



Dental Information System

QUICK GUIDE

Synchronizing Healthcare



CompuGroup
Medical

Table of Contents

1. INTRODUCTION	6
2. HARDWARE PLATFORM	7
3. LOGIN & ACCESS	8
4. GENERAL SETTING	9
4.1. Clinic Hours	9
4.2. Scheduling.....	11
4.3. Account Data Preference	12
4.4. Email Setup and SMS Setup.....	13
4.5. Patient Details	14
5. CLINICAL SETTING	15
5.1. Treatment Plans.....	15
5.2. Medical Record Templates	16
5.3. Treatment Diary Records	17
6. ARCHIVE	18
6.1. Third Party Payer Agreements	18
6.2. Treatment Types	20
6.3. Pathologies and Conditions.....	21
6.4. Therapeutic Indications	22
6.5. User and Privileges	23
6.6. Lock Session	24
6.7. Usage Log.....	25
6.8. Back-Up	26
7. PATIENTS.....	27
7.1. Patients	28
7.1.1. New Appointment	29
7.1.2. Personal and Other Data.....	30
7.1.3. Physical Exam	34
7.1.4. Medical Images.....	35
7.1.5. Clinical Data	42
7.1.6. Medical History.....	58
7.1.7. Quotation.....	61
7.1.8. Documents	66
7.1.9. CRM	70

7.1.10.	Accounting Data.....	71
7.1.11.	Forms.....	79
7.1.12.	Medical Certificate.....	81
7.2.	Family Relationship.....	85
7.3.	Patient Reference Person	86
8.	AGENDA	87
8.1.	Weekly Scheduling	89
8.2.	Daily Scheduling	91
8.3.	Practices Scheduling	93
8.4.	Appointments.....	94
9.	RESOURCES.....	102
9.1.	Practitioners	102
9.2.	Practices	104
10.	TREATMENTS	105
10.1.	View Treatments	106
10.2.	Treatment Management	107
10.3.	Types	111
10.4.	Pathologies and Conditions.....	112
10.5.	Therapeutic Indications	113
10.6.	Price Lists.....	114
11.	MULTIMEDIA	115
11.1.	Multimedia Archive	115
11.2.	Video Capturing	118
11.3.	Import Images and Video	119
12.	CRM.....	121
12.1.	Multiple Communication.....	122
12.2.	Received Notifications.....	124
12.3.	News Management.....	126
12.4.	Communications	127
13.	DOCUMENTS	129
13.1.	Quotation Forms	130
13.2.	Document Forms	131
13.3.	Communication Forms	133
13.4.	Medical History Questioners	134
13.5.	Medical Certificates	136

13.6.	First Aid FAQs	139
14.	ACCOUNTING	141
14.1.	Invoices	142
14.1.1.	Issue Invoices	142
14.1.2.	Incoming Invoices	143
14.2.	Receipts	144
14.3.	Delivery Note	145
14.3.1.	Issue Delivery Notes	145
14.3.2.	Incoming Delivery Notes	145
14.4.	Deferred Invoice	145
14.4.1.	Issue Deferred Invoice	145
14.4.2.	Incoming Deferred Invoice	145
14.5.	Credit Note.....	146
14.5.1.	Issue Credit Notes	146
14.5.2.	Incoming Credit Notes	146
14.6.	Suppliers	147
14.7.	Early Note	148
15.	STOCK	149
15.1.	Item	150
15.2.	Supplier List	154
15.3.	Order Management	154
15.4.	Inventory	154
15.4.1.	Evaluation	154
15.4.2.	Stock Level	154
15.5.	Stores	154
15.6.	Stock Loading	154
15.7.	Stock Unloading	154
15.8.	Stock Transfer	154
16.	REPORT	155
16.1.	Accounting Reports	155
16.2.	Purchase Reports	155
16.3.	Medical History Reports	155
16.4.	Appointment Reports	155
16.5.	Patient Reports.....	155
16.6.	Stock Reports	155

17.	SERVICES	156
17.1.	Xchat	156
17.2.	Xinfo	156
17.3.	Xsync	156
17.4.	Xbackup	156
18.	OPERATIONS	156

Revision History

Version	Revision Date	Modified by	Description of Revision
0.9	May 2016	Daniel	High level guide
1.0	June 2016	Kewal	Modified to detail guide
1.1	Oct 2016	Kewal	Reconstruction of document
1.2	Dec 2016	Kewal	Including new features like: <ul style="list-style-type: none"> - Default treatment notes - Medical certificate - Export Receipt list - Patient Document Transmission - Duplicate lookup for Patient Record

1. INTRODUCTION

The XDENT management software allows managing all aspects of a dental practice fast and conveniently. This quick guide will let you know the basic elements to use and describes the main functions of the software.

XDENT is designed according to the most modern standards of user interfaces, to be used with extreme simplicity and immediacy; therefore, it does not require much time to learn. In addition, XDENT is a complete software that can handle all clinic requirements, even the most complex. For a more in-depth knowledge of the programme, please read the additional documentation available or request training sessions with our XDENT staff.

This document is organized like a FAQ section that lists the most useful answers for a quick start usage, and includes a more detailed plan for the SECTIONS relating to the basic functionalities.

2. HARDWARE PLATFORM

No specific hardware is required in order to run XDENT as a server or client workstation: any standard commercial product on the market can be used.

	Clinic with 4 workstations/computers or less (incl. XRAY Server)	Clinic with 5-10 workstations/computers (incl. XRAY Server)	Clinic with 11-20 workstations/computers (incl. XRAY Server)
Recommended Server Specs	Windows: Intel Core i5, 8GB RAM, 1TB HDD OS Window 7 & Above	Windows: Intel Core i7, 8GB RAM, 1TB HDD OS Window 7 & Above	Windows: Intel Core i7, 16GB RAM, 1TB HDD OS Window 7 & Above
Minimum Server Specs	Windows: Intel Core i3, 8GB RAM, 1TB HDD OS Window 7 & Above	Windows: Intel Core i5, 8GB RAM, 1TB HDD OS Window 7 & Above	Windows: Intel Core i7, 8GB RAM, 1TB HDD OS Window 7 & Above
Recommended Client/Computer Specs	Intel Core i5, 4GB RAM, 500GB HDD Windows OS 7 & Above MAC OS X Lion 10.7 & Above		
Minimum Client/Computer Specs	Intel Core i3, 4GB RAM, 250GB HDD Window OS 7 & Above MAC OS X Lion 10.7 & Above		
Mobile Device Specs	iPhone 5 (iOS 6.0) & Above iPad 4 th Generation (iOS 6.0) & Above Android 4.4 KitKat & Above		

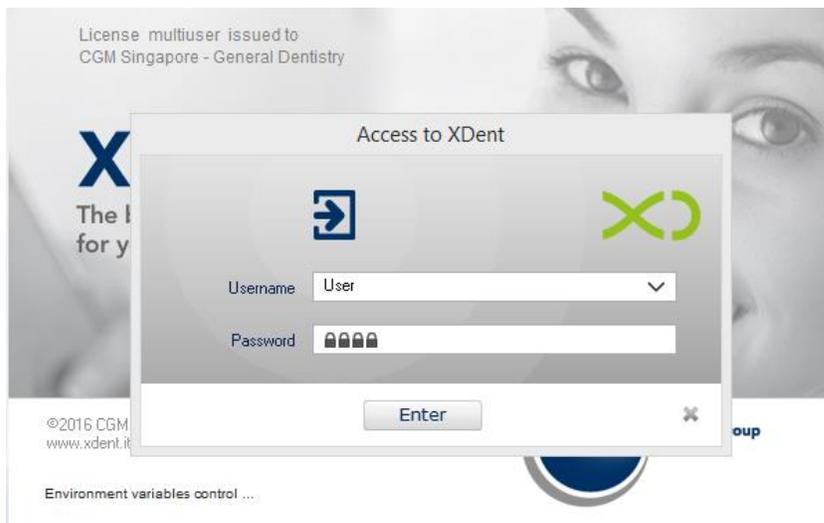
**Clinic with more than 20 Workstations required to use Windows Server 2012 R2*

3. LOGIN & ACCESS

How do I access XDENT?

When starting XDENT for the first time, you will be prompted for login credentials: username and password. Enter the user name and the password: example (user | user)

To change the access credentials, see the section on “users and access rights”.



How do I access the functions of XDENT?

XDENT has a Top Bar Menu which displays all the features of the software. It also presents a bar of graphic buttons by which you can visually access the most commonly used functions.



4. GENERAL SETTING

Under Preferences, you can customize the functions available within the software based on your needs. "General" enables you to set the parameters concerning the use of the software.

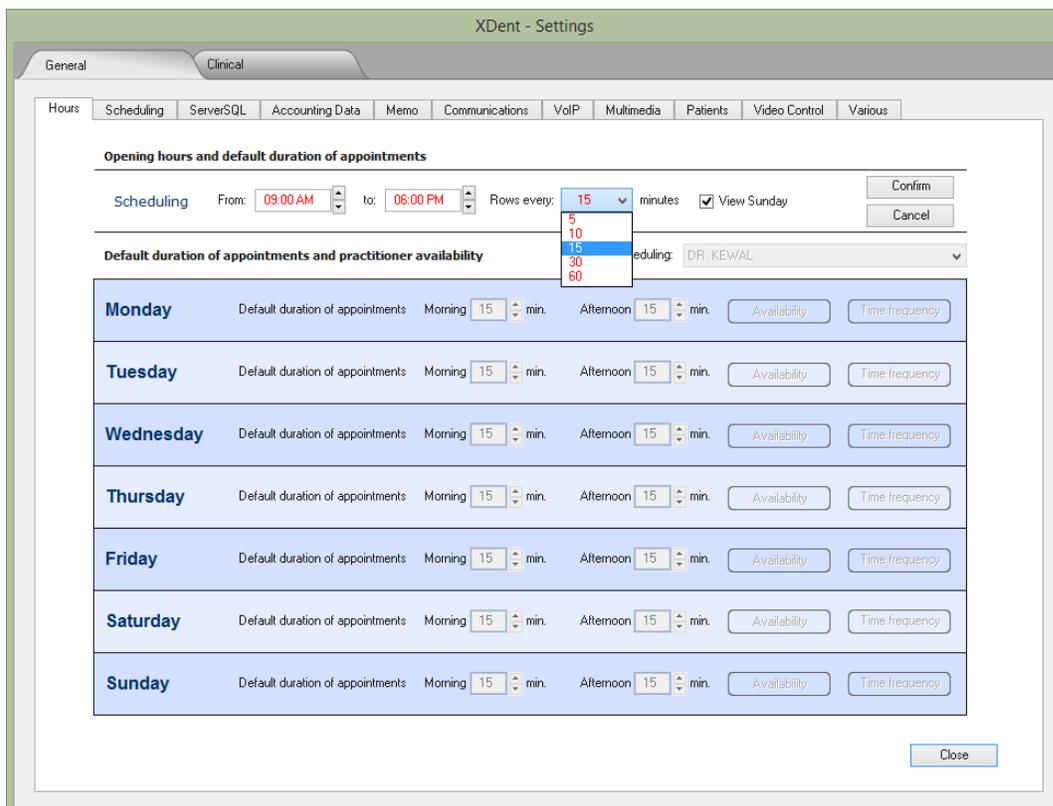


4.1. Clinic Hours

How to set Clinic Hours preference in XDent?

Each scheduling may be displayed using 5, 10, 15 and 30 minute intervals. This choice depends on the minimum duration of appointments scheduled by each practice. The default interval is 15 minutes.

The schedule view can be set on a daily basis; furthermore, Sundays may be included in or excluded from the weekly view.



How to set Practitioner Appointment preference in XDent?

Practitioners' working hours can be customized, setting a default duration of appointments. A business day is split into morning hours (from 00:00 to 14:00) and afternoon hours (from 14:00 to 00:00)

The button Availability shows or hides available practitioners in daily morning or afternoon sessions. Multiple availability intervals for morning and afternoon sessions can be set. This option may be useful if there are practitioners who are available at specific time intervals only.

