

DENTRIX®

Dentrix Learning Edition

Study Guide

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INTRODUCTION

The Dentrix Learning Edition is licensed for personal, non-commercial use for individual learners. The Learning Edition is designed to help you learn to use the main features of Dentrix.

All of the major Dentrix features are available in the Learning Edition, but the Learning Edition software has three key limitations:

- **Database**—The Learning Edition software uses a restricted database with a fictional practice, 11 fictional healthcare providers, and 73 fictional patients. Learners cannot change the practice or provider information. Learners can add new patients, but only until the database reaches 100 patients.
- **Networking**—The Learning Edition software is designed for use by a single learner on a single computer. The database cannot be shared on a network of computers.
- **Procedure Codes and Claim Forms**—The Learning Edition software does not include the copyrighted procedure codes or claim forms of the American Dental Association. Fictional codes and generic forms are provided instead.

The Learning Edition does not include the standard CDT 2011-2012 codes or ADA claim forms. To comply with copyright laws, they have been replaced with substitute codes and forms.

With the Learning Edition, you can use a test account for some eServices without incurring any fees or transmitting any real information. You can perform the following eServices tasks:

- Send electronic claims with eTrans
- Send electronic claim attachments with eTrans
- Send electronic billing statements with QuickBill

You can find more information about these eServices in the eServices Setup chapter of this study guide.

HOW TO USE THIS STUDY GUIDE

This guide will help you learn how to use Dentrix to complete day-to-day tasks in an office.

Each chapter covers one broad topic or set of related topics. Chapters are arranged by the different Dentrix modules and by different practice management processes.

Each chapter is organized into explanatory topics with step-by-step instructions for using each feature. At the end of each chapter, this guide provides exercises that allow you to apply the topics learned in the guide in real-world situations.

HOW TO GET HELP

You can find information about using Dentrix using any of the resources listed below.

ON-DEMAND TRAINING

Additional information, including on-demand software tutorials, can be found on the On-Demand Training web page. Our tutorials explain fundamental concepts and guide you through hands-on practice exercises. You can even check your understanding with simple quizzes. See the *Accessing On-Demand Training* section of chapter 2 for information about accessing those resources.

HELP FILES

To access the Help files, open any module and click Help > Contents. The Dentrix Help window appears. In the Help, you can use the navigation Tree on the Contents tab to find a feature in a specific module. Or, you can type key words in the field on the Search tab to get a list of Help topics.

USER'S GUIDE

The Dentrix G4 User's Guide is provided in electronic format on the Dentrix Learning Edition DVD and is saved on the Windows Desktop when you install the Learning Edition. With electronic documentation, you can quickly search for the information you need.

DENTRIX NEWSLETTER

The Dentrix eNewsletter provides Dentrix tips, articles about the dental business, important product announcements and more. Once a month, you'll receive a free eNewsletter in your email inbox. Browse to www.dentrix.com/email-manager to register for the Dentrix eNewsletter.

DENTRIX MAGAZINE

Dentrix Magazine is a quarterly publication that provides Dentrix news, tips and case studies to help Dentrix offices build more efficient and profitable dental practices. Free copies of the magazine are available for download (PDF). Browse to www.dentrix.com/magazine to visit the Dentrix Magazine page.

FACEBOOK

Join the Dentrix fan community on Facebook. Chat with other Dentrix users and customer service representatives. Log in to Facebook and "Like" Dentrix.

DENTRIX RESOURCE CENTER

The Dentrix Resource Center provides essential Dentrix learning resources for the entire dental office team. You can log in as a guest, download free Dentrix manuals and learn about integrated Dentrix eServices. Browse to www.dentrix.com/resource-center to visit the Dentrix Resource Center.