



TRAINING WORKSHOPS XDENT

MAY 2022



**DentalWize XDENT Training Manual
for Dentists and Oral Hygienist**

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NOTE:

For the purpose of this training session, sections in this manual have been extracted from the extensive training manuals. All source documents are referenced and can be accessed at www.cgm.com/za-xdenttraining or by scanning the QR code below.



Scan for full
training manuals

1. Searching for Patients

TRAINING GUIDE REFERENCE: Page 38 – 42 / Full Guide_XDENT_English_Clinical

Search filters

Once you have set the search parameters of a working session, these are stored for the next use of XDENT. In this way, the type of search filters (surname, name, text...) or interest categories, usually used, do not need to be set again every time XDENT restarts. In addition to the filters through personal data, there is also a filter that narrows the search of patients according to their associated *category*.

In order to access the *categories filter*, click on the arrow under the Lookup Field in the patient list window. If you click on the filter, you can select one or more categories in order to view all the patients included. The categories filter takes into account all the categories specified in the patient's records.



In the table layout (that can be activated from *Settings, Patients record*), where the column displayed in the list can be customised, the window can be set both horizontally and vertically.

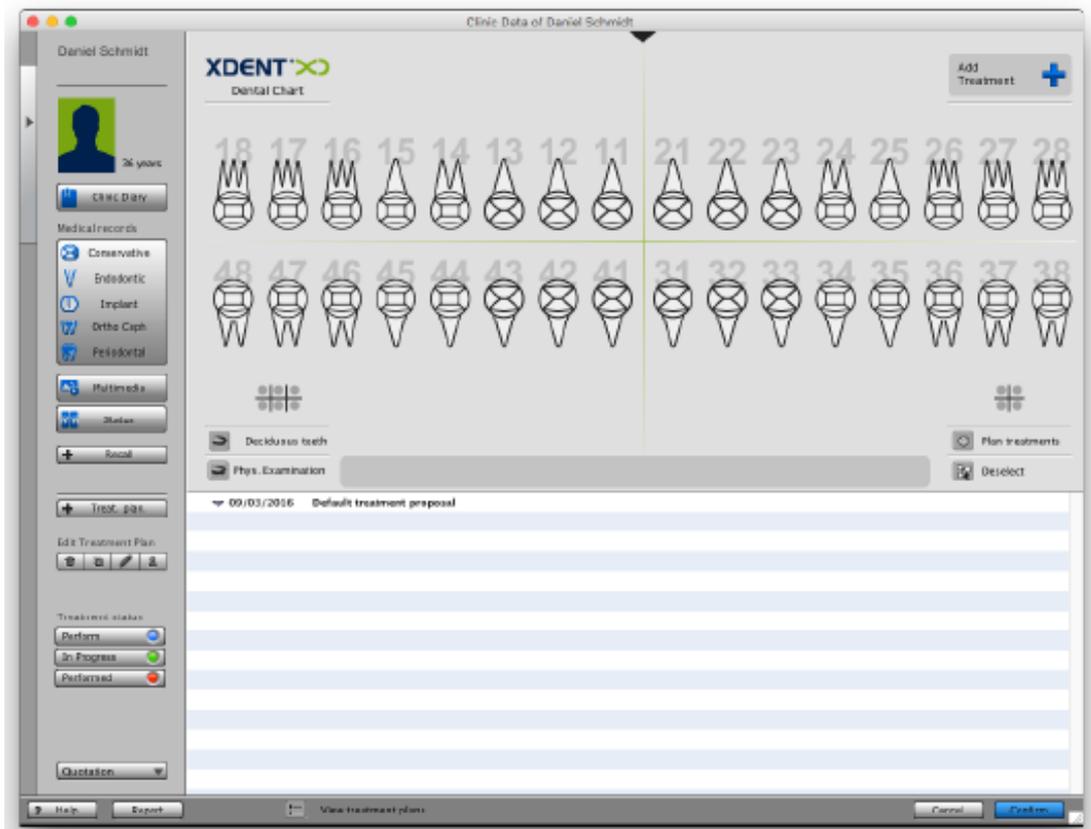
Search in the Patients List.

The search parameter in the patients list can be set by surname, name, code, phone number or text as shown in Figure.