Availability detail of monday Practitioner: DR. KEWAL

Morning Open Closed **Afternoon** Open Closed

From: 08:30 AM to: 02:00 PM From: 02:00 PM to: 08:30 PM

Availability detail of thursday Practitioner: DR. KEWAL

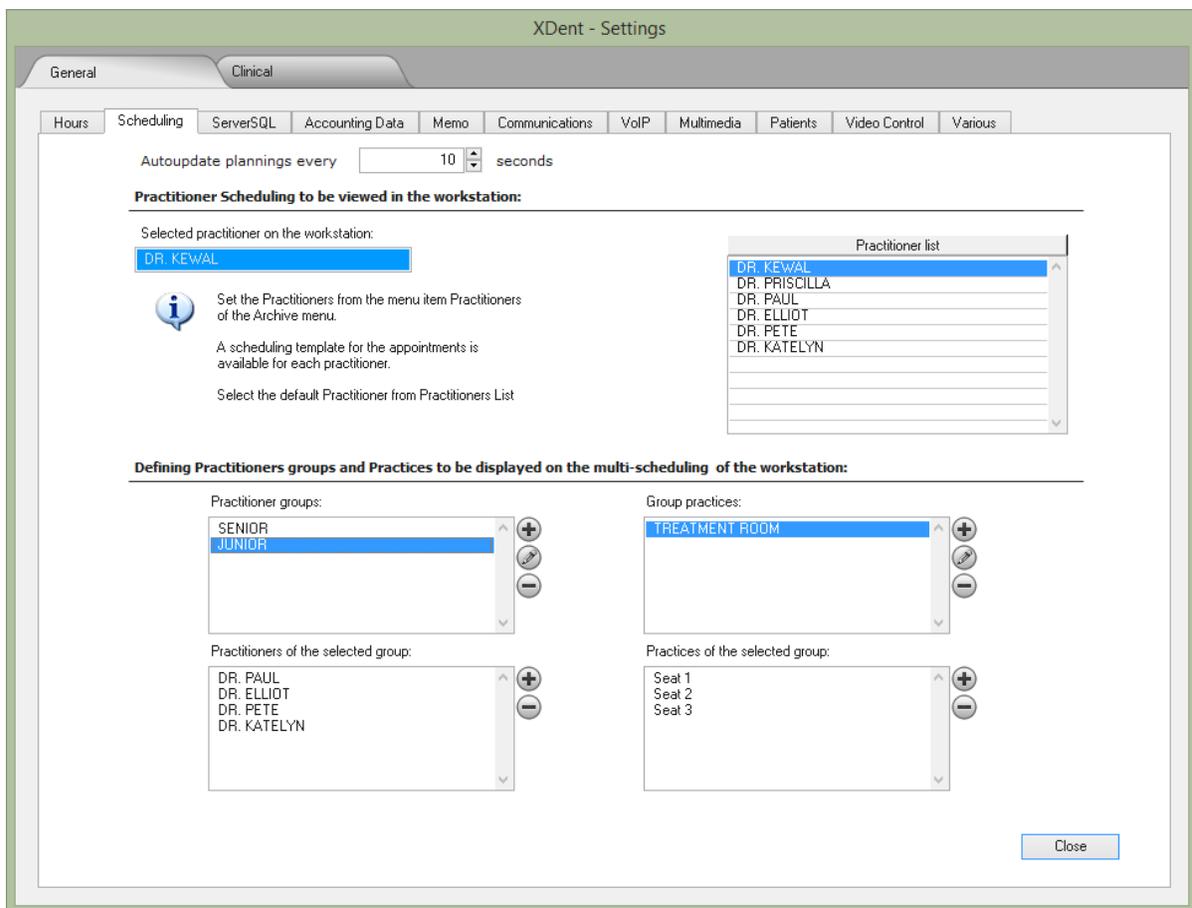
	January	February	March	April	May	June	July	August	September	October	November	December
First thursday	X	X	X	X	X	X	X	X	X	X	X	X
Second thursday	X	X	X	X	X	X	X	X	X	X	X	X
Third thursday	X	X	X	X	X	X	X	X	X	X	X	X
Fourth thursday	X	X	X	X	X	X	X	X	X	X	X	X
Last thursday	X	X	X	X	X	X	X	X	X	X	X	X

4.2. Scheduling

How do I group Practitioner and Practice in XDent?

In the case of practices with many practitioners, grouped scheduling views can be defined both for practitioner groups and group practices. This option allows a rapid view of both grouped practitioners' and group practices' weekly scheduling.

Settings can be defined for each workstation and are stored locally and independently. Each workstation can have different settings: therefore, in the case of similar settings in different workstations, each configuration has to be repeated.



4.3. Account Data Preference

How to set Company Invoicing Preference in XDent?

Treatment-related invoices can be issued indicating a synthetic description or detailed description. In the case of detailed descriptions, invoices will be issued automatically indicating each performed treatment with its corresponding price. In the case of synthetic descriptions, the resulting invoice will show a single, synthetic item with all the performed treatments.

In addition, in the case of multiple invoicing details (e.g., practices with different practitioners issuing separate invoices), the default invoice issuer can be defined.

The invoicing system indicates the first available invoice number in a sequential order. In a specific field some characters can be defined after the invoice number. To print a customised practice logo, select an image (extensions allowed: Jpeg, Gif, Png). The logo must have a maximum size of 110x250 pixels (height x width) Images will be shrunk if they are too large in size.

The screenshot shows the 'XDent - Settings' window with the 'Clinical' tab selected. Under the 'Accounting Data' sub-tab, the 'Invoices Issue' section is expanded. It contains the following settings:

- Invoices Issue:**
 - with detailed description
 - with concise description
 - Summary invoice
 - Show total in invoices list
 - Synthetic description to be reported in the invoice: Dental treatments
- Invoicing type:**
 - Receipt
 - Invoice
 - Deduce stamp duty in the invoice
 - Show rows in the invoice
 - Do not allow non-treatment-related invoices
 - Characters after invoice: (i.e. 147/A) []
 - CGM Singapore (Default issuer)
- Items to be reported in the invoice:**
 - Logo: [] [Select ...]
 - Notes: []
 - Stamp Duty virtually paid
 - Logo place on the print form: Left Right
- Profits assessment:**
 - Profit margin: 0.00 %
 - Risk management: 0.00 Fixed
 - Taxation: 0.00 Fixed
 - Alert for Time and cost record: NOT COMPLETED

A 'Close' button is located at the bottom right of the window.

4.4. Email Setup and SMS Setup

How to set SMS Appointment Reminder and Text Message in XDent?

SMS text message settings are independent on each workstation and can be set differently on each workstation, as they are locally stored in each machine running XDENT. A default SMS text message to a Patient can be set as a reminder for an appointment.

For SMS Notifications, the Clinic is required to sign up for an account and purchase SMS credits with Clickatell (SMS Gateway)

The screenshot shows the 'XDent - Settings' window with the 'Clinical' tab selected. The 'Communications' sub-tab is active. The 'Enabling Communications' section has three checked options: 'Workstation with Automatic Communications to be sent', 'Workstation with Automatic Birthday Check', and 'Workstation with Automatic XChat opening'. A 'Days from last communication' field is empty. Below this is an information icon and a note: 'Upon activation of an option, XDent will check if there are recalls to be sent in the current date when launched. It is recommended to activate this option in a practice workstation (for instance, the administrative office). Whether this option is active or not, recalls may be managed anytime and from any workstation in the Communication Center section.'

The 'Default sender for SMS messages and emails created from XDent' section has an 'SMS message sender' field containing 'CGM XDENT' and 'Characters 2'.

The 'Practice Email created by XDent' section has an 'Office Email address' field containing 'ps.xdent@cgm.com' and an empty 'Email Subject' field.

The 'Defining Text with variable data of the messages for appointments:' section has a 'Message text' field containing '<Name>, your dentist reminds your appointment on <Current date> at <hh:mm>.' and 'Characters 84'. Below it are 'Variable data' buttons for 'Practitioner', 'Patient', 'Date', and 'Time'. To the right, there is a 'Send reminder' checkbox (unchecked), a dropdown menu set to '1', and the text 'days before appointments'. Below that is the 'Clickatell Account' section with fields for 'Username' (XDent CGM), 'Password' (C102G23M07), and 'API ID' (1301242). A 'Close' button is at the bottom right.

4.5. Patient Details

How to set Mandatory field for Patient Record in XDent?

Some specific fields in the patient record are indicated as mandatory and other fields activate the alert indicating a non-complete record.

By default, mandatory fields are: DRN and Name. Mandatory fields are marked by a red arrow in the patient list.

In the patient list search, columns in the tabular view can be customised. If code, name and mobile number are chosen, these keys will be available in the search filter.

The screenshot shows the 'XDent - Settings' window with the 'Clinical' tab selected and the 'Patients' sub-tab active. The main content area is titled 'Patient record: mandatory fields and fields that make this record incomplete:'. It contains a table with three columns: 'Description', 'Mandatory field', and 'Field that makes the record incomplete'. Below this table is another section titled 'Patient list - Tabular view:' which contains a table with two columns: 'Column Name' and 'View'. A 'Default values' button is located to the right of the second table, and a 'Close' button is at the bottom right of the window.

Description	Mandatory field	Field that makes the record incomplete
DRN	<input checked="" type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Incomplete
Name	<input checked="" type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Incomplete
NRIC #	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Passport #	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Title	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Birth date	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Sex	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Nationality	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Religion	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete
Race	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Incomplete

Column Name	View
Not Active	<input checked="" type="checkbox"/> Show
Name	<input checked="" type="checkbox"/> Show
DRN	<input checked="" type="checkbox"/> Show
NRIC #	<input checked="" type="checkbox"/> Show
Passport #	<input type="checkbox"/> Show
Birth date	<input type="checkbox"/> Show
Birthplace	<input type="checkbox"/> Show

5. CLINICAL SETTING

In “preferences”, you can customize the functions available within the software based on your needs. In ‘Clinical’ you can set the features that relate to the patient's medical record.



5.1. Treatment Plans

How to change Treatment Colour status in XDent?

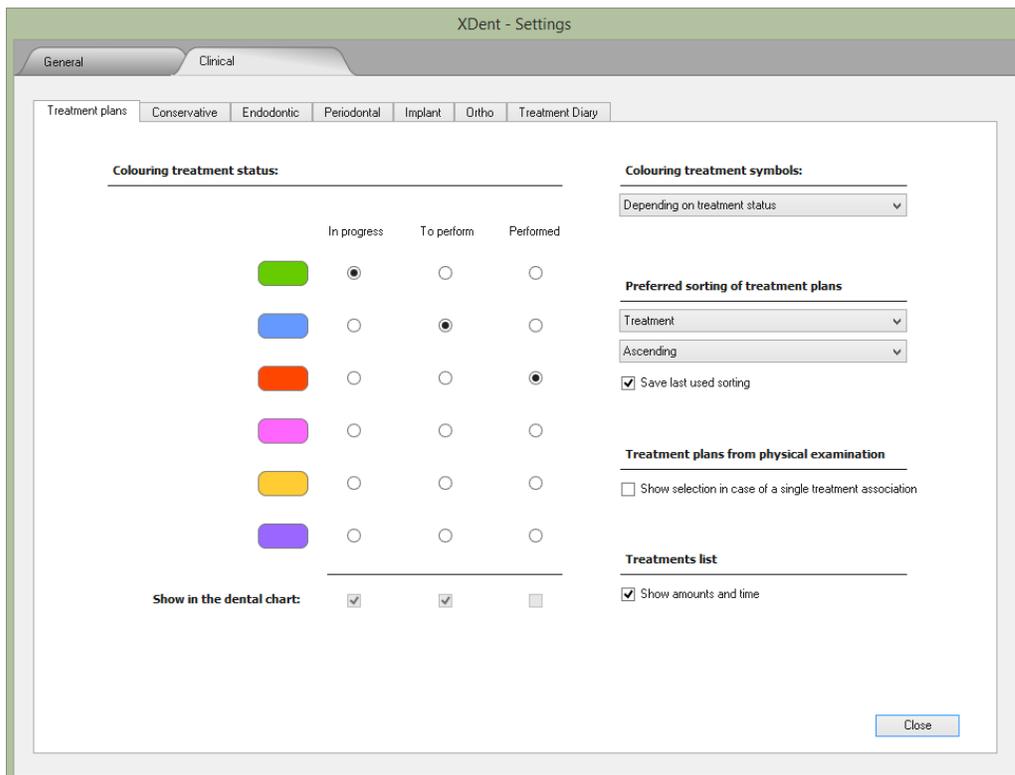
Up to 6 different colours can be defined to differentiate the treatment-related operating status.

Default Example:

Green: in progress

Blue: to be performed

Red: Performed



5.2. Medical Record Templates

How to set Medical Record setting in XDent?

