate denture - mandi Maxillary partial - resin		895.00	5	Delete All
	VGE Aetna Description Periodontal maintenance Unscheduled dressing chan Unspecified perio proced, Complete denture - maxill Complete denture - maxill Immediate denture - maxill Immediate denture - maxid	VGE Aetna Description Amoun Periodontal maintenance Unscheduled dressing chan Unspecified perio proced, Complete denture - mandib Immediate denture - mandib Immediate denture - mandi	VGE Aetna Description Amount Periodontal maintenance 78.00 Unscheduled dressing chan 63.00 Unspecified perio proced, 70.00 Complete denture - mandil 850.00 Immediate denture - mandil 884.00 Immediate denture - mandi 885.00	VGE Aetna Description Periodontal maintenance Unscheduled dressing chan Complete denture - maxill Immediate denture - mandib 828.00 Immediate denture - mandib 835.00

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Utilization Report

The Utilization Report lists insurance carriers, and for each carrier, the procedures posted during a selected date range.

Why: To identify insurance carriers with low coverages (this is done by comparing the charges posted to the Ledger with the practice's UCR fee schedule)

When: Yearly, and as needed

				Date Range: Compare FE	05/01/2018 - (FEE: 00 ⁻ E Schedule V Include: All I Clinic(s) Provider(s) Billing Type ADA Code Aetna Life and	05/05/20 1: Office Vith: Tra Procedul : <all> s): <all> (s): <all (s): <all d Casualt</all </all </all></all>	>					
Report Date: 05/0	5/2018			Re	port Generat	ed By: er	terprise				Р	Page 1 o
		:		GROUP PLAN					GROUP NUMBER PH			
SUBSCRIBER	DATE	ID#	PATIENT NAME	BIRTHDATE	SS#	CODE	DESCRIPTION	TH SURFA		CLINIC	FEE	COP.
– Aetna Life and Casualty						Aetn	a	321863 (80			(800) 5	55-644
Abbott, Patricia	05/01/2018	5678910	Abbott, James S	11/11/1962	000-00-0000	D5214	Mand partial-metal base	12	DDS2	CENTRAL	801.00	801.0
Abbott, Patricia	05/01/2018	5678910	Abbott, James S	11/11/1962	000-00-0000	D7111	w/sdls Extraction crnl remnts-decid	13	DDS2	CENTRAL	501.00	501.0
Abbott, Patricia	05/05/2018	5678910	Abbott, James S	11/11/1962	000-00-0000	D5214	th Mand partial-metal base	12	DDS2	CENTRAL	801.00	801.0
Perkins, Peggy	05/01/2018	000-00-0000	Perkins, Shelly	11/11/1980	000-000-0000	D5214	w/sdls Mand partial-metal base w/sdls	15	DDS3	CENTRAL	801.00	801.0
Perkins, Peggy	05/01/2018	000-00-0000	Perkins, Shelly	11/11/1980	000-00-0000	D7111	Extraction crnl remnts-decid	9	DDS3	CENTRAL	501.00	501.
Perkins, Peggy	05/05/2018	000-00-0000	Perkins, Peggy	11/11/1957	000-00-0000	D6240	Pontic-porcelain fused to hnob	10	DDS1	CENTRAL	620.00	200.
Perkins, Peggy	05/05/2018	000-00-0000	Perkins, Peggy	11/11/1957	000-00-0000	D6240	Pontic-porcelain fused to hnob	11	DDS1	CENTRAL	620.00	200.
Perkins, Peggy	05/05/2018	000-00-0000	Perkins, Peggy	11/11/1957	000-00-0000	D66750		12	DDS1	CENTRAL	613.00	200.
Perkins, Peggy	05/05/2018	000-00-0000	Perkins, Peggy	11/11/1957	000-00-0000	D6750	Retainer crn-porc fused-hi	9	DDS1	CENTRAL	613.00	200.
Smith, Michael	05/01/2018	000-00-0000	Smith, Michael	11/11/1970	000-00-0000	D5214	Mand partial-metal base w/sdls	12	DDS3	CENTRAL	801.00	801.
Smith, Michael	05/01/2018	000-00-0000	Smith, Michael	11/11/1970	000-00-0000	D7111	Extraction crnl remnts-decid th	7	DDS3	CENTRAL	501.00	501.0
Aetna Life and	Aetna Life and Casualty Totals:		Fee:	с	oPay:	(Fee	- CoPay):	Total	Office Visits:	Total	Patients S	Seen:
			7,173.00	5	,507.00		1,666.00		5		4	
					\frown	Gra	nd Totals:	Fee:	7,173.00	Co-Pay:	5	5 ,507
					(D)		(Fee - CoP	Pay):	1,666.00	l .	
							Tota	Office Vi	sits:	5		
							Total F	atients S	een:	4		

How do I run the Utilization Report?