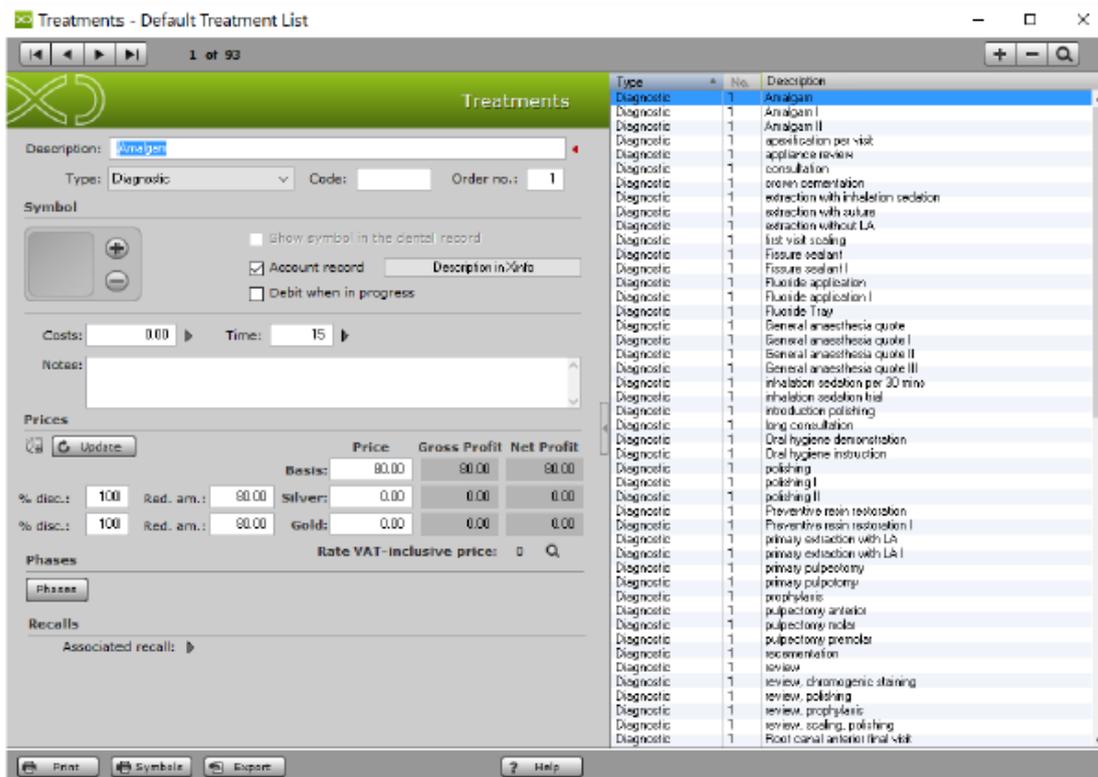


2. Creating Treatment Plans

TRAINING GUIDE REFERENCE: Page 6 / XDENT Quick User Guide v0.9_20160317

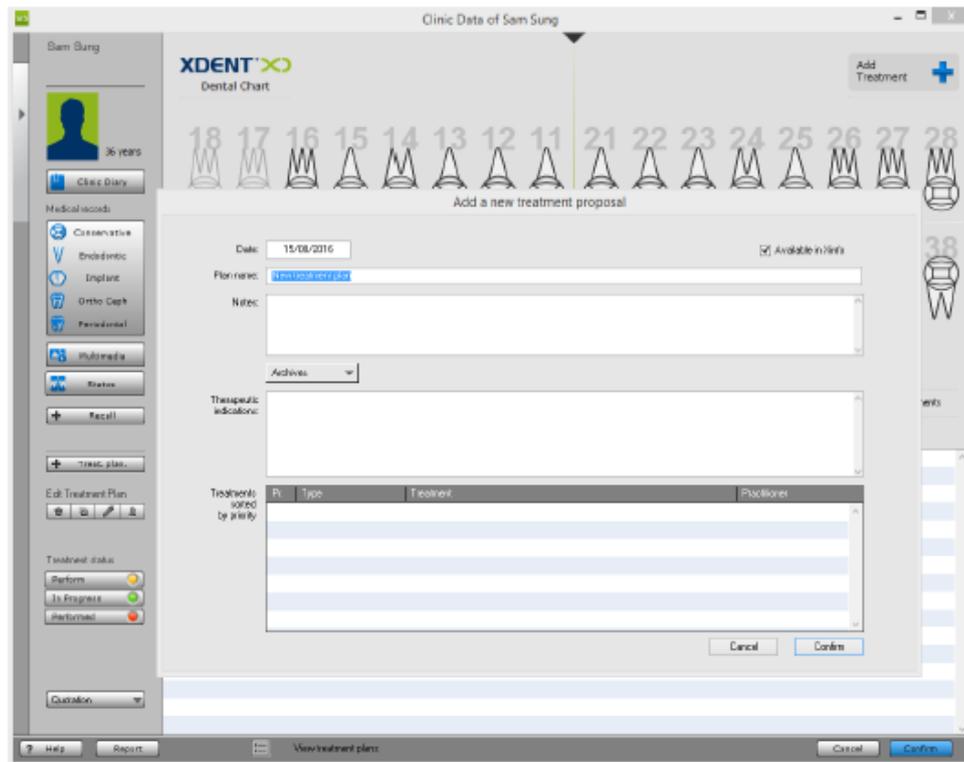


TRAINING GUIDE REFERENCE: Page 14 / XDENT Quick User Guide v0.9_20160317



How to Create a Treatment Plan?

Open the patient's record and press the "Clinical Data" button. On the left-hand side Click "Treatment Plan" - Practitioner is able to enter meaning name concern to the Treatment to perform and/or to plan, able to add notes and also therapeutic indication from archives (refer #6.4)



List

List of Treatments:

Description	Type	Base	Silver	Gold
acrylic base partial denture	General Dentistry	240.00	220.00	200.00
addition to existing denture per tooth	General Dentistry	108.00	99.00	90.00
Amalgam (Complex)	Restorative Dentistry	120.00	110.00	100.00
Amalgam (Dentine Pin)	Restorative Dentistry	35.00	33.00	30.00
Amalgam (Simple)	Restorative Dentistry	79.00	71.50	65.00
Amoxicillin	Medication	0.00	0.00	0.00
Anterior Composite (Complex)	Restorative Dentistry	180.00	165.00	150.00
Anterior Composite (Simple)	Restorative Dentistry	95.00	88.00	80.00
anterior root canal therapy	Endodontics	600.00	550.00	500.00
attending dentist statement	General Dentistry	60.00	55.00	50.00
biopsy and report	Oral Surgery	240.00	220.00	200.00
bone mapping	Oral Surgery	300.00	275.00	250.00
cast base partial denture	General Dentistry	600.00	550.00	500.00
cast full per jaw	General Dentistry	1440.00	1320.00	1200.00
Cephalogram	Diagnostic	120.00	110.00	100.00
Ceramic Crown	Restorative Dentistry	1320.00	1210.00	1100.00
ceramic veneer	Restorative Dentistry	1200.00	1100.00	1000.00
complete denture acrylic both jaw	General Dentistry	1920.00	1760.00	1600.00
complete denture acrylic each jaw PHASES	General Dentistry	960.00	880.00	800.00

Q- All data Close

Treatments - New price list

3 of 93

Description: Periapical/ Bitewing

Type: Diagnostic **Code:** D3 **Order no.:** 3

Symbol: Show symbol in the dental record
 Account record **Description in Xinfo:**
 Debt when in progress

Costs: 36.00 **Time:** 15

Default treatment notes:

Prices:

	Price	Gross Profit	Net Profit
% disc.: 8 Red. am.: 3.00 Silver:	33.00	-3.00	0.00
% disc.: 17 Red. am.: 6.00 Gold:	30.00	-6.00	0.00

Phases: Phases

Recalls: Associated recall: Third-party payer:

Type	No	Description
Diagnostic	1	Consultation (Simple)
Diagnostic	2	Consultation (Complex)
Diagnostic	3	Periapical/ Bitewing
Diagnostic	4	Cephalogram
Diagnostic	5	Occlusal View
Diagnostic	6	Dental Panoramic
Endodontics	1	pulpotomy
Endodontics	2	anterior root canal therapy
Endodontics	3	premolar root canal therapy
Endodontics	4	molar root canal therapy
Endodontics	5	surgical endodontics
General Dentistry	1	acrylic base partial denture
General Dentistry	2	cast base partial denture
General Dentistry	3	each additional tooth
General Dentistry	4	complete denture acrylic each jaw
General Dentistry	5	complete denture acrylic both jaw
General Dentistry	6	cast full per jaw
General Dentistry	7	relining
General Dentistry	8	rebasin
General Dentistry	9	addition to existing denture per tooth
General Dentistry	10	repair denture or clasp
General Dentistry	11	temporary prosthesis
General Dentistry	12	sports mouth guard
General Dentistry	13	night guard
General Dentistry	14	dermatitis
General Dentistry	15	tooth whitening single tooth
General Dentistry	16	tooth whitening home
General Dentistry	17	tooth whitening in office
General Dentistry	18	house calls
General Dentistry	19	court attendance fees
General Dentistry	20	nonexpert witness
General Dentistry	21	expert witness
General Dentistry	22	attending dentist statement
Medication	23	Amoxicillin
Medication	24	Ibuprofen
Medication	25	paracetamol
Oral Surgery	1	single tooth extraction (anterior)
Oral Surgery	2	single tooth extraction (posterior)
Oral Surgery	3	complicated tooth extraction
Oral Surgery	4	single tooth extraction (primary anterior)
Oral Surgery	5	single tooth extraction (primary posterior)
Oral Surgery	6	surgical removal of impacted tooth
Oral Surgery	7	biopsy and report

Print Symbols Export Help

Clinic Data of Riccardo Linzitto

XDENT Dental Chart

Diagnosis

- Consultation (simple)
- Consultation (complex)
- Periapical bitewing
- Cephalogram
- Occlusal view
- Dental panoramic

Deciduous teeth

Phys. Examination

Plan treatments

Deselect

18/01/2017 Default treatment proposal

Id.	Type	Tooth	Treatment	Timing	Amount	Status	Date	Practitioner	App. Date	Diagn. pr.
3	Endodontics	21	molar root canal therapy	60	1,200.00	●	18/01/17	PRACTITIONER #1		PRACTITIONER #1
2	Diagnostic	15	Occlusal View	15	72.00	●	18/01/17	PRACTITIONER #1		PRACTITIONER #1
1	Diagnostic		Periapical Bitewing	15	36.00	●	18/01/17	PRACTITIONER #1	16/01/17	PRACTITIONER #1
5	Oral Surgery	13	stage 1 procedure	60	3,600.00	●	19/01/17	PRACTITIONER #1		PRACTITIONER #1
4	Endodontics	42	surgical endodontics	60	1,440.00	●	18/01/17	PRACTITIONER #1		PRACTITIONER #1

Endodontics

General Dentistry

Medication

Oral Surgery

Orthodontic Treatment

Pediatric Dentistry

Periodontics

Restorative Dentistry

Help Report View treatment plans 19/01/17 Cancel Confirm

Treatment diary

XDENT Treatment diary gathers all medical notes about patients, which are defined in the various parts of the software or are explicitly entered by the practitioner in the Diary management window.

Contents in the Treatment diary are shown in a user-friendly manner, which is readable also in its structured visualisation, which is as a sequence of treatment-related registrations.

