



BUSINESS MATTERS

What can treatment planning do for you?

Treatment planning allows flexibility when helping your patient plan the course of their treatment. Based on your patients' current needs, you can plan treatment/appointments ahead of time, generate pre-treatment estimates to send to insurance for extensive work and print an estimate of treatment and patient responsibility for fees not covered by insurance.

Starting a new treatment plan:

1. Open the *Patient* window, then click on the *Treatment Plan* button.
2. Under the *Procedures* tab, click the sign to add a procedure.
3. Enter the necessary procedures and save. You now have a "proposed" treatment plan that you can print and use to review planned treatment with your patient as well as discuss estimated financial responsibility.

Editing an existing treatment plan:

1. Open the *Patient* window, then the *Treatment Plan* window.
2. You can add an additional procedure by clicking the sign. You can remove a procedure from the *Treatment Plan* by clicking on the procedure, then clicking on the sign.
3. You can create multiple treatment phases and visits by either right clicking the screen and selecting Add Phase/Add Visit or by going to the Edit drop down menu and selecting Add Phase/Add Visit.

Accepting the treatment plan:

When a treatment plan has been reviewed and accepted by the patient, the procedures will show as Accepted once they have been added to an appointment.

1. Open the *Schedule*
2. Create an appointment for your Patient.
3. In the *Appointment Detail* window, click on the *Procedures* tab.
4. Right click and select *Add Treatment Plan Procedures*.
5. Select your procedures and click OK.
6. Procedures are now shown as Accepted in the Treatment Plan window.

Continued on second page...

DAISY User Meetings

Coos Bay DAISY User Meeting—**CANCELLED**

Friday, September 11
9:00 a.m. - 1:30 p.m.
Red Lion Coos Bay
Click [here](#) to register

Montana DAISY User Meeting

Friday, September 25
9:00 a.m. - 1:30 p.m.
Holiday Inn Kalispell
Click [here](#) to register

Portland DAISY User Meeting

Friday, October 9
9:00 a.m. - 1:30 p.m.
Moda Tower—Downtown Portland
Click [here](#) to register

Billing questions?

Please update your records to reflect the current contact information.

For all billing inquiries, please contact Oksana Ilinich at 503-952-5235.

For all sales inquiries, please email us at sales@dmcdental.com.





BUSINESS MATTERS

What's new at DMC

You asked. We delivered.

DAISY 4.6 is in beta!

DAISY

- Ledger claim enhancements
- Tertiary insurance
- Ignore benefits used when billing preventative and diagnostic services on specific plans
- eRx - Electronically prescribe controlled substances*

Reports

- Prescription Types report includes additional details
- Enhanced Goal tracking
- Demographic reports
- FSA billing receipt

...and much more!

*DAISY add-on service

NEA FastAttach

Sign up for NEA FastAttach today and receive FREE registration (a \$200 value) , plus one month free. Click [here](#). Promo code: **DAISYRZ1M**

Benefits of digital attachments:

Faster delivery, unlimited use
No more "lost" attachments
Use any digital imaging system

Treatment planning - continued

Preauthorizing a treatment plan:

1. Click on the Preauthorize Treatment icon on the Treatment Plan window
2. Choose the procedures and click OK.
3. Click Yes in the confirm window if you wish to make an NEA attachment, print the form, enter a note on the claim or simply view the claim.
4. Unless the claim is printed by you, it will go with the other claims when you next run closing and Data Exchange.

DAISY has keyboard shortcuts!

You can use keyboard shortcuts from various DAISY windows (e.g. -Account, Patient, Transactions, etc.), as an alternative to using the mouse or right-click menus. These shortcuts often involve holding down one key, like CTRL or SHIFT, and pressing an additional key at the same time.

Keys to use	Action
Ctrl+N	New
Ctrl+O	Open
Ctrl+S	Save
Ctrl+I	Edit personal information
Ctrl+T	Open Transactions
Ctrl+L	Open Ledger
Ctrl+H	Open Claim History
Ctrl+P	Print default report
Ctrl+R	Remove record
Ctrl+D	Duplicate record
Ctrl+F	Search
Ctrl+M	Move to next patient in tree (Transactions)
Shift+Ctrl+M	Move to previous patient in tree (Transactions)
Ctrl+Enter	Selects [...] (ellipsis button)
Insert	Insert record (e.g.—another transaction or item)
Shift + down arrow	Opens a drop down list



BUSINESS MATTERS



Are you leaving your office vulnerable to cyber security risks ?

If any of your computers are running Windows XP or Server 2003 operating systems, you may be leaving your network open to cyber security risks. Microsoft ended support for Windows XP on April 8, 2014 and Server 2003 on July 14, 2015. Microsoft is not issuing any security updates or providing technical support for either operating system.

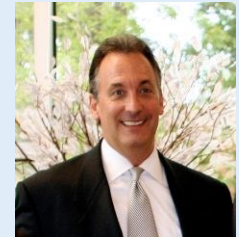
There's no time like the present to evaluate your hardware needs. Let our team of experts guide you every step of the way. Contact us today by phone at 800-368-6401 or by email at sales@dmcdental.com, for your free consultation and 20% hardware discount.

Is your practice protected?

A data breach can quickly overwhelm and paralyze your practice. Don't continue to expose yourself to financial and reputation risks associated with a data breach. Since 1985, DBC has been a leading professional liability and practice insurer providing insurance products and services tailored to dental practices and dental professionals. Contact DBC today for a no obligation cyber security quote at 855-378-0162 or visit dentistsbenefits.com/cybersecurity to find out more.



From the desk of Chris Verbiest



DBC and DMC work closely to provide the best products and services to dental practices. We share your concern for HIPAA and privacy practices so that is why we've asked Chris Verbiest, VP of DBC to offer some tips for you:

- Encrypt your emails, servers and all portable devices.
- Perform regular backups.
- Protect your business critical patient data with an on-site and off-site backup solution.
- Don't open unsolicited web links.
- Use caution when opening attachments.
- Use passwords or physical locks to keep sensitive electronic data and physical files accessible only to those who need it to do their jobs.
- If you have employees that work off-site, limit the use of portable technology. Make sure you have a policy in place to ensure the security of your patient health information (PHI).
- Train employees on proper care and control of PHI and PII. Document processes and conduct regular training sessions as well as security audits to ensure staff compliance.

We have prepared and have made available, for free, a template of policies and procedures for you to use in your practice. Contact Shelley Campbell at 503-952-5271 for your copy. DBC is DMC's sister company and is also a subsidiary of Moda.

Monday – Friday 8 a.m. – 5 p.m.

Contact us at 503-243-3966 or 800-368-6401
daisysupport@dmcdental.com

601 SW Second Ave.
 Portland, OR 97204



www.dmcdental.com