From the DXOne Reporting module, select **Ledger**, and then double-click **Utilization**. For additional details about running this report, see the "Utilization Report" topic in the DXOne Reporting portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Insurance Carriers The report is divided by insurance carriers. The carrier's name, group plan name and number, and phone number are shown:
- **B.** Procedures The procedures posted in the Ledger for patients with the displayed insurance carrier. (The procedures will show only if **Insurance Plan Totals Only** is cleared when setting up options for this report.) For each procedure, the following are shown:
 - **Fee** The fee that would have been attached to a procedure had the fee from the fee schedule you selected (when setting up the report options) been used.
 - Copay The fee attached to the procedure posted in the Ledger.
- **C.** Insurance Carrier Totals The total fees, co-pays, (Fee Co-pay), office visits, and patients seen appear for each insurance carrier. The following is an explanation of the insurance carrier's Fee and CoPay totals:
 - **Fee** The fee that would have been attached to a procedure, had the fee from the fee schedule you selected (when setting up the report options) been used.
 - **CoPay** The fee attached to the procedure posted in the Ledger.

D. Grand Totals – The Grand Totals section displays the following information:

- **Fee** The total fees that would have been attached to a procedures, had the fee from the fee schedule you selected (when setting up the report options) been used.
- **Co-Pay** The total fees attached to the procedures posted in the Ledger.
- (Fee CoPay) The total revenue that would have been gained or lost, had the fee schedule you selected (when setting up the report options) been used when posting the procedures. A positive number indicates the practice would have gained revenue. A negative number indicates the practice would have lost revenue.
- **Total Office Visits** The total number of office visits (multiple procedures performed on a patient on the same date count as one office visit).
- Total Patients Seen The total number of patients that appear on the report.

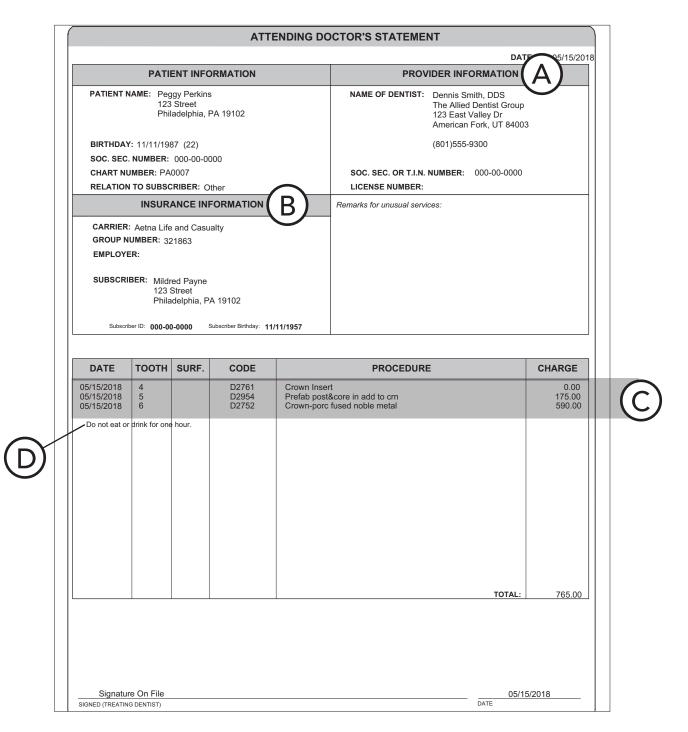
Walkout - Doctor's Statement

The Walkout (Doctor's Statement) itemizes today's charges for an individual patient. This statement includes insurance information, billing details, and a line for the provider's signature.



Why: To provide a patient with the information required to submit his/her insurance claim

When: At patient check-out, and as needed



How do I run the Walkout - Doctor's Statement?

In the Ledger, from the **Print** menu, click **Walkout**; select **Walkout/Doctor's Statement**; and then click **Print**. For additional details about running this report, see the "Walkout statements" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A.** Provider Information The provider details required to submit an insurance claim.
- **B.** Patient Insurance Information The patient's insurance details.
- C. Services Rendered The itemized charges for the current day.
- **D. Doctor Recommendations** If you select **Print Doctor Recommendations** when setting options for this report, doctor recommendations appear on the walkout. See the "Adding and editing ADA-CDT dental codes" topic in the Office Manager portion of the Dentrix Enterprise Help for details on how to set up doctor recommendations for a procedure code.