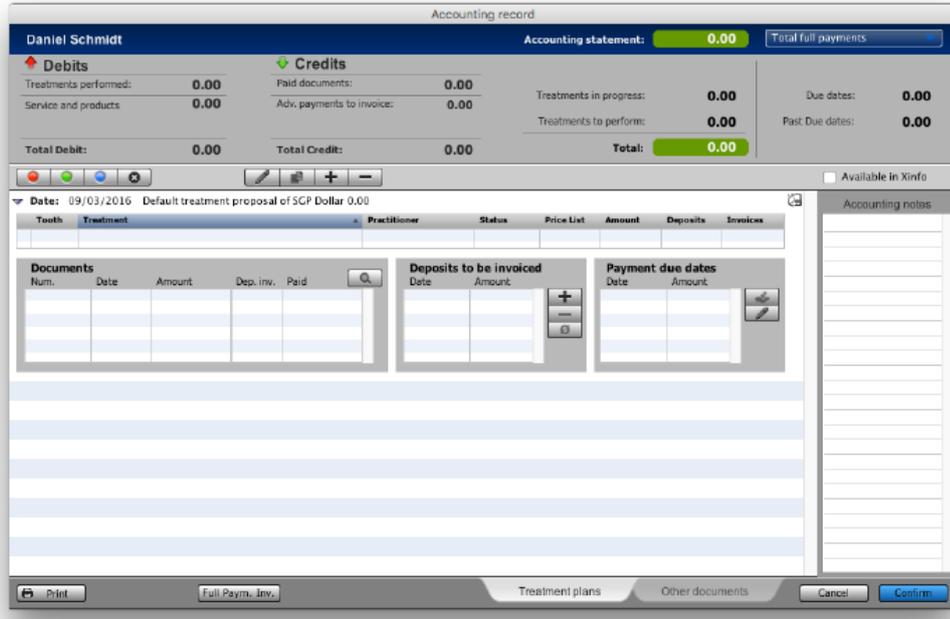
The diary is **structured** as a sequence of information referring to the single treatments or to the patient in general.

3. Billing and Invoicing

TRAINING GUIDE REFERENCE: Page 7 / XDENT Quick User Guide v0.9_20160317

How do you issue an invoice?

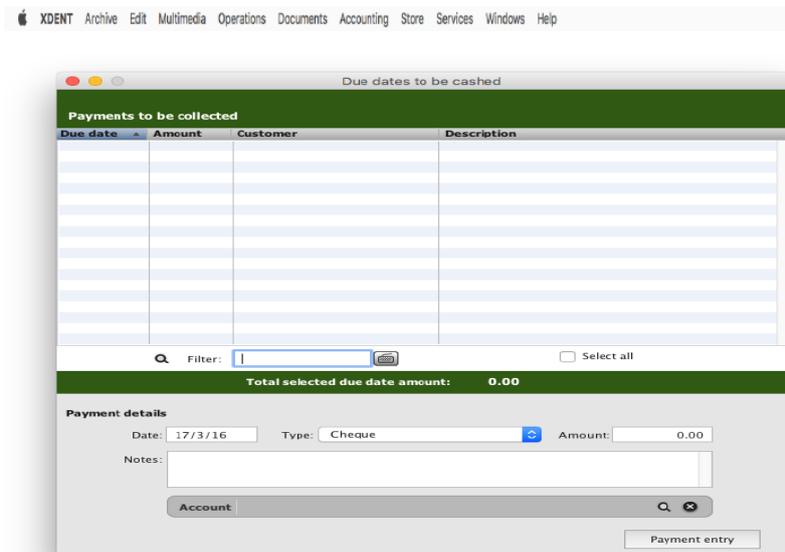
Open the patient's record and press the "Accounting Record" button. Then choose whether to issue a Deposit invoice or to invoice performed treatments. To invoice performed treatments, you need to select the treatments to invoice from the treatment plan in the Accounting Record and click "Full Paym.Inv."



TRAINING GUIDE REFERENCE: Page 8 / XDENT Quick User Guide v0.9_20160317

How do you register a payment of an invoice?

Go to the menu bar, click "Accounting" - followed by "Credit Collection"



Scheda Contabile

Campisi Alessia Situazione contabile: **0,00** Saldi del piano contabile

Debiti	Crediti	Prestazioni in corso:	Totale scadenze:
Prestazioni eseguite: 0,00	Documenti pagati: 0,00	0,00	0,00
Totale Debiti: 0,00	Accenti da fatturare: 0,00	Prestazioni da eseguire: 1.400,00	Totale scaduto: 0,00
	Totale Crediti: 0,00	Totale: 1.400,00	

1 di Euro: 1.400,00

Data	Prestazione	Operatore	Stato	Utile	Importo	Assegni	Fatture
13	Implanto osteointegrato	DR. VERDI	da eseguire	700,00	700,00	0,00	0,00
16	Implanto osteointegrato	DR. VERDI	da eseguire	700,00	700,00	0,00	0,00

DOCUMENTO	Data	Importo	Accounto	Pag.