Users can customise medical record settings accordingly for Conservative; Endodontic; Implant; Periodontal and Ortho

XDent - Settings

General Clinical

Treatment plans Conservative Endodontic Periodontal Implant Ortho Treatment Diary

Fields to be used in the Conservative Records build:

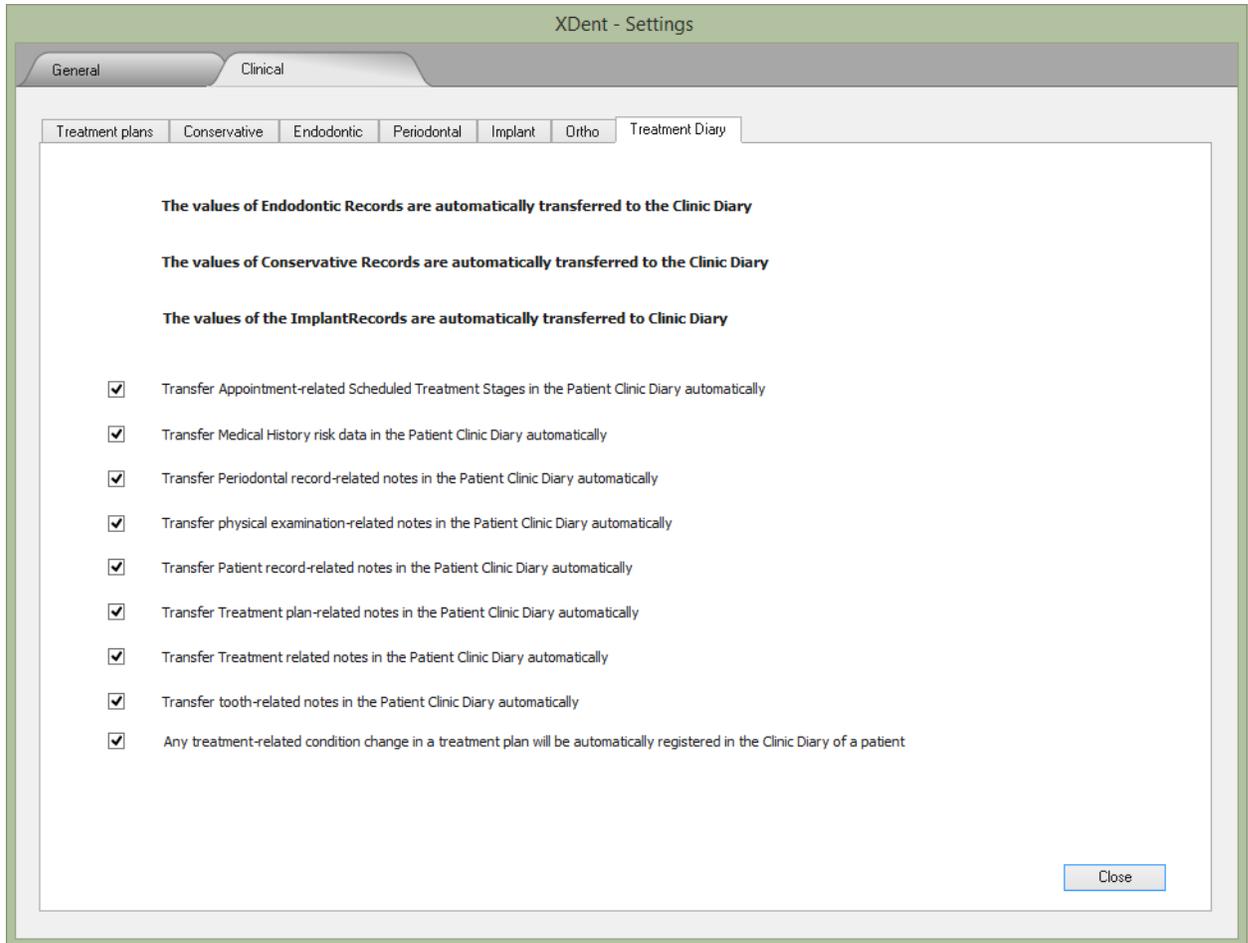
automatic filling:	Diary Treatment	Notes on teeth and Tr. Diary	values	automatic filling:	Diary Treatment	Notes on teeth and Tr. Diary	values
<input checked="" type="checkbox"/> Physical examination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Cementation material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Diagnosis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Adhesive system for cementation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Performed exams	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Indirect restoration pretreatment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Restoration type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Dental restoration practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> X-rays	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Set up lamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Anchor bolt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Magnification system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Anchor bolt type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Isolation - Clamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Anchor bolt length	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Dental splintings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Anchor bolt diameter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Direct restoration - Preparation type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Cementation type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Adhesive system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Cementation material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Composite system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Adhesive system for anchor bolt cementat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Used masses	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Anchor bolt pretreatment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Finishing system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values	<input checked="" type="checkbox"/> Set up lamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values
<input checked="" type="checkbox"/> Polishing system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				
<input checked="" type="checkbox"/> Intraoperative photos	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
<input checked="" type="checkbox"/> Polymerisation - Lamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				
<input checked="" type="checkbox"/> Set up lamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				
<input checked="" type="checkbox"/> Non-direct restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
<input checked="" type="checkbox"/> Impression type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				
<input checked="" type="checkbox"/> Dental impression material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				
<input checked="" type="checkbox"/> Indirect restoration material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				
<input checked="" type="checkbox"/> Cementation type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	values				

Close

5.3. Treatment Diary Records

How to set Treatment Diary setting in XDent?

Tick the checks belonging to the desired data to be included in the diary. Usually, all information that deals with a patient's medical history should be transferred. By default, all checks are enabled (ticked).



6. ARCHIVE

Archive consists of all the Major features in the XDent but the Guide will only describe those that are not available elsewhere from the Top Menu.

Legends:



→ To Add



→ To Delete



→ To Search

6.1. Third Party Payer Agreements

How to create Third Party Payer Agreements in XDent?

Archive > Third-party Payer Agreements

Click + to add a new third party payer, enter mandatory field

Date	Amount	Invoice ref.
12/05/16	160.00	Inv. no. ref. 4
12/05/16	130.00	Inv. no. ref. 3

Total T.P. quotas: 310.00 Paid invoices: 20.00 **Balance: 290.00**

Able to check Invoice that has been issued with third-party payer and also create payment schedule and payment record.

Third-party Payer Agreements

3 of 4

Third-party:

Tax code: VAT No.:

City: Post Code: Address:

Email: Phone no.:

Various:

Quotations Invoices Due dates

Date	Number	Name	T.P. Quota	Total	Paid
19/09/16	75	Mr. James Wong	1,700.00	2,717.90	No
16/09/16	74	Kamat Peng	1,700.00	4,689.09	No
15/09/16	73	Konmkcalb	100.00	971.98	No
15/09/16	72	Konmkcalb	1,600.00	2,028.45	No
13/09/16	70	Mr. Okies Citamitua	400.00	1,937.00	No
10/09/16	69	Test Medisave	150.00	1,000.00	No
31/08/16	66	Mr. Kewal	1,350.00	3,175.00	No
31/08/16	65	Daniel Schmidt	1,350.00	3,200.00	No
31/08/16	64	Alan Kong	1,350.00	3,275.00	No
30/08/16	63	Mary Mint	2,600.00	3,141.75	No

Total T.P. quotas: **20,474.50** Paid invoices: **209.50** **Balance: 20,265.00**

Third-party payer

- Priv
- Medisave
- CHAS**
- AIA

Payment schedule

Data related to: CHAS Issuer:

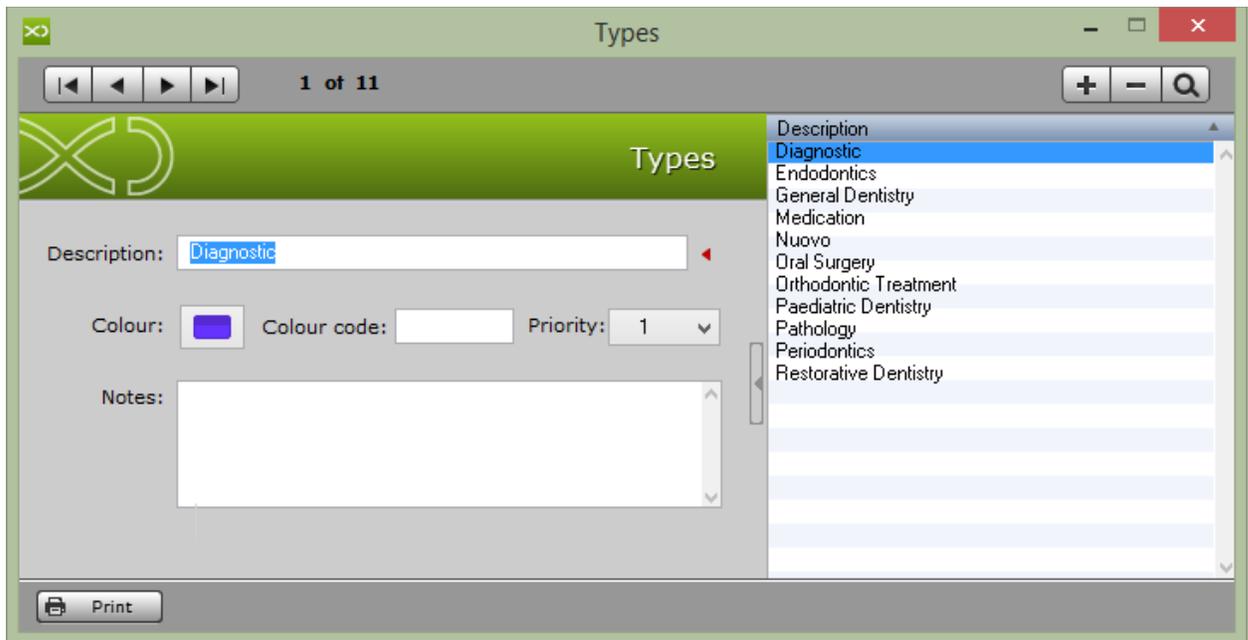
Date	Description	Patient name (Date of birth)	Reference Person (Date of birth)	Credit	Debit	Balance
	Accounting balance as at 01/10/16			19,709.00		19,709.00
03/11/16	Invoice no. 86 of 03/11/2016	Nik Koh		250.00		19,959.00
03/11/16	Invoice no. 87 of 03/11/2016	Nate Koh (01/11/80)		72.00		20,031.00
03/11/16	Invoice no. 90 of 03/11/2016	Nate Koh (01/11/80)		117.00		20,148.00
03/11/16	Invoice no. 91 of 03/11/2016	Nik Koh		117.00		20,265.00
13/12/16	Invoice no. 2/RCP of 13/12/2016	Nik Koh		20.50		20,285.50
13/12/16	Third-party payer quota collection Inv. no. ref. 2	Nik Koh			20.50	20,265.00
Total				20,285.50	20.50	20,265.00

6.2. Treatment Types

How to create New Treatment Types in XDent?

Archive > Types

Click + to add a new treatment type, you can set colour and priority level to view in Clinical Data - Add Treatment



6.3. Pathologies and Conditions

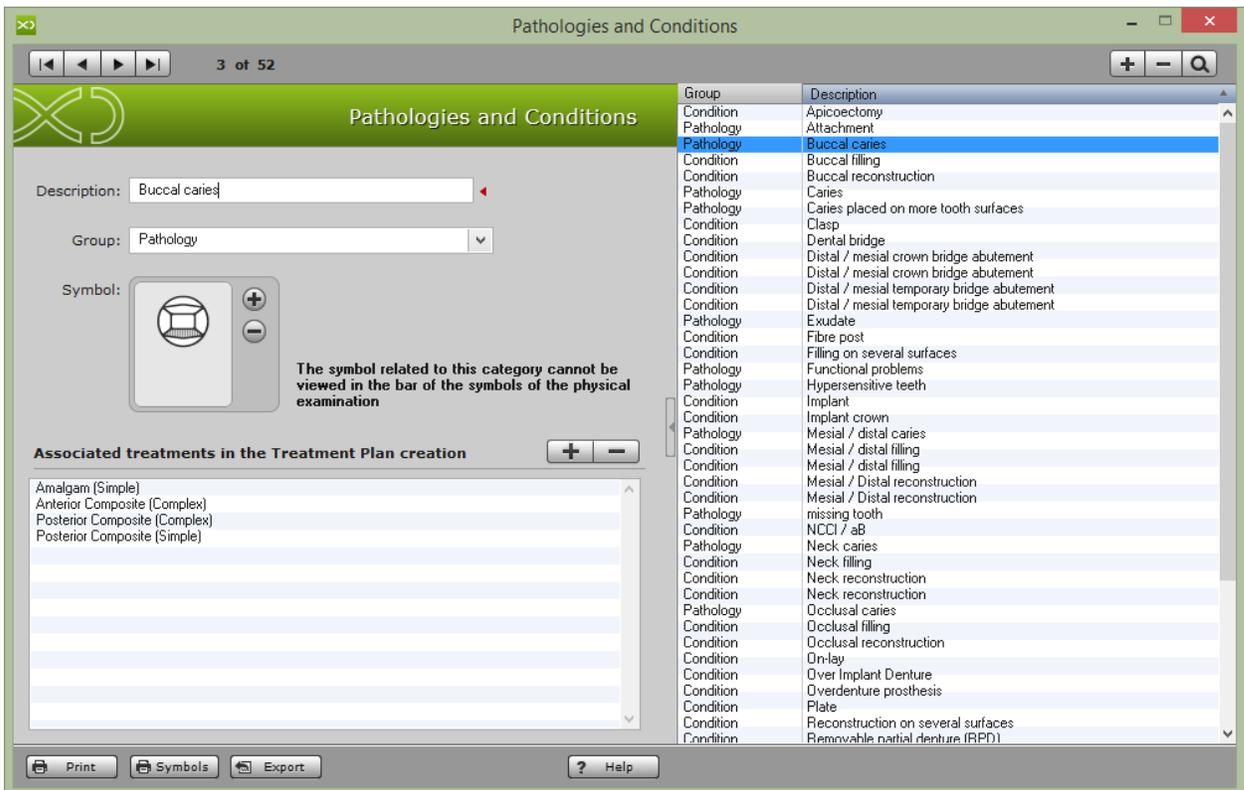
How to create Pathologies and Conditions in XDent?