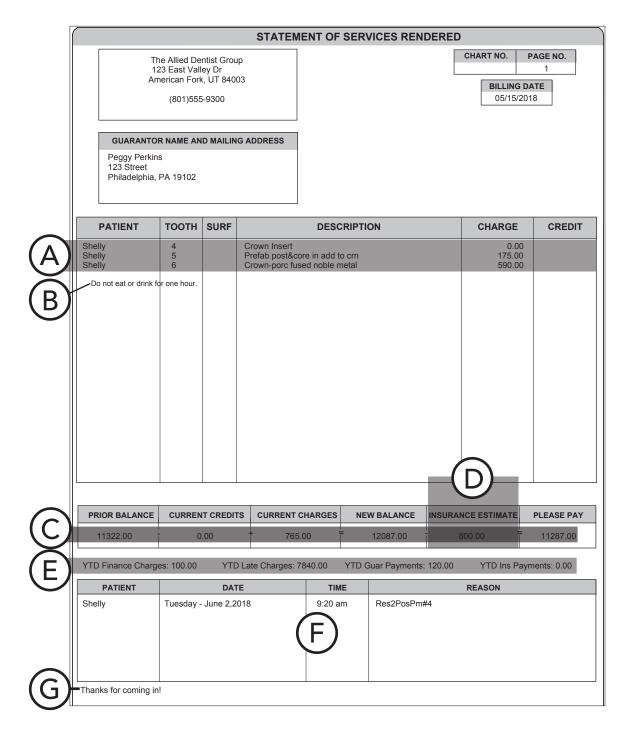
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Walkout - Family Walkout

The Family Walkout itemizes today's charges and payments for a family. The Family Walkout functions as a receipt and can include home care instructions and future appointment dates.

Why: To provide patients with a record of services rendered, and to provide patients with home care instructions

When: At patient check-out



How do I run the Walkout - Family Walkout?

In the Ledger, from the **Print** menu, click **Walkout**; select **Family Walkout**; and then click **Print**. For additional details about running this report, see the "Walkout statements" topic in the Ledger portion of the Dentrix Enterprise Help (from the **Help** menu of any module, click **Contents**).

What important information does this report provide?

- **A. Services Rendered and Payments Received** The services and payments made by each family member on the current day.
- **B.** Doctor Recommendations If you select Print Doctor Recommendations when setting options for this report, doctor recommendations notes appear on the walkout. See the "Adding and editing ADA-CDT dental codes" topic in the Office Manager portion of the Dentrix Enterprise Help for details on how to set up doctor recommendations for a procedure code.
- **C.** Account Balance Details The guarantor's prior balance, total payments today, total charges today, and current balance.
- **D. Dental Insurance Estimate** The estimated portion of charges (for procedures attached to claims or not) that are covered by the patients' insurance (for procedures that are not attached to claims, the estimated insurance portion is based on the corresponding patient's primary insurance).
- **E.** Year-to-date Financial Details If you select Print YTD Finance Charges, Late Charges, and **Payments** when setting options for this report, the guarantor's year-to-date totals appear on the report.
- F. Next Appointments The next scheduled appointment for each family member.
- **G. Walkout Message** The custom message entered when setting options for this report. You can only add custom messages to the Family Walkout by running the walkout from the Ledger menu bar.

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Clinical Quality Measures List	66
Number of Patients 0 - 19 Years with Fluoride Var	nish
Clinical Quality Measures List	66
Number of Patients 0 - 19 Years with Tooth Decay Cavities	/ or
Clinical Quality Measures List	66
Number of Patients 0 - 2 Years	
Practice Statistics Report	256
Number of Patients 0 - 2 Years Seen	
Meaningful Use Measure Calculation List	162
Number of Patients 0 - 2 Years with Vital Sign Rea	adings
Meaningful Use Measure Calculation List	162
Meaningful Use Measure Calculation List	162
Number of Patients 11 - 12 Years	
Practice Statistics Report	256
Number of Patients 13 - 14 Years	
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 13 - 14 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 13 - 14 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 13 - 14 Years with OHS 3	
Oral Health Status Report	200
Number of Patients 13 - 14 Years with OHS 4	
Oral Health Status Report	200
Number of Patients 13 - 14 Years with OHS 5	
Oral Health Status Report	200
Number of Patients 13 - 14 Years with OHS 6	
Oral Health Status Report	200
Number of Patients 13 - 14 Years without OHS	
Oral Health Status Report	200
Number of Patients 13+ Years Seen	
Meaningful Use Measure Calculation List	162
Meaningful Use Measure Calculation List	162
Number of Patients 13+ Years with Smoking State	
Meaningful Use Measure Calculation List	162
Meaningful Use Measure Calculation List	162
Number of Patients 15 - 16 Years	
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 15 - 16 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 15 - 16 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 15 - 16 Years with OHS 3	000
Oral Health Status Report	200
Number of Patients 15 - 16 Years with OHS 4	200
Oral Health Status Report	200
Number of Patients 15 - 16 Years with OHS 5	200
Oral Health Status Report	200
Number of Patients 15 - 16 Years with OHS 6	200
Oral Health Status Report	200
Number of Patients 15 - 16 Years without OHS	200
Oral Health Status Report	200