ACCONTI DA FATTURARE	Data	Importo

SCADENZE DI PAGAMENTO	Data	Importo

Data: 12/09/2013 Proposta di trattamento predefinito di Euro 13.700,00

Stampa | Fatture Accounto | Fatture Saldo | Nota di credito | Annulla | Conferma

Scheda Contabile

Campisi Alessia Situazione contabile: **0,00** Saldi del piano contabile

Debiti	Crediti	Prestazioni in corso:	Totale scadenze:
Prestazioni eseguite: 0,00	Documenti pagati: 0,00	0,00	0,00
Totale Debiti: 0,00	Accenti da fatturare: 0,00	Prestazioni da eseguire: 1.400,00	Totale scaduto: 0,00
	Totale Crediti: 0,00	Totale: 1.400,00	

1 di Euro: 1.400,00

Data	Prestazione	Operatore	Stato	Utile	Importo	Assegni	Fatture
13	Implanto osteointegrato	DR. VERDI	da eseguire	700,00	700,00	0,00	0,00
16	Implanto osteointegrato	DR. VERDI	da eseguire	700,00	700,00	0,00	0,00

DOCUMENTO	Data	Importo	Accounto	Pag.

ACCONTI DA FATTURARE	Data	Importo

SCADENZE DI PAGAMENTO	Data	Importo

Data: 12/09/2013 Proposta di trattamento predefinito di Euro 13.700,00

Stampa | Fatture Accounto | Fatture Saldo | Nota di credito | Annulla | Conferma

4. Claims Submissions

TRAINING GUIDE REFERENCE: CGM XDENT Claim Submissions.pdf

Accounting record

Recording Demonstration Main Member > All Accounting statement: 7,415.14 Full payments of a plan

Debits		Credits		Due dates:	
Treatments performed:	8,877.82	Paid documents:	1,462.68	Due dates:	0.00
Service and products:	0.00	Adv. payments to invoice:	0.00	Past Due dates:	0.00
Total Debit:	8,877.82	Total Credit:	1,462.68	Treatments in progress:	0.00
				Treatments to perform:	905.56
				Total:	8,320.70

Accounting notes

▼ Date: 10/05/2022 Claim Submissions and Remittance Demo
Patient: Recording Demonstration Main Member of ZAR 257.79

Tooth	Code	Treatment	Practitioner	Status	Price List	Amount	T.P. quota	Adv. paym.	Invoices	Diag. Code	Place of services
	8145	Local anaesthetic - per visit	COSMETIC & DENTY	10/05/202	62.03	62.03	0.00	0.00	0.00		Consulting Room
	8101	Oral examination	COSMETIC & DENTY	10/05/202	158.91	158.91	0.00	0.00	0.00		Consulting Room
	8110	Sterilized instrumentation	COSMETIC & DENTY	10/05/202	36.85	36.85	0.00	0.00	0.00	Z00.0	Consulting Room

Documents				Claims				Deposits to be invoiced		Payment due dates	
Num.	Date	Amount	Paid	Num.	Date	Status	Amount	Date	Amount	Date	Amount

▼ Date: 06/04/2022 Treatment plan from physical examination
Patient: Recording Demonstration Main Member of ZAR 3,399.31

▼ Date: 15/03/2022 Demo of 2x visits treatemnts
Patient: Recording Demonstration Main Member of ZAR 589.28

▼ Date: 15/03/2022 Treatment plan from physical examination
Patient: Recording Demonstration Main Member of ZAR 503.01

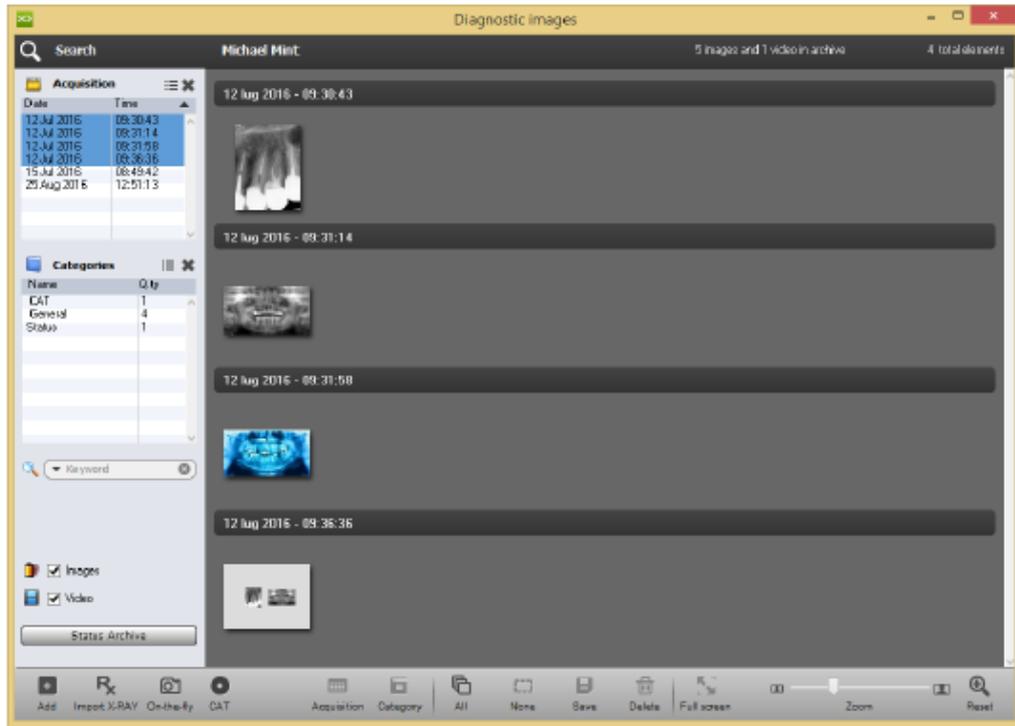
▼ Date: 11/03/2022 New treatment plan
Patient: Recording Demonstration Main Member of ZAR 500.00