Archive > Pathologies and Conditions

Click + to add new pathologies and conditions, enter description and select group and select symbols from the list.

It allows you to manage a patient's pathologies that can be used when a physical examination is generated to describe the patient's initial state during his first practice visit. A graphic symbol can be linked to these pathologies; this can be drag & drop on the dental chart when the patient's physical examination is generated. In the same way, with drag & drop, treatments are added to the patient's treatment plan

For reference, the system is able to print symbols and also export pathologies and conditions contained in HTML, Text and Excel format.



6.4. Therapeutic Indications

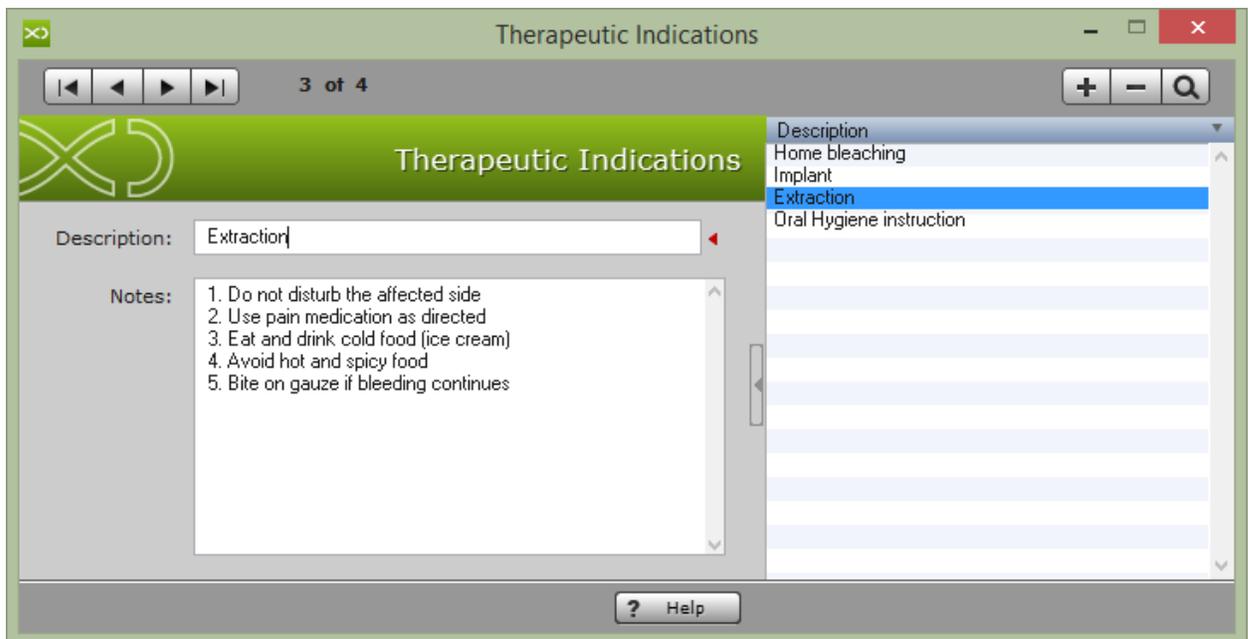
How to create Therapeutic Indications in XDent?

Archive > therapeutic indications

Click + to add a new therapeutic indication, enter description and notes.

It allows you to manage therapeutic indications that can be used in the treatment plans. Therapeutic indications can be associated to each treatment plan by clicking on the editing button of the treatment indicated in the treatment plan record.

All the therapeutic indications assigned to a treatment plan are available for the patient through XInfo service.

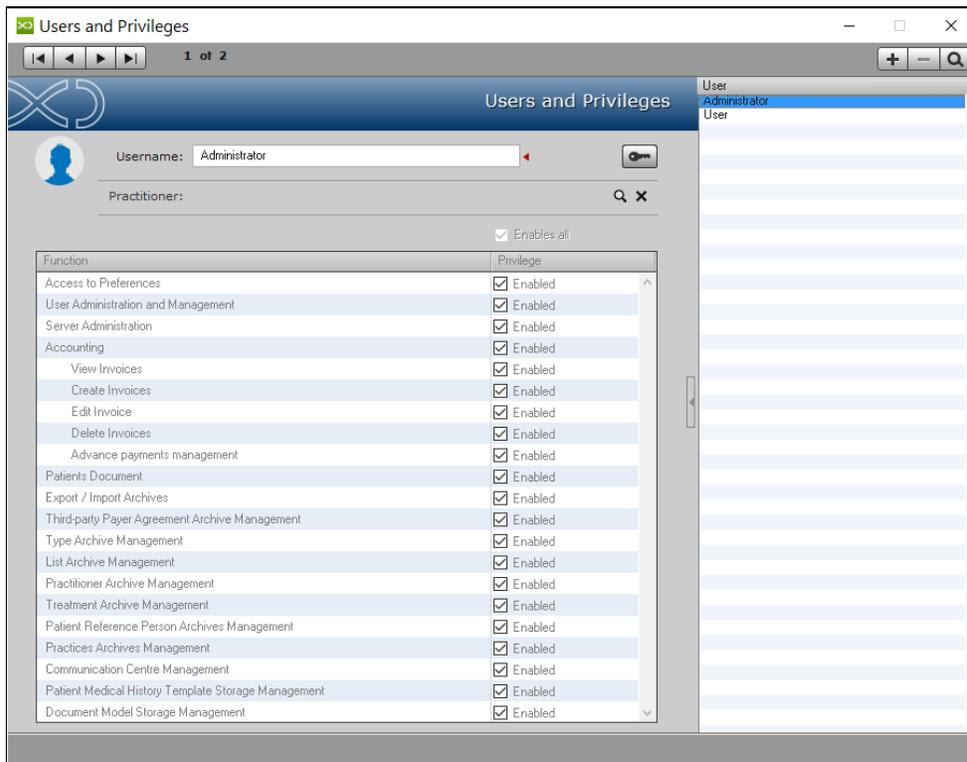


6.5. User and Privileges

How do I create new user for XDent? & How to set User and Privileges for my staff?

Archive > Users and Privileges

The User Archive Management window contains the "+" button, "-" through which you can add or delete a user. These operations are shown in the management of all other files provided in the software. Selecting a user from the list, you can change your password and define the user's access permissions

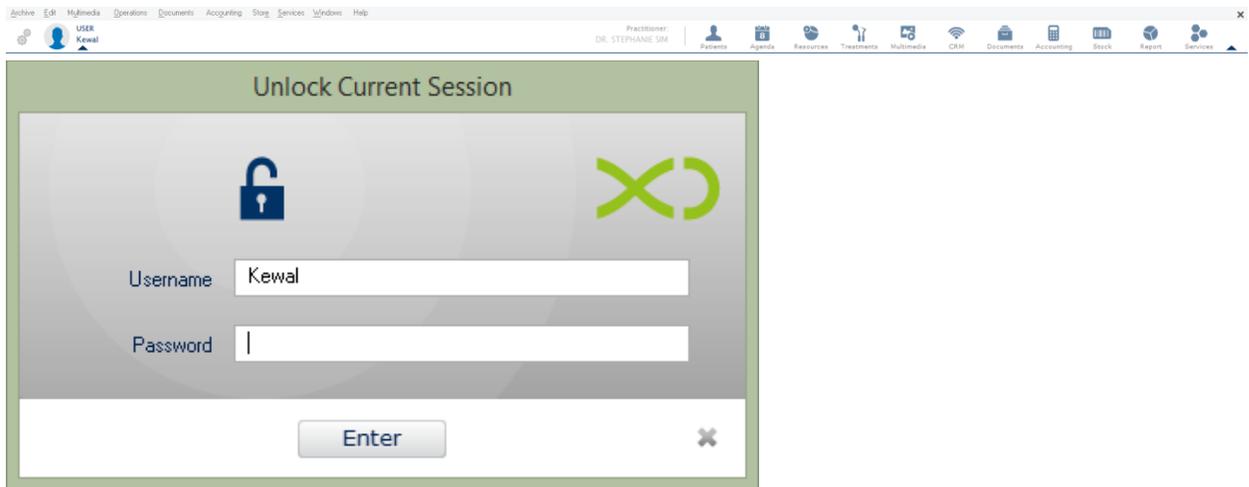


6.6. Lock Session

How do I lock my XDent session, if I am away from computer?

Archive > Lock Session

It is useful if the user is away from the computer and not using the XDent, but someone else is still able to use the computer while having no access to the current user XDent account.

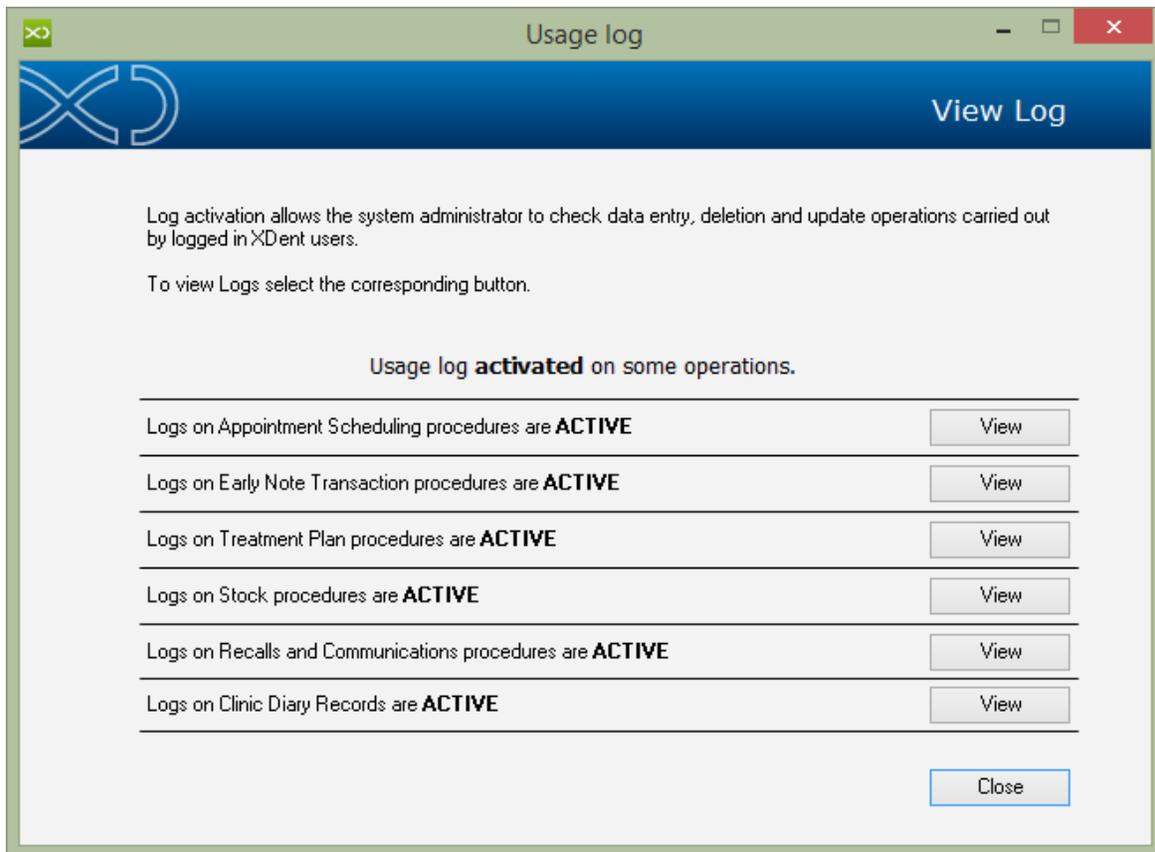


6.7. Usage Log

How to check Audit log in XDent?