Number of Patients 17 - 20 Years	
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 17 - 20 Years with OHS 1	200
Oral Health Status Report	200
Number of Patients 17 - 20 Years with OHS 2	200
	200
Oral Health Status Report	200
Number of Patients 17 - 20 Years with OHS 3	
Oral Health Status Report	200
Number of Patients 17 - 20 Years with OHS 4	
Oral Health Status Report	200
Number of Patients 17 - 20 Years with OHS 5	
Oral Health Status Report	200
Number of Patients 17 - 20 Years with OHS 6	
Oral Health Status Report	200
Number of Patients 17 - 20 Years without OHS	200
	200
Oral Health Status Report	200
Number of Patients 18 - 64 Years	
Clinical Quality Measures List	66
Number of Patients 18 - 64 Years with Abnormal BN	/1
Reading and Follow Up	
Clinical Quality Measures List	66
Number of Patients 18 - 64 Years with Medical Enco	un-
ters (with Exclusions)	
Clinical Quality Measures List	66
Number of Patients 18 - 85 Years	00
Clinical Quality Measures List	66
Number of Patients 18 - 85 Years with Abnormal Blo	
	ou
Pressure Reading	<i>,,</i>
Clinical Quality Measures List	66
Number of Patients 18 - 85 Years with Hypertension	
Clinical Quality Measures List	66
Number of Patients 18 - 85 Years with Outpatient Vi	sits
(with Exclusions)	
Clinical Quality Measures List	66
Number of Patients 18+ Years	
Clinical Quality Measures List	66
Number of Patients 18+ Years who Use Tobacco and	4
Received Cessation Counseling	
Clinical Quality Measures List	66
Number of Patients 18+ Years with Current Medicat	
Clinical Quality Measures List	66
Number of Patients 18+ Years with Medical Encourt	ters
or Patient Health Assessments	
Clinical Quality Measures List	66
Number of Patients 18+ Years with Visits	
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Number of Patients 2+ Years Seen	
Meaningful Use Measure Calculation List	162
Number of Patients 2+ Years with Vital Sign Reading	
Meaningful Use Measure Calculation List	,5 162
Number of Patients 21 - 30 Years	102
	257
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 21 - 30 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 21 - 30 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 21 - 30 Years with OHS 3	
Oral Health Status Report	200

Number of Patients 21 - 30 Years with OHS 4 Oral Health Status Report	200
Number of Patients 21 - 30 Years with OHS 5	200
Oral Health Status Report Number of Patients 21 - 30 Years with OHS 6	200
Oral Health Status Report	200
Number of Patients 21 - 30 Years without OHS	
Oral Health Status Report	200
Number of Patients 3 - 17 Years	
Clinical Quality Measures List	66
Number of Patients 3 - 17 Years who Received Nutri	ition
Counseling Clinical Quality Measures List	66
Number of Patients 3 - 17 Years who Received Physi	
Activity Counseling	icui
Clinical Quality Measures List	66
Number of Patients 3 - 17 Years with BMI Percentile	
Reading	
Clinical Quality Measures List	66
Number of Patients 3 - 17 Years with Medical Encou	ın-
ters (with Exclusions)	
Clinical Quality Measures List	66
Number of Patients 3 - 17 Years with Outpatient Vis (with Exclusions)	Its
Clinical Quality Measures List	66
Number of Patients 3 - 4 Years	00
Practice Statistics Report	256
Number of Patients 3+ Years with Vital Sign Readin	gs
Meaningful Use Measure Calculation List	162
Number of Patients 3+ Years Seen	
Meaningful Use Measure Calculation List	162
Number of Patients 3+ Years with Vital Sign Reading	-
Meaningful Use Measure Calculation List	162
Number of Patients 31 - 40 Years Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 31 - 40 Years with OHS 1	200
Oral Health Status Report	200
Number of Patients 31 - 40 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 31 - 40 Years with OHS 3	
Oral Health Status Report	200
Number of Patients 31 - 40 Years with OHS 4 Oral Health Status Report	200
Number of Patients 31 - 40 Years with OHS 5	200
Oral Health Status Report	200
Number of Patients 31 - 40 Years with OHS 6	200
Oral Health Status Report	200
Number of Patients 31 - 40 Years without OHS	
Oral Health Status Report	200
Number of Patients 41 - 50 Years	
Practice Statistics Report	256
Number of Patients 41-50 Years Oral Health Status Report	200
Number of Patients 41-50 Years with OHS 1	200
Oral Health Status Report	200
Number of Patients 41-50 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 41-50 Years with OHS 3	
Oral Health Status Report	200