▼ Date: 01/06/2021 Crown implant

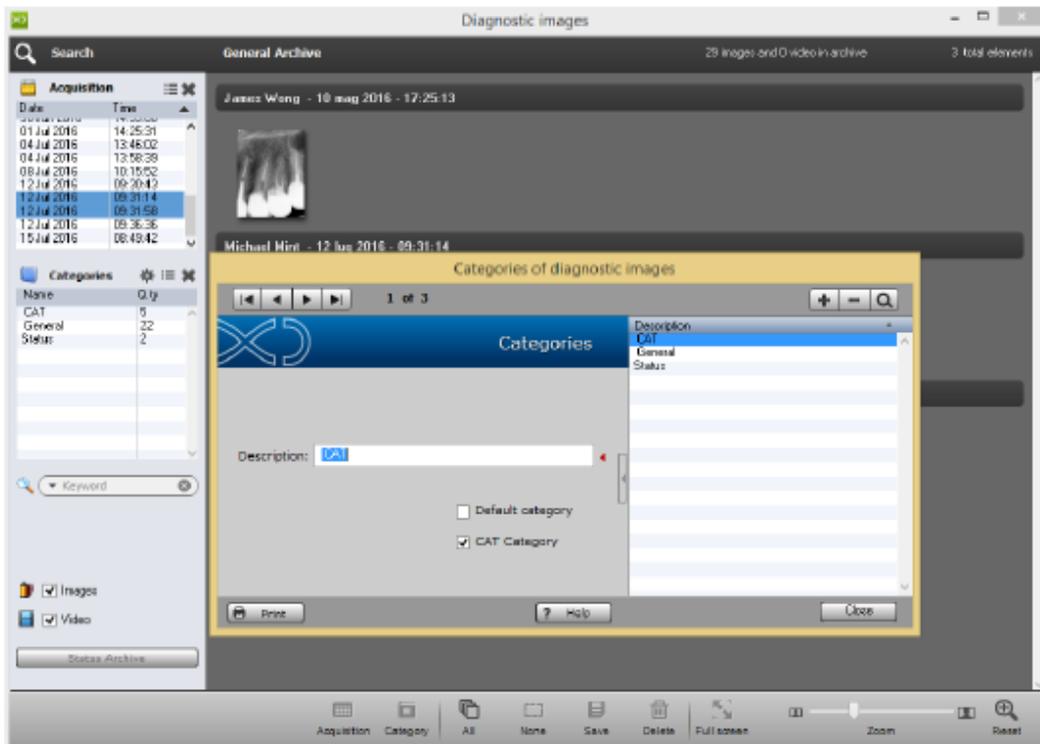
Acc. Statement Print Full Paym. Inv. **Submit Claim** Treatment plans Other documents Cancel Confirm

5. X-Rays

TRAINING GUIDE REFERENCE: Page 35 – 41 / XDENT_User_Guide_v1_2



TRAINING GUIDE REFERENCE: Page 115 – 120 / XDENT_User_Guide_v1_2



6. Medical Certificates

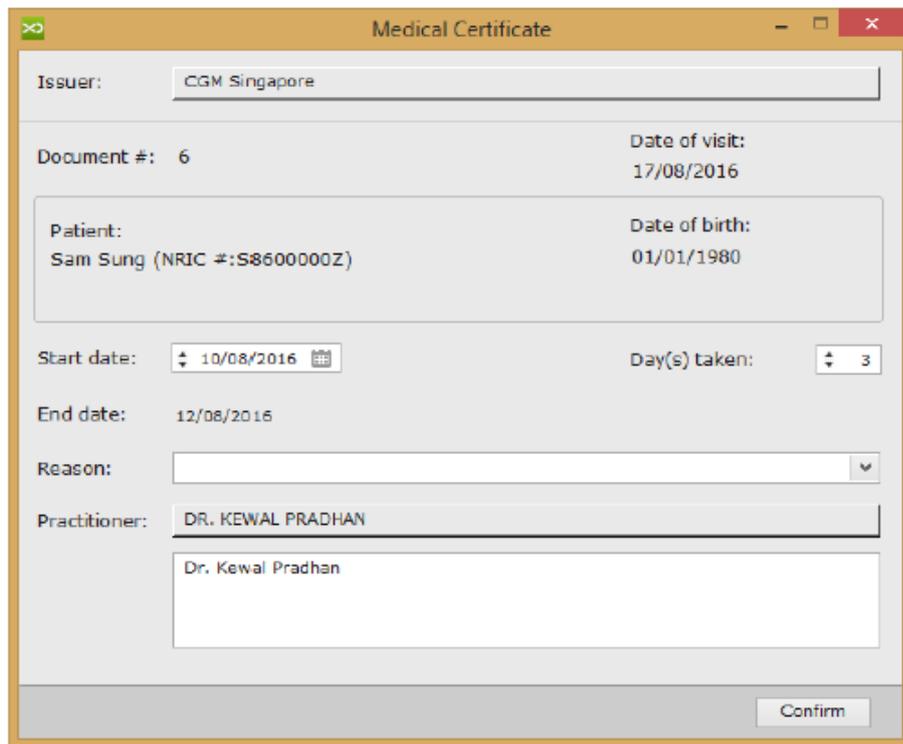
TRAINING GUIDE REFERENCE: Page 81 – 84 / XDENT_User_Guide_v1_2

How to Issue Medical Certificate for a Patient in XDENT?