Operation > Usage Log > View

It is very important to activate all the usage log, log activation allows the system administrator to check data entries, deletions and update operations carried out by a user logged in XDent.



Date	Time	User	Operation type	Prev. app. date	New App. Date	Patient name
03/08/2016	16:54:29	AlfNg	edit	04/08/2016	04/08/2016	SHEN LEN MING
03/08/2016	16:54:06	leongem	edit	03/08/2016	03/08/2016	SHH XIN YI
03/08/2016	16:53:59	AlfNg				
03/08/2016	16:48:51	Melody				
03/08/2016	16:48:43	Melody				
03/08/2016	16:48:35	Melody				
03/08/2016	16:44:19	AlfNg				
03/08/2016	16:44:06	AlfNg				
03/08/2016	16:39:24	AlfNg				
03/08/2016	16:37:32	LeeYH				
03/08/2016	16:33:06	Melody				
03/08/2016	16:32:25	leongem				
03/08/2016	16:31:53	TeeSJ				
03/08/2016	16:30:45	LeeYH				
03/08/2016	16:30:37	LeeYH				
03/08/2016	16:28:33	LeeYH				
03/08/2016	16:28:17	LeeYH				
03/08/2016	16:28:15	LeeYH				
03/08/2016	16:28:11	LeeYH				
03/08/2016	16:27:48	LeeYH				
03/08/2016	16:25:48	LeeYH				
03/08/2016	16:24:00	LeeYH				
03/08/2016	16:20:18	Melody				
03/08/2016	16:20:01	LeeYH				
03/08/2016	16:19:58	Melody				

Log details

User leongem has cancelled an edit on 03/08/2016 at 16:54:06

Description	Values before change	Values after change
Appointment Date	03/08/2016	03/08/2016
Start time	16:15:00	16:15:00
End time	16:25:00	16:25:00
Patient	SHH XIN YI	SHH XIN YI
Treatment	C 2/B TV UPLOADED 2/B	C 2/B TV UPLOADED 2/B
Procedure	DR LENDING	DR LENDING
Seat	EC - Room 3	EC - Room 3
App. status	App. stat	App. stat
Appointment Type	Dual Surgery	Dual Surgery
Present	Yes	Yes

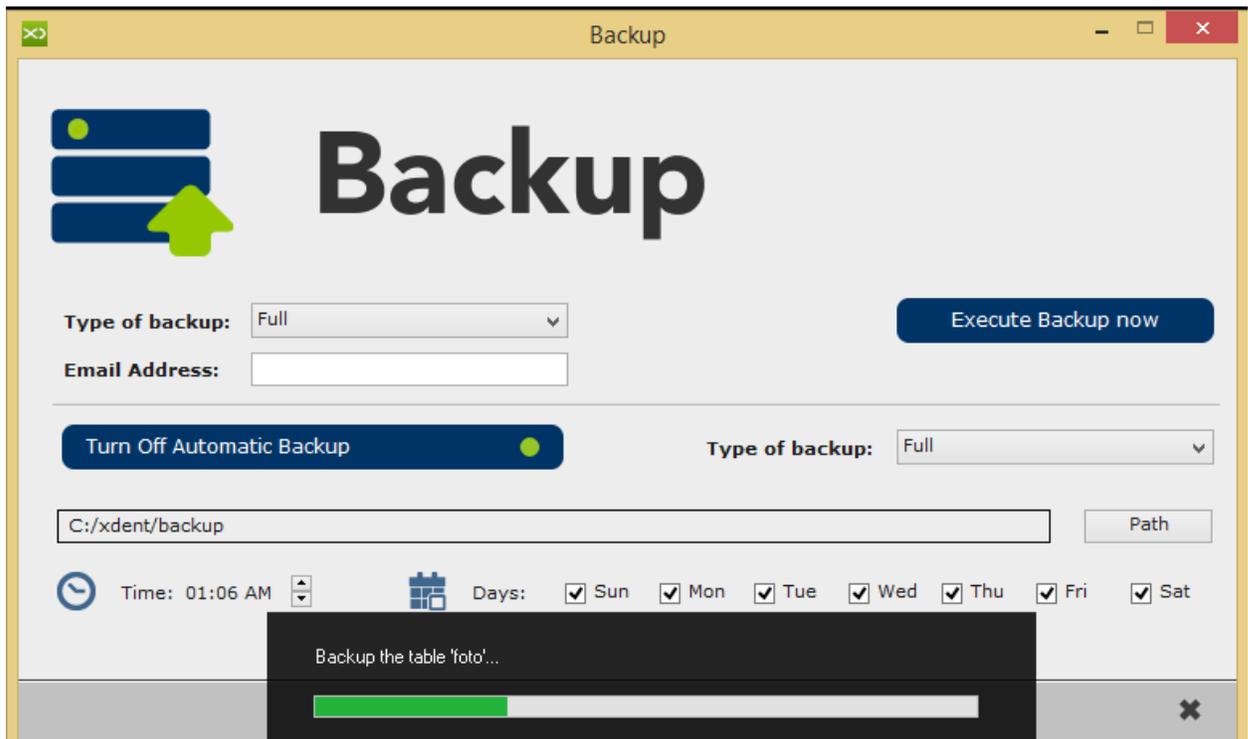
6.8. Back-Up

How to make a copy of Personal Data as Backup in XDent?

Operation > Backup

This feature allows you to save all data to a location of your choice. The data will be saved in a device selected in a folder with the date and time of the auto backup.

Backups can be restored at a later time, from the menu Operations > Restore from Backup. You can select backup type like full backup or partial backup on some log, image, documents.

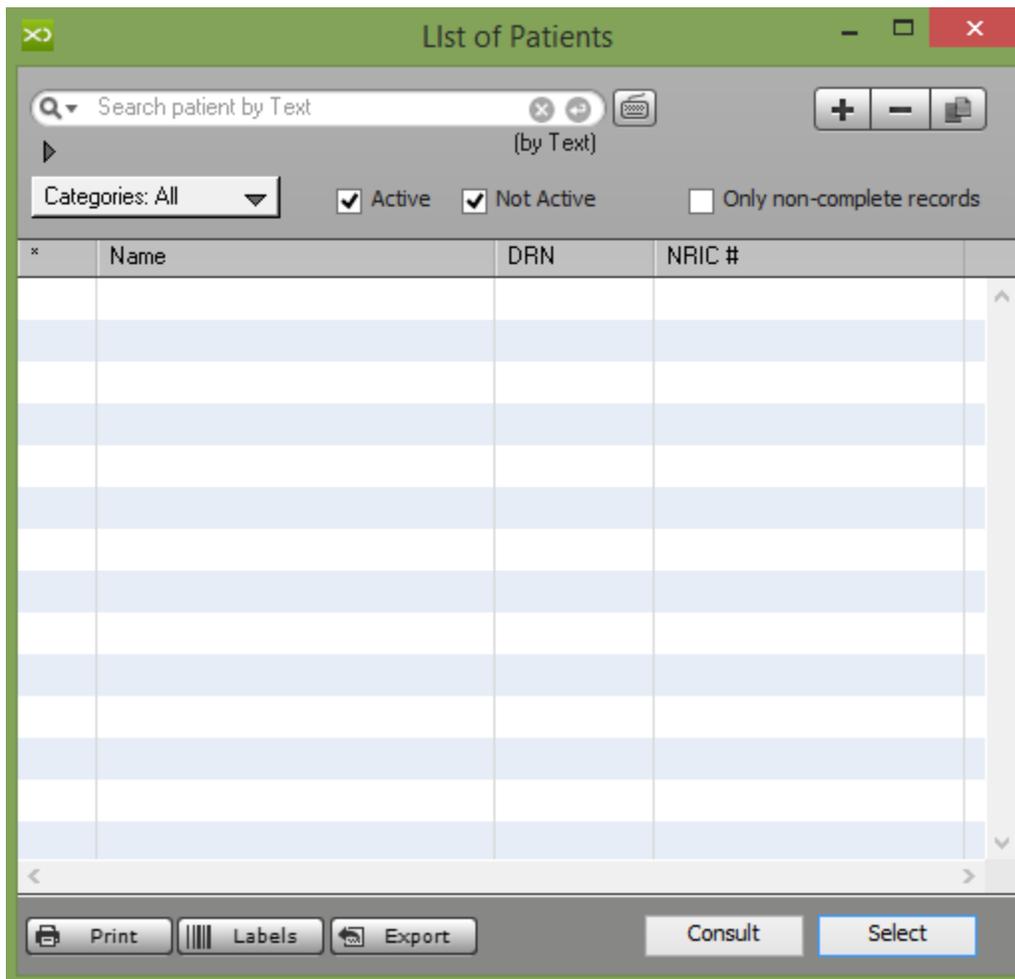


7. PATIENTS

The patient list contains the list of patients present in XDENT and search mechanisms that are very powerful. To view all patients in the database, press the Enter key on your keyboard. Use the appropriate search field to filter the patients to be displayed based on the “Name” value or any other search value. Each time you press a keyboard character, Search is activated on that part of the display name.

Take note that setting the search value as “Text” at the dropdown on the magnifying glass allows you to search all fields.

To open a patient record, you must search for it, select it and click "View" or Double click on the name of patient shown in the list.



7.1. Patients

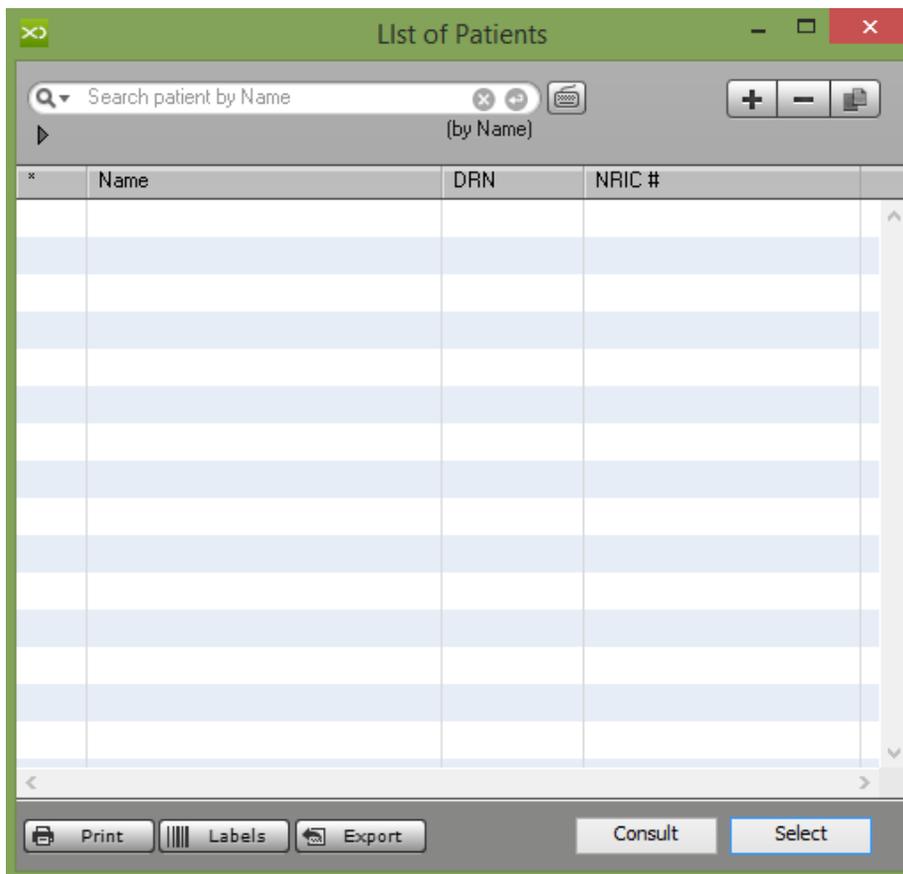
The patient record allows the User to consult all the information related to the patient; this tab provides information on clinical type, accounting, medical images, documents, forms as well as questionnaires and administration.