Number of Patients 41-50 Years with OHS 4	
Oral Health Status Report	200
Number of Patients 41-50 Years with OHS 5	
Oral Health Status Report	200
Number of Patients 41-50 Years with OHS 6	
Oral Health Status Report	200
Number of Patients 41-50 Years without OHS	200
Oral Health Status Report	200
Number of Patients 5 - 6 Years	200
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 5 - 6 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 5 - 6 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 5 - 6 Years with OHS 3	
Oral Health Status Report	200
Number of Patients 5 - 6 Years with OHS 4	
Oral Health Status Report	200
Number of Patients 5 - 6 Years with OHS 5	
Oral Health Status Report	200
Number of Patients 5 - 6 Years with OHS 6	200
Oral Health Status Report	200
	200
Number of Patients 5 - 6 Years without OHS	200
Oral Health Status Report	200
Number of Patients 51 - 60 Years	<u> </u>
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 51 - 60 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 51 - 60 Years with OHS 2	
Oral Health Status Report	200
Number of Patients 51 - 60 Years with OHS 3	
Oral Health Status Report	200
Number of Patients 51 - 60 Years with OHS 4	
Oral Health Status Report	200
Number of Patients 51 - 60 Years with OHS 5	200
Oral Health Status Report	200
Number of Patients 51 - 60 Years with OHS 6	200
	200
Oral Health Status Report	200
Number of Patients 51 - 60 Years without OHS	
Oral Health Status Report	200
Number of Patients 6+ Months	
Clinical Quality Measures List	66
Number of Patients 6+ Months who Received Influ	lenza
Vaccinations	
Clinical Quality Measures List	66
Number of Patients 61 - 70 Years	
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 61 - 70 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 61 - 70 Years with OHS 2	200
Oral Health Status Report	200
	200
Number of Patients 61 - 70 Years with OHS 3	200
	200
Number of Patients 61 - 70 Years with OHS 4	000
Oral Health Status Report	200
Number of Patients 61 - 70 Years with OHS 5	
Oral Health Status Report	200
Number of Patients 61 - 70 Years with OHS 6	
Oral Health Status Report	200

igo (continuou)	
Number of Patients 61 - 70 Years without OHS	
Oral Health Status Report Number of Patients 65+ Years	200
Clinical Quality Measures List	66
Number of Patients 65+ Years with Abnormal BMI	
Reading and Follow Up	
Clinical Quality Measures List	66
Number of Patients 65+ Years with Medical Encou (with Exclusions)	nters
Clinical Quality Measures List	66
Number of Patients 66+ Years	
Clinical Quality Measures List	66
Number of Patients 66+ Years Seen	
Clinical Quality Measures List Number of Patients 66+ Years with 1+ High-risk M	66 odica
tions	euica-
Clinical Quality Measures List	66
Number of Patients 66+ Years with 2+ High-risk M	edica-
tions	
Clinical Quality Measures List	66
Number of Patients 7 - 8 Years Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 7 - 8 Years with OHS 1	
Oral Health Status Report	200
Number of Patients 7 - 8 Years with OHS 2	000
Oral Health Status Report	200
Number of Patients 7 - 8 Years with OHS 3 Oral Health Status Report	200
Number of Patients 7 - 8 Years with OHS 4	200
Oral Health Status Report	200
Number of Patients 7 - 8 Years with OHS 5	
Oral Health Status Report	200
Number of Patients 7 - 8 Years with OHS 6 Oral Health Status Report	200
Number of Patients 7 - 8 Years without OHS	200
Oral Health Status Report	200
Number of Patients 71 - 80 Years	
Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 71 - 80 Years with OHS 1	200
Oral Health Status Report Number of Patients 71 - 80 Years with OHS 2	200
Oral Health Status Report	200
Number of Patients 71 - 80 Years with OHS 3	
Oral Health Status Report	200
Number of Patients 71 - 80 Years with OHS 4	000
Oral Health Status Report Number of Patients 71 - 80 Years with OHS 5	200
Oral Health Status Report	200
Number of Patients 71 - 80 Years with OHS 6	
Oral Health Status Report	200
Number of Patients 71 - 80 Years without OHS	
Oral Health Status Report	200
Number of Patients 81+ Years Practice Statistics Report	256
Oral Health Status Report	200
Number of Patients 81+ Years with OHS 1	
Oral Health Status Report	200