Patient Record > Medical Certificate

MEDICAL CERTIFICATE will allow you to generate an official Medical leave document for that Patient. After generating the MC, print and the Practitioner is required to endorse it with a signature.

Enter Start Date, Day Taken, and Reason and select Practitioner.



The screenshot shows a software window titled "Medical Certificate" with a light blue border. The form contains the following fields and values:

- Issuer:** A text box containing "CGM Singapore".
- Document #:** A text box containing "6".
- Date of visit:** A text box containing "17/08/2016".
- Patient:** A text box containing "Sam Sung (NRIC #:S8600000Z)".
- Date of birth:** A text box containing "01/01/1980".
- Start date:** A date picker showing "10/08/2016" with a calendar icon.
- Day(s) taken:** A spinner box showing "3".
- End date:** A text box containing "12/08/2016".
- Reason:** A dropdown menu that is currently empty.
- Practitioner:** A text box containing "DR. KEWAL PRADHAN".
- Below the practitioner name is a large white rectangular area for a signature.
- At the bottom right of the form is a "Confirm" button.

How to View and Re-Print Medical Certificate in XDENT?

To View, go to Documents > Medical Certificate

It will show the list of all the Medical Certificate that has been created in XDENT.

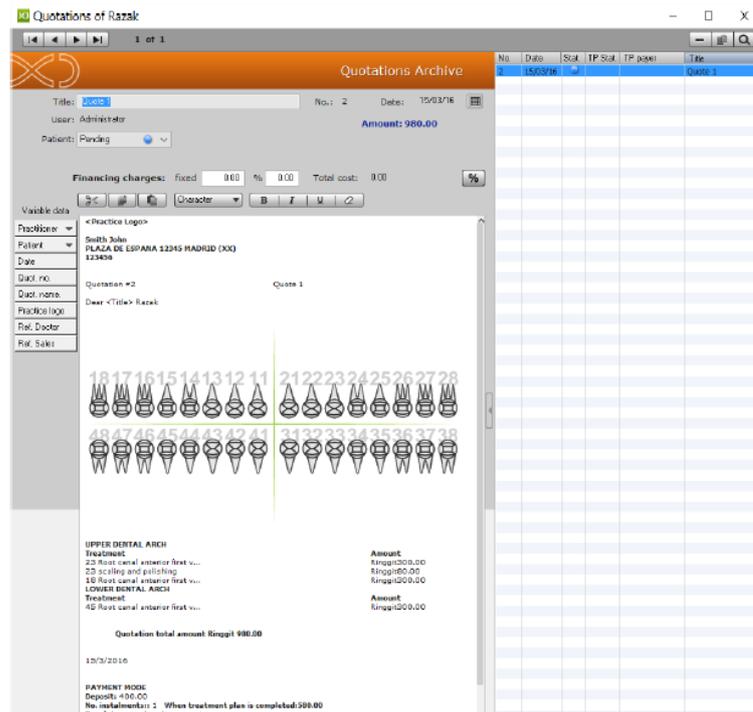
To print the MC again, either double click on MC or select the record and click Consult button.

Date	Number	Patient	Practitioner	Void
17/08/2016	7	Sam Sung (NRIC #:S96000002)	DR. KEWAL PRADHAN	
17/08/2016	6	Sam Sung (NRIC #:S96000002)	DR. KEWAL PRADHAN	17/08/2016
26/07/2016	5	Eddy Lim (NRIC #:S7952214E)	DR. KEWAL PRADHAN	
21/07/2016	4	Michael Min (NRIC #:S7983894E)	DR. KEWAL PRADHAN	
20/07/2016	3	Keval (NRIC #:S86000002)	DR. KEWAL PRADHAN	
20/07/2016	2	Keval	DR. KEWAL PRADHAN	20/07/2016
20/07/2016	1	Keval	DR. KEWAL PRADHAN	26/07/2016

7. Quotes

TRAINING GUIDE REFERENCE: Page 17 / XDENT Quick User Guide v0.9_20160317

8.