How to Add/Delete/Duplicate Patient in XDent?

Click on the PATIENTS button in the toolbar. To insert a new patient, click the "+" button and enter the personal data of the patient. XDENT allows you to choose which fields must be filled. These are indicated with a red triangle.

To permanently delete a patient from the archive, select it from the list and click the "-" button. The deletion of a patient produces the elimination of all data associated with it (appointments, images, care plan, documents, etc.).

You can also duplicate a patient already present in the archive. The operation is carried out by selecting a patient from the list and clicking on the "Duplicate button Patient"

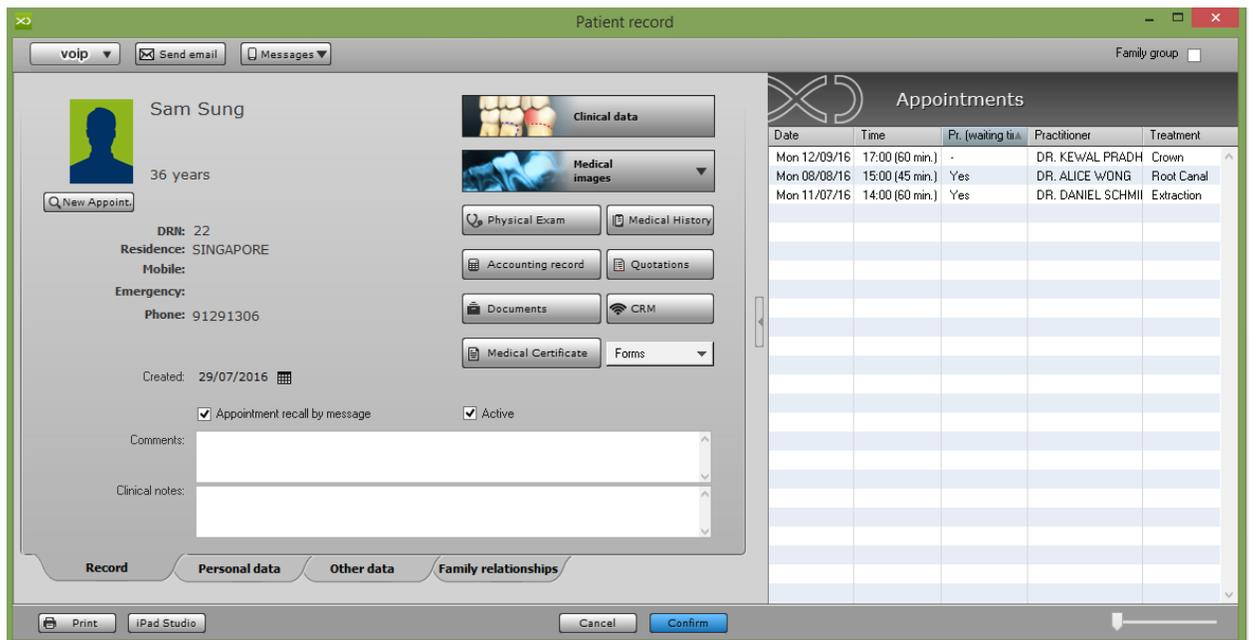


7.1.1. New Appointment

How to Fix a New Appointment for a Patient in Patient Record?

Open PATIENT RECORD, press the "New Appoint." button. Double-click on time at the day of interest. All appointment details will be indicated on the right Appointment tab, showing new and past appointments.

See details in section PLANNING WEEKLY / DAILY. (Refer #8)



The screenshot displays the 'Patient record' window for a patient named Sam Sung. The patient's details include a profile picture, name, age (36 years), DRN (22), residence (SINGAPORE), mobile number, emergency phone (91291306), and creation date (29/07/2016). There are checkboxes for 'Appointment recall by message' and 'Active'. The interface also features a 'New Appoint.' button and various clinical data and medical history options.

On the right side, the 'Appointments' tab is active, showing a table of appointments:

Date	Time	Pr. (waiting list)	Practitioner	Treatment
Mon 12/09/16	17:00 (60 min.)	-	DR. KEWAL PRADH	Crown
Mon 08/08/16	15:00 (45 min.)	Yes	DR. ALICE WONG	Root Canal
Mon 11/07/16	14:00 (60 min.)	Yes	DR. DANIEL SCHMID	Extraction

Alternatively, go to 'Agenda' in the toolbar, select one of the schedules (weekly, daily, etc.) and double click the requested time in the schedule.

7.1.2. Personal and Other Data

Where to enter Patient Personal and Other Record?

In Patient Record, the clinic administrator can manage patient data as inserted in the "PERSONAL DATA" and "OTHER DATA" tab accessible via the appropriate button.

The screenshot displays the 'Patient record' window with the following fields and sections:

- Top Bar:** Includes 'voip', 'Send email', and 'Messages' buttons.
- Profile:** A silhouette icon with a camera icon and a 'New Appoint.' button.
- Identification:** DRN: 22, NRIC #: S8600000Z, Passport #: (empty), Title: (dropdown).
- Name:** Sam Sung
- DEMOGRAPHICS:** Date of birth: 01/01/1980, Gender: M, Nationality: Singapore, Religion: (dropdown), Race: (dropdown).
- CORRESPONDENCE:** City: SINGAPORE, Post Code: 538982, Address: Bartley, Country: Singapore, Phone: 91291306, Mob.: (empty), Emergency: (empty), Email: (empty), Profession: (empty).
- Navigation:** Record, Personal data, Other data, Family relationships tabs.
- Footer:** Print, iPad Studio, Cancel, Confirm buttons.

Patient record

voip Send email Messages



Sam Sung
36 years

DR. KEWAL PRADHAN

Assigned by practice New

Category: VIP

Contact mode: Mobile

Institution/ Comp.: Parkway Health

Social Insur./Sec.: Self Payer

Ref. practioner: DR. KEWAL PRADHAN	Q X
Reference person: Jennifer Lee	Q X
Sales rep.:	Q X
Accounting ref.: Mary Mint	Q X
Price List: Standard Price List	Q
Price Category: Initial price	v

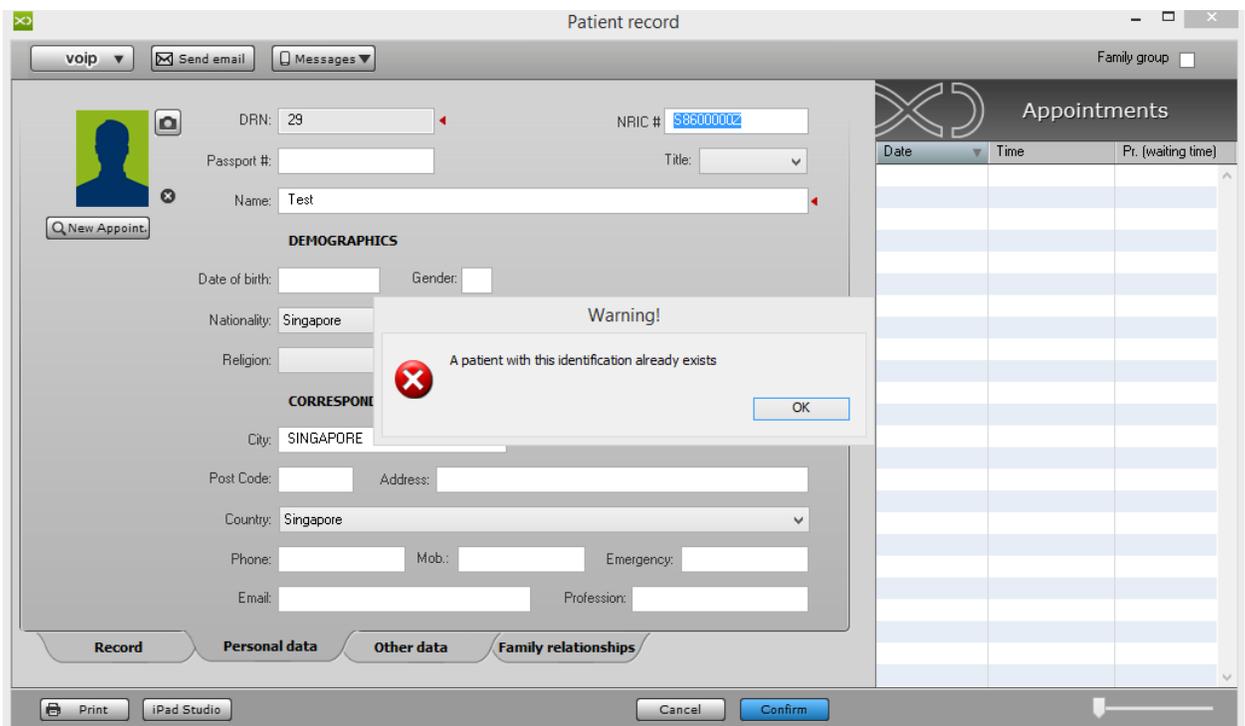
Record **Personal data** **Other data** **Family relationships**

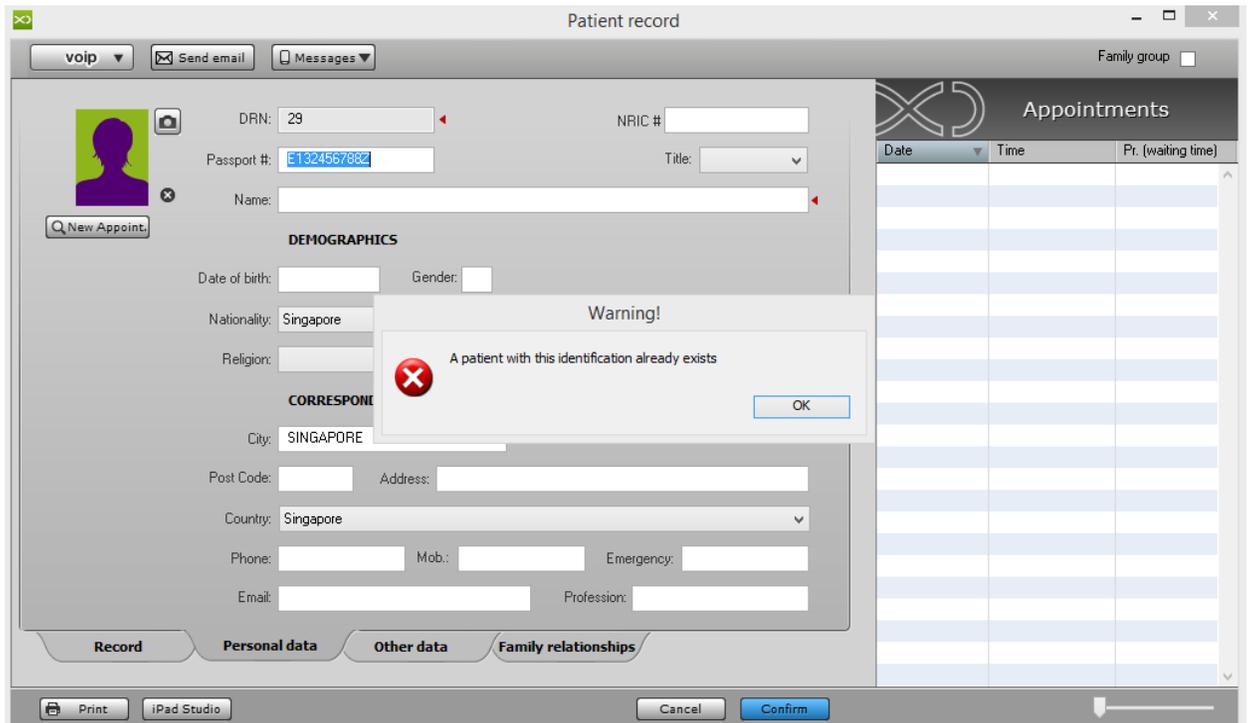
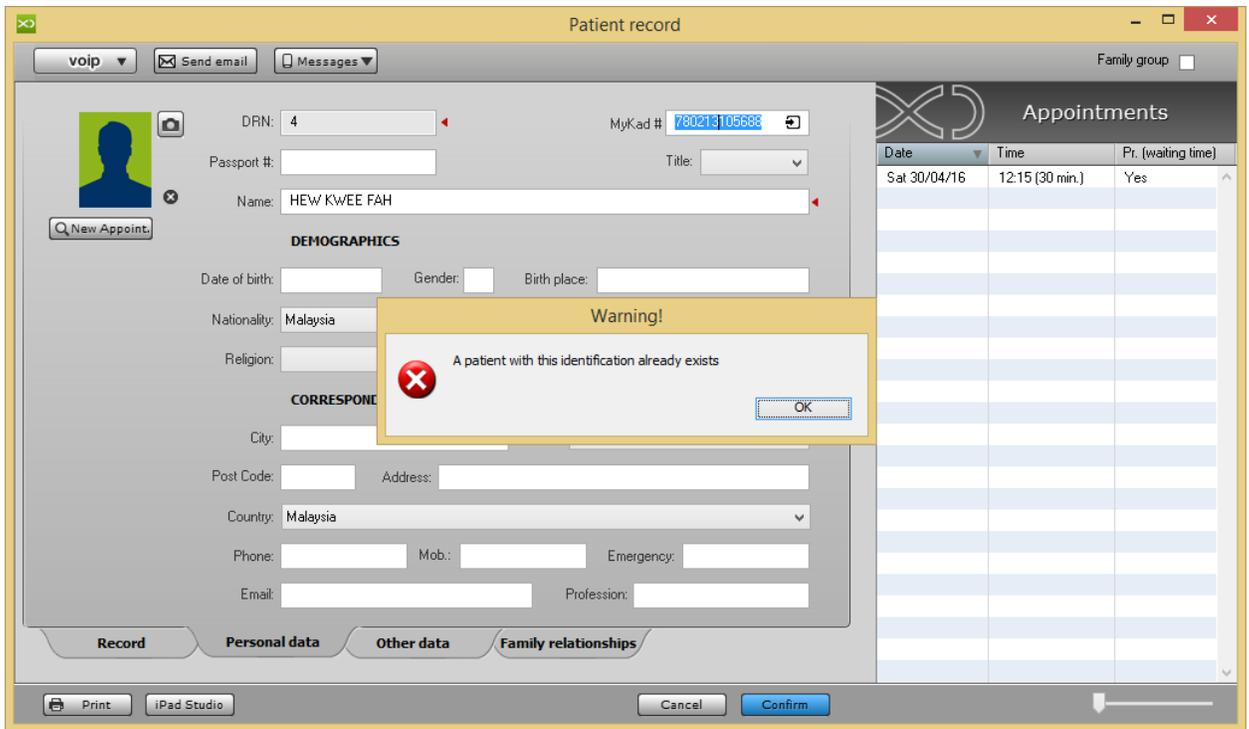
iPad Studio

How to lookup for Duplicate Patient Record in XDent?

Use NRIC # / MyKad # or Passport # field in the Patient record to check with DB and prompt message if the Patient NRIC / MyKad or Passport already exist in the System.

Duplicate lookup Control is done directly when the user enter duplicate NRIC / MyKad or passport # field. In this way the user is immediately prompted about the data duplication after completing field editing. The check on DB data will be done if user edit the next field and even click outside the target field.

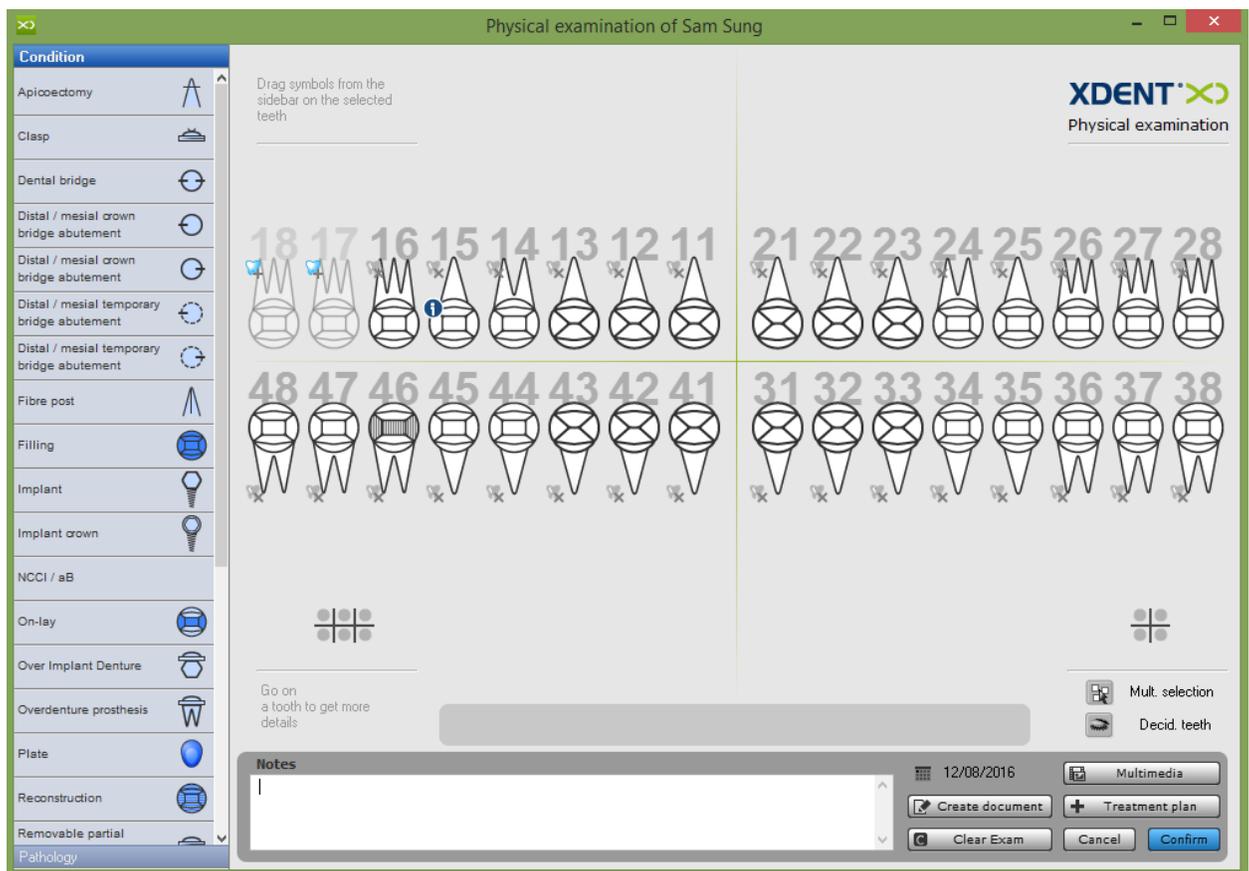




7.1.3. Physical Exam

How to Add a Physical Exam for a New Patient in XDent?

The function PHYSICAL EXAM allows Practitioner to document the state of the mouth detected at the first visit.



The diseases and states can be dragged onto the teeth by the symbols on the bar left. When done, click 'Create Document' to print and/or archive the status electronically.

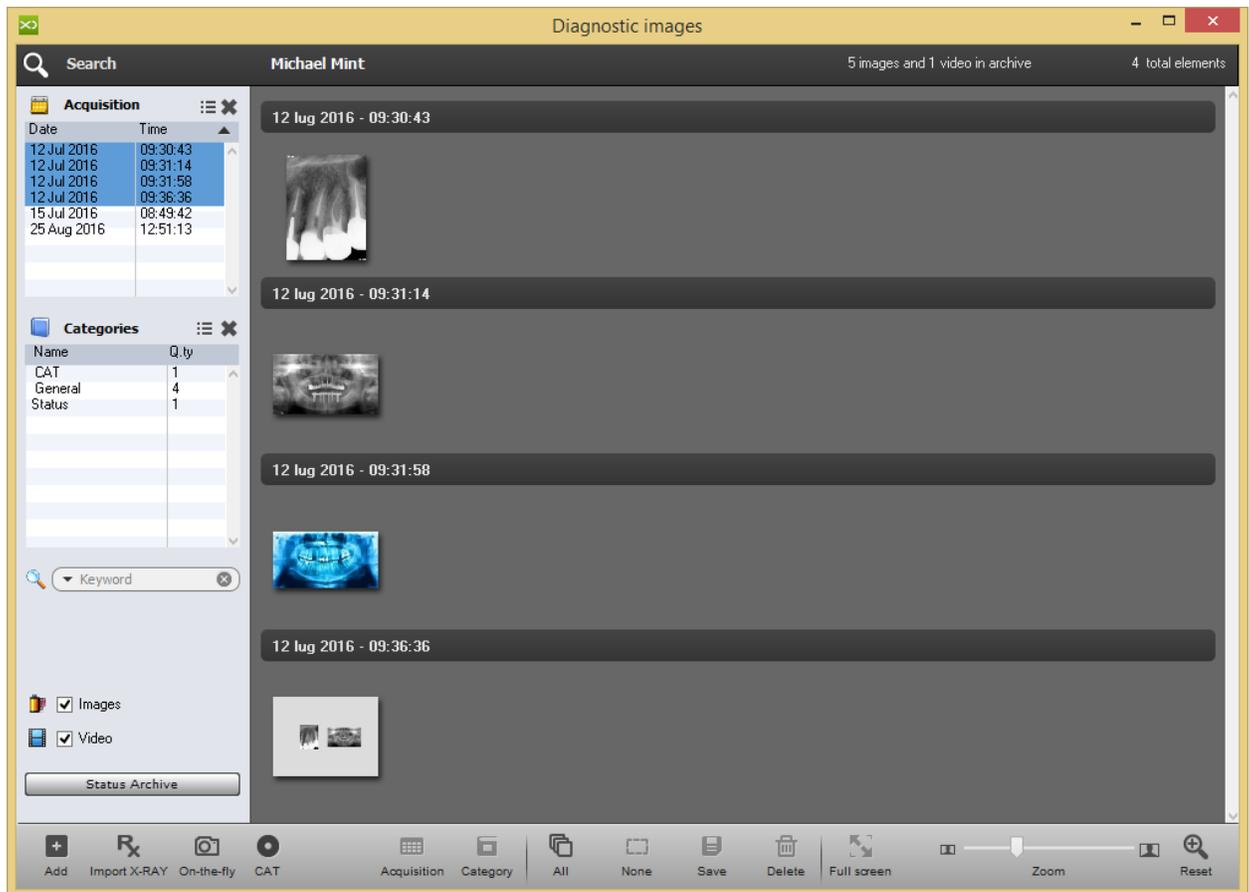
-  → Caries
-  → Filing
-  → Reconstruction

It is possible to add new pathologies and conditions from the menu Archive/Pathologies and Conditions. (Refer #6.3)

7.1.4. Medical Images

How to View Medical Images and Video from the Patient Record?

Patient Multimedia Archive window shows a list of thumbnails of the stored images that can be filtered by acquisition event, category or keyword. Every thumbnail can be selected to be edited or displayed in a picture-comparison window.

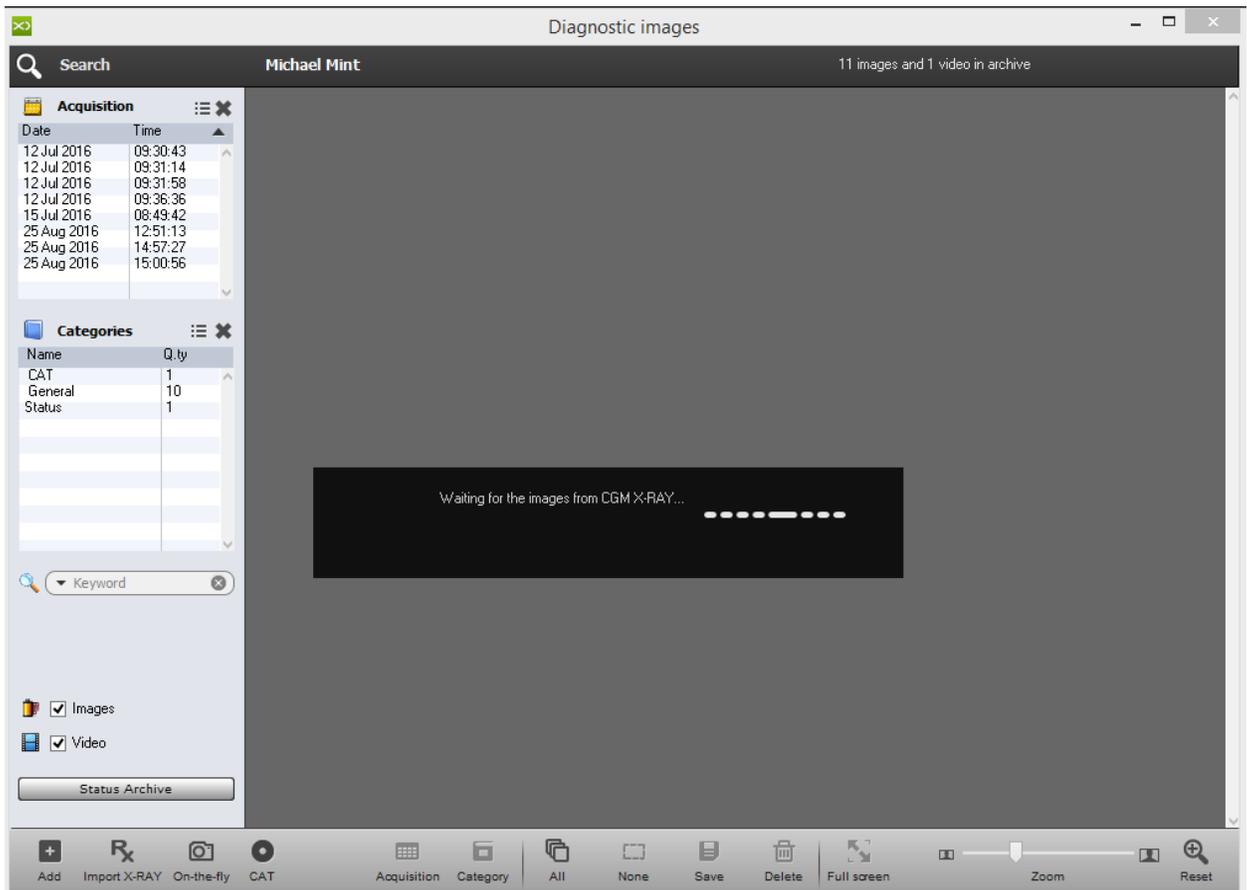


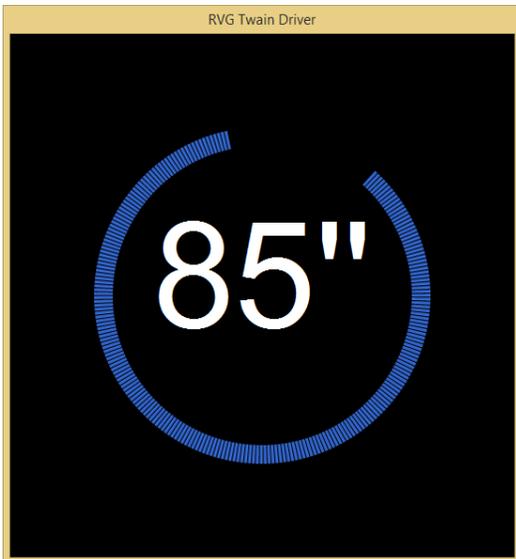
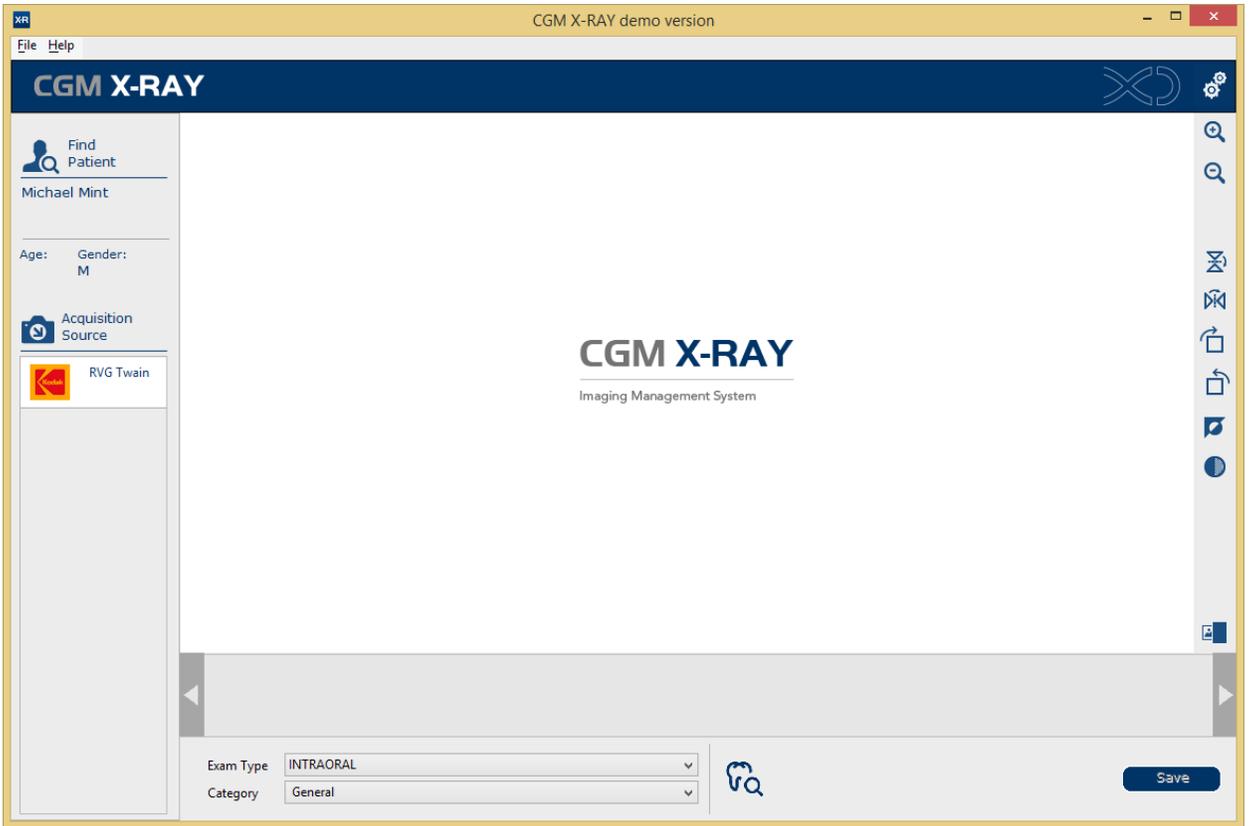
How to Import X-Ray for a Patient in XDent?

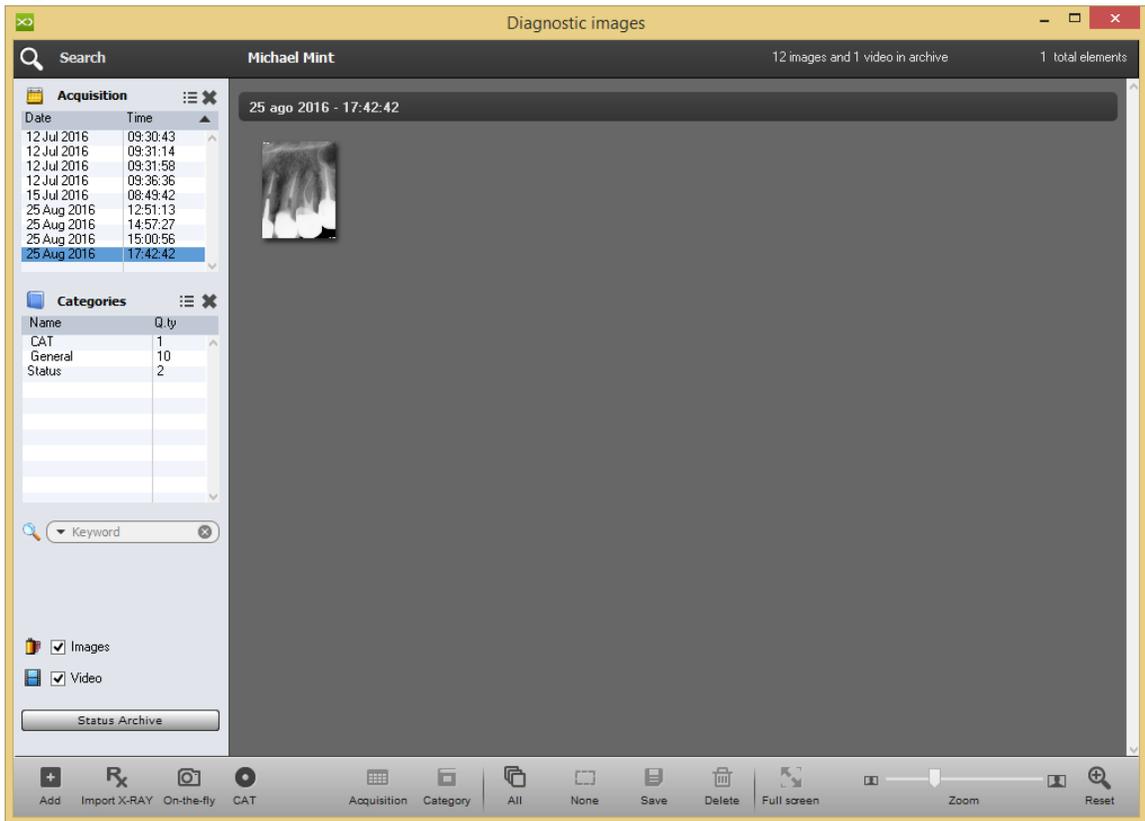
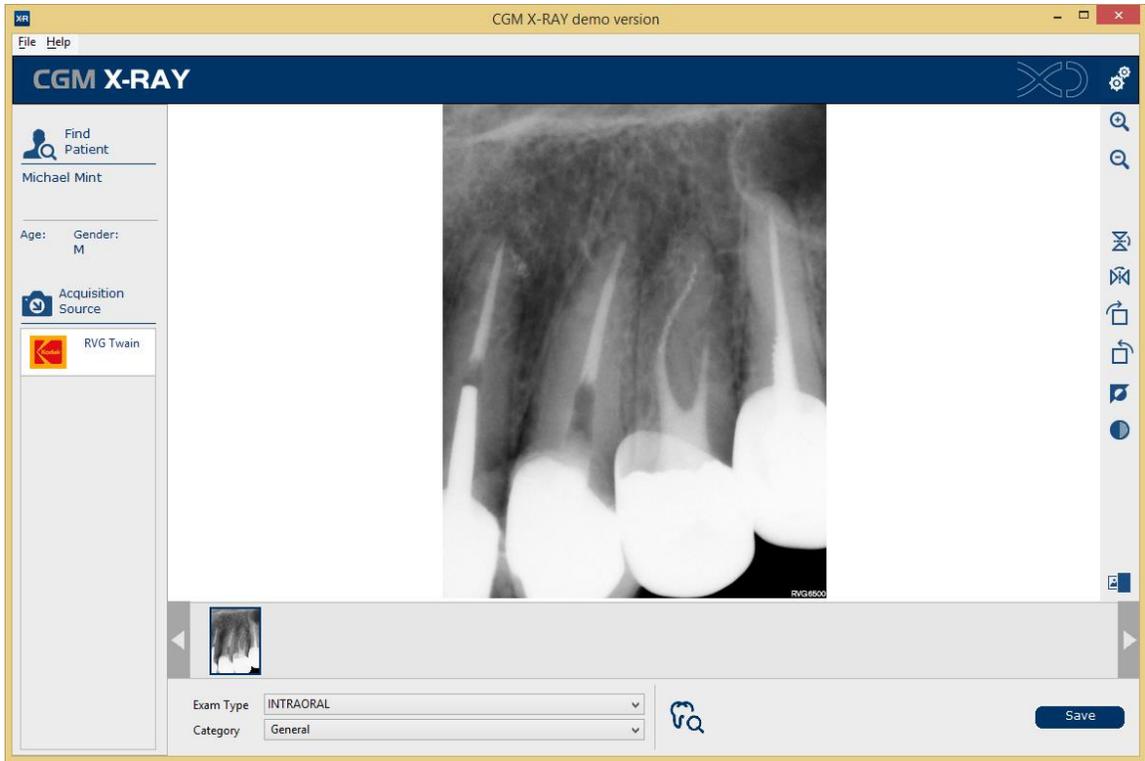
X-Ray import is based on XDENT integrated with XRAY scans software on PACS server. This important function allows you to quickly search and acquire the patient scans.

Once the procedure is enabled, the user can keep on working on XDENT during acquisition. When the acquisition procedure is complete, the patient multimedia archive will contain a reference to the scan acquired.

Click Import X-Ray on bottom right side and it will open CGM X-RAY and then click the Acquisition Source. Once the image is acquired, select the type and category and Save it. Upon saving the image it will be copied in Patient Multimedia Record.