Number of Patients 81+ Years with OHS 2	
Oral Health Status Report	200
Number of Patients 81+ Years with OHS 3	
Oral Health Status Report	200
Number of Patients 81+ Years with OHS 4	
Oral Health Status Report	200
Number of Patients 81+ Years with OHS 5	
Oral Health Status Report	200
Number of Patients 81+ Years with OHS 6	
Oral Health Status Report	200
Number of Patients 81+ Years without OHS	
Oral Health Status Report	200
Number of Patients 9 - 10 Years	<u> </u>
Practice Statistics Report	256
Number of Patients without Birth Date	200
Oral Health Status Report	200
Number of Patients without Birth Date and with OF	200
Oral Health Status Report Number of Patients without Birth Date and with OF	
Oral Health Status Report	200
Number of Patients without Birth Date and with OF	
Oral Health Status Report	200
Number of Patients without Birth Date and with OF	
Oral Health Status Report	200
Number of Patients without Birth Date and with OF	
Oral Health Status Report	200
Number of Patients without Birth Date and with OF	IS 6
Oral Health Status Report	200
Number of Patients without Birth Date and without	
OHS	
Oral Health Status Report	200
Number of Tobacco Non-users 18+ Years with Toba	CCO
Use Assessment	
	-
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Number of Tobacco Users 18+ Years with Tobacco	
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or	
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy	Jse
Number of Tobacco Users 18+ Years with Tobacco Users 18+ Years with Tobacco I Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report	
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age	Jse 354
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered)	Jse 354 214
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip	Jse 354 214 226
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement	354 214 226 368
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List	Jse 354 214 226
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years	354 214 226 368
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List	354 214 226 368 76
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years	354 214 226 368 76
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report	354 214 226 368 76 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years	354 214 226 368 76 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years	354 214 226 368 76 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report	354 214 226 368 76 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years	354 214 226 368 76 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report	354 214 226 368 76 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 17 - 30 Years	354 214 226 368 76 256 256 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 17 - 30 Years Practice Statistics Report	354 214 226 368 76 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report	354 214 226 368 76 256 256 256 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report	354 214 226 368 76 256 256 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report	354 214 226 368 76 256 256 256 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report	354 214 226 368 76 256 256 256 256 256 256
Number of Tobacco Users 18+ Years with Tobacco Assessment and Tobacco Cessation Counseling or Tobacco Cessation Pharmacotherapy UDS - Tobacco Use and Intervention Report Patient Age Patient List (Filtered) Patient Route Slip Walkout - Doctor's Statement Continuing Care Display List Percent of Patients 0 - 2 Years Practice Statistics Report Percent of Patients 11 - 12 Years Practice Statistics Report Percent of Patients 13 - 14 Years Practice Statistics Report Percent of Patients 15 - 16 Years Practice Statistics Report Percent of Patients 17 - 20 Years Practice Statistics Report Percent of Patients 21 - 30 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report Percent of Patients 3 - 4 Years Practice Statistics Report	354 214 226 368 76 256 256 256 256 256 256

Percent of Patients 5 - 6 Years	
Practice Statistics Report	256
Percent of Patients 51 - 60 Years	200
Practice Statistics Report	256
Percent of Patients 61 - 70 Years	200
	256
Practice Statistics Report	200
Percent of Patients 7 - 8 Years	057
Practice Statistics Report	256
Percent of Patients 71 - 80 Years	
Practice Statistics Report	256
Percent of Patients 81+ Years	
Practice Statistics Report	256
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Practice Statistics Report	256
Total Number <19 Years Old for Financial Class Type	
UDS - Insurance Financial Class Report	342
	37 <u>2</u>
Aging	
Account Amount Aged >90	224
Patient Route Slip	226
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Patient Route Slip	226
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Pre-Treatment Estimate Aging Report	262
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Patient Route Slip	226
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Account Balance Amount Aged 151 - 180	2/2
Pre-Treatment Estimate Aging Report	262
Account Balance Amount Aged 31 - 60	
Pre-Treatment Estimate Aging Report	262
Account Balance Amount Aged 61 - 90	
Pre-Treatment Estimate Aging Report	262
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Pre-Treatment Estimate Aging Report	262
Aged Amount 0 - 30	
Aging/Credit Balance Report	6
Aged Amount 0 - 30 for Clinic	
Aging/Credit Balance Report	6
Aged Amount 0 - 30 for Provider	0
Aging/Credit Balance Report	6
Aged Amount 121 - 150	0
9	,
Aging/Credit Balance Report	6
Aged Amount 121 - 150 for Clinic	
Aging/Credit Balance Report	6
Aged Amount 121 - 150 for Provider	
Aging/Credit Balance Report	6
Aged Amount 151 - 180	
Aging/Credit Balance Report	6
Aged Amount 151 - 180 for Clinic	
Aging/Credit Balance Report	6
Aged Amount 151 - 180 for Provider	
Aging/Credit Balance Report	6
Aged Amount 31 - 60	0
Aging/Credit Balance Report	6
Aged Amount 31 - 60 for Clinic	0
Aging/Credit Balance Report	٢
Aging/Creat balance Report	6