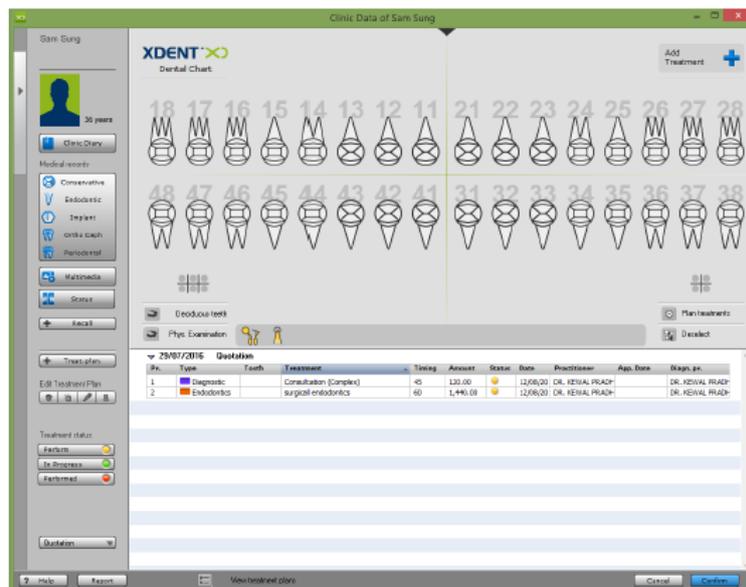


TRAINING GUIDE REFERENCE: Page 61 – 65 / XDENT_User_Guide_v1_2

How to issue a Quotation for a Treatment Estimation to Patients in XDENT?

The QUOTATION contains all the patients estimates, and from here the Practitioner can generate a cost estimate for the patient with the agreed upon payment terms, change the state of each of them and eventually eliminate them or duplicate them to adduce changes.

The Practitioner must create a NEW Treatment plan and ADD treatment then click Quotation Button on left bottom.



9. Reports

TRAINING GUIDE REFERENCE: Page 24 / XDENT Quick User Guide v0.9_20160317

This function is accessible from the toolbar or from REPORT menu and allows you to obtain statistical information on the doctor's clinic. Such a tool is crucial for obtaining useful information to the economic management of the study.

The reports are divided into:

- Accounting
- Purchase
- Medical History
- Appointments
- Patients
- Stock

All reports can be applied to any period of interest by selecting the date of start and end date compared to what you want to get the results.

Reports can also be obtained in graphic form and results can be exported to Excel data sheets for a possible post-process.

TRAINING GUIDE REFERENCE: Page 1 – 7 / XDENT Suggested Reports (all main reports)

Suggest Day End reports

Patients Invoiced Report (Summary)

Function: To have a list of patients invoiced for a specific Day OR a Specific Date containing a summary of the invoiced totals.

Location: Report > Accounting Reports > Accounting Tab > Sales Volume option

Leaving all selections as default just update the "From:" and the "To: dates as required

The screenshot displays the 'Accounting reports' window with the 'ACCOUNTING STATS (in a given timespan)' title. The interface includes a navigation bar with tabs for Accounting, Bill books, Practitioners, Treatments, and Quotations. The 'Accounting' tab is active. Below the navigation bar, there are date selection fields: 'From: 01/07/20' and 'to: 31/07/20'. A checkbox for 'All dates until' is present. The main content area features a 'Sales Volume' section with several radio button options: 'All issuers', 'All patients', 'All ref. practitioners', and 'All Reference person(s)'. There are also search icons next to these options. Below this, there are more radio button options for 'With payments', 'All payments types', 'All types', and 'All practitioners'. At the bottom, there are radio buttons for 'Monthly sales volume', 'Daily sales volume', and 'Invoices in the timespan'. A 'Report' button is located at the bottom right of the form.

Suggested Month End reports

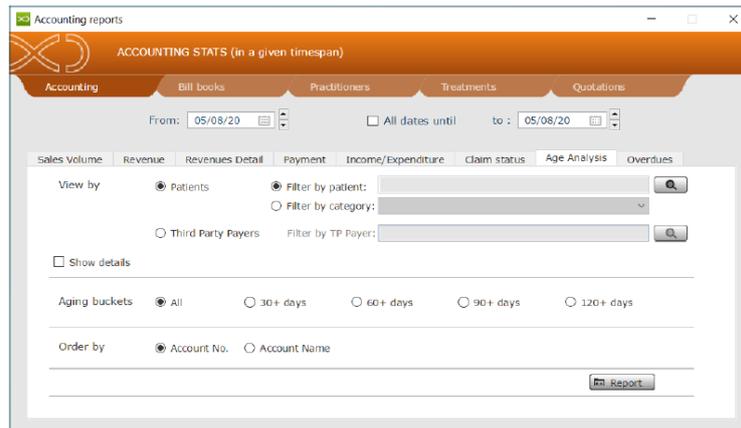
Age analysis (Summary)

Function: To get a list of all 30,60,90,120+ days outstanding accounts.

Location: Report > Accounting reports . Accounting Tab . Age Analysis option

Leaving all selections as default this will give you a summarised report on the patient account aging.

For more details as to what treatments are still outstanding select the “Show Details”



TRAINING GUIDE REFERENCE: Page 155 – 156 / XDENT_User_Guide_v1_2

16. REPORT

Pending

This function is accessible from the toolbar or from REPORT menu and allows you to obtain statistical information on the doctor's clinic. Such a tool is crucial for obtaining useful information to the economic management of the study.

The reports are divided into:

- Accounting
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- Medical History
- Appointments
- Patients
- Stock

All reports can be applied to any period of interest by selecting the date of start and end date compared to what you want to get the results. Reports can also be obtained in graphic form and results can be exported to Excel datasheets for a possible post-process.

16.1 Accounting Reports

16.2 Purchase Reports

16.3 Medical History Reports

16.4 Appointment Reports

16.5 Patient Reports

16.6 Stock Reports