

Module 2: Front Office

Schedule Appointment

- New Patient Appointment
- Create Patient Record from Appointment
- Existing Patient Appointment
- Add Procedures to Appointment
- Check Out Patient
- Print Today's Schedule
- View Scheduled Revenue

Patient Entry

- Add Patient
- Add New Family Member
- Load Patient Picture
- Add Patient Notes
- View More Information
- Identify Missing Teeth
- View Exam Information
- Add Medical Alerts to Patient Record
- Print Prescription

Transaction Entry

- Enter New Transactions
- Enter New Patient Payment
- Enter New Family Payment
- Enter Patient Adjustment
- Adjust Patient Deductible

Patient Ledger

- Additional Information
- Create and Print Pre-Treatment Claim
- Post from Treatment Plan
- Create and Print Claim
- Print Walk-Out Statement
- Print Full Statement
- Print Ledger

Deposit Entry

- View Payment List
- Enter New Deposit
- Distribute Deposit
- Find Unapplied Deposits

Billing

- View Claims
- Create & Print Claims
- Edit Claims
- Print Statements

Reports

- Day Sheet
- Deposit Slip
- Patient Aging
- Insurance Aging
- Payment Summary by Type
- Production Summary by Service Class