Aged Amount 31 - 60 for Provider	
Aging/Credit Balance Report	6
Aged Amount 61 - 90	,
Aging/Credit Balance Report Aged Amount 61 - 90 for Clinic	6
Aging/Credit Balance Report	6
Aged Amount 61 - 90 for Provider	0
Aging/Credit Balance Report	6
Aged Amount 90 - 120	
Aging/Credit Balance Report	6
Aged Amount 90 - 120 for Clinic	/
Aging/Credit Balance Report Aged Amount 90 - 120 for Provider	6
Aging/Credit Balance Report	6
Aged Amount Over 180	0
Aging/Credit Balance Report	6
Aged Amount Over 180 for Clinic	
Aging/Credit Balance Report	6
Aged Amount Over 180 for Provider	,
Aging/Credit Balance Report	6
Aging 0 - 30 Letter Merge Reports	158
Aging 31 - 60	100
Letter Merge Reports	158
Aging 61 - 90	100
Letter Merge Reports	158
Aging 91+	
Letter Merge Reports	158
Amount Aged >90	
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Amount Aged 0 - 30	7/
Continuing Care Display List	76 70
Collections Manager List Amount Aged 31 - 60	70
Continuing Care Display List	76
Collections Manager List	70
Amount Aged 61 - 90	
Continuing Care Display List	76
Collections Manager List	70
Amount Aged 91+	
Collections Manager List	70
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Billing Statement Amount Aged Over 60 Days	40
Billing Statement	48
Amount Aged Over 90 Days	10
Billing Statement	48
Amount of Account Balance Aged >90	
Insurance Claim Aging Report	146
Amount of Account Balance Aged 1 - 30	
Insurance Claim Aging Report	146
Amount of Account Balance Aged 31 - 60 Insurance Claim Aging Report	146
Amount of Account Balance Aged 61 - 90	140
Insurance Claim Aging Report	146
Patient Amount Aged >90	
Patient Route Slip	226
Patient Amount Aged 0 - 30	
Patient Route Slip	226
Patient Amount Aged 31 - 60	007
Patient Route Slip	226

Aging (continued)

- <u>5</u> <u>5</u> (
Patient Amount Aged 61 - 90 Patient Route Slip	226
Percent of Amount Aged 0 - 30	220
Aging/Credit Balance Report Percent of Amount Aged 121 - 150	6
Aging/Credit Balance Report	6
Percent of Amount Aged 151 - 180 Aging/Credit Balance Report	6
Percent of Amount Aged 31 - 60	0
Aging/Credit Balance Report	6
Percent of Amount Aged 61 - 90 Aging/Credit Balance Report	6
Percent of Amount Aged 90 - 120	/
Aging/Credit Balance Report Percent of Amount Aged Over 180	6
Aging/Credit Balance Report	6
Receivables Aged 31 - 60 Practice Analysis Report	252
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Practice Analysis Report Receivables Aged Over 90	252
Practice Analysis Report	252
Total Amount Aged 0 - 30 Collections Manager List	70
Aging/Credit Balance Report	6
Total Amount Aged 121 - 150 Aging/Credit Balance Report	6
Total Amount Aged 151 - 180	0
Aging/Credit Balance Report Total Amount Aged 31 - 60	6
Collections Manager List	70
Aging/Credit Balance Report	6
Total Amount Aged 61 - 90 Collections Manager List	70
Aging/Credit Balance Report	6
Total Amount Aged 90 - 120 Aging/Credit Balance Report	6
Total Amount Aged 91+	70
Collections Manager List Total Amount Aged Over 180	70
Aging/Credit Balance Report	6
Total Amount of Account Balances Aged 1 - treatment Estimates	30 for Pre-
Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 1 - Primary Pre-treatment Estimates	30 for
Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 1 - ondary Pre-treatment Estimates	30 for Sec-
Pre-Treatment Estimates Aging Report	262
Total Amount of Account Balances Aged 1 - Claims	30 with
Insurance Claim Aging Report	146
Total Amount of Account Balances Aged 1 - Primary Claims	30 with
Insurance Claim Aging Report	146
Total Amount of Account Balances Aged 1 - Secondary Claims	30 with
Insurance Claim Aging Report	146

Total Amount of Account Balances Aged 121 - 15	50 for
Pre-treatment Estimates	0 (0
Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 121 - 15 Primary Pre-treatment Estimates	SU TOP
Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 121 - 15	
Secondary Pre-treatment Estimates	101 00
Pre-Treatment Estimate Aging Report	262
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Primary Claims	
Insurance Claim Aging Report	146
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Insurance Claim Aging Report	146
Total Amount of Account Balances Aged 151 - 18	30 for
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Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 151 - 18	30 for
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Claims Insurance Claim Aging Report	146
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Primary Claims	
Insurance Claim Aging Report	146
Total Amount of Account Balances Aged 151 - 18	
Secondary Claims	
Insurance Claim Aging Report	146
Total Amount of Account Balances Aged 181+ fo	or Pre-
treatment Estimates	
Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 181+ fo	or Pri-
mary Pre-treatment Estimates	
Pre-Treatment Estimate Aging Report	262
Pre-Treatment Estimate Aging Report	262
Total Amount of Account Balances Aged 181+ fo	or Sec-
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	Analysis Summary Report - Standard	12
	Day Sheet Report	100
	Analysis Summary Report - Daily	8
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	Analysis Summary Report - Standard	12
	Day Sheet Report	100
	Analysis Summary Report - Daily	8
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Analysis Summary Report - Standard	12
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Analysis Summary Report - Daily Other Credit Initial Balance	8
Analysis Summary Report - Standard	12
Analysis Summary Report - Standard Analysis Summary Report - Daily	8
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Analysis Summary Report - Standard	12
Analysis Summary Report - Daily	8
Patient Suspended Credit Amount	0
Patient Route Slip	226
Percent of Suspended Credits	
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Suspended Credit Adjustment Amount	
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Total Amount of Credit Adjustments	7-
Day Sheet (Adjustments) Report	90
Insurance Carrier Production - Full Report	142
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144	
Insurance Transaction Analysis Report	154
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Adjustment Summary Report	4
Total Amount of Credit Initial Balances	
Analysis Summary Report - Standard	12
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Provider A/R Totals - Daily Report	276
Provider A/R Totals - Standard Report	278
Analysis Summary Report - Daily	8
Total Amount of Credit Special Adjustments	10
Analysis Summary Report - Standard	12
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Total Amount of Other Applied Credit Initial Bala	
Day Sheet Report	100
Total Amount of Other Applied Credit Special A ments	djust-
Day Sheet Report	100
Total Amount of Other Credit Initial Balances	
Analysis Summary Report - Standard	12
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Day Sheet (Charges and Receipts) Report	94
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Insurance Transaction Analysis Report	154
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Total Revenue from Credit Adjustments Provider Revenue - Charges Report	288
Provider Revenue - Credits Report	200
Provider Revenue - Summary Report	292
Provider Revenue - Allocations Report	286
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Aging/Credit Balance Report	6
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Amount of Applied Credit Adjustments for Clinic	
Analysis Summary Report - Standard	12
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Provider Revenue - Credits Report	290
Provider Revenue - Summary Report	292
Provider Revenue - Allocations Report	286
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Analysis Summary Report - Daily	8
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Procedure Code List	266
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Number of Patients with Moderate to High Risk of Car- ies who Got Sealants on Permanent First Molars in ZIP Code			
UDS - Sealant Statistics Report	352		
Number of Patients without a ZIP Code	05/		
Practice Statistics Report Patient ZIP Code	256		
Patient List (Filtered)	214		
Letter Merge Reports	158		
Percent of Patients in ZIP Code			
Practice Statistics Report	256		
Percent of Patients without a ZIP Code	256		
Practice Statistics Report Practice City State and ZIP Code	200		
Letter Merge Reports	158		
Practice ZIP Code			
Registration Information Report	306		
ZIP Code			
UDS - Insurance Financial Class Report (2013) UDS - Medicaid/Medicare Report) 344 346		
UDS - Patient Status Report	350		
UDS - Sealant Statistics Report	352		
UDS - Tobacco Use and Intervention Report	354		
Practice Statistics Report	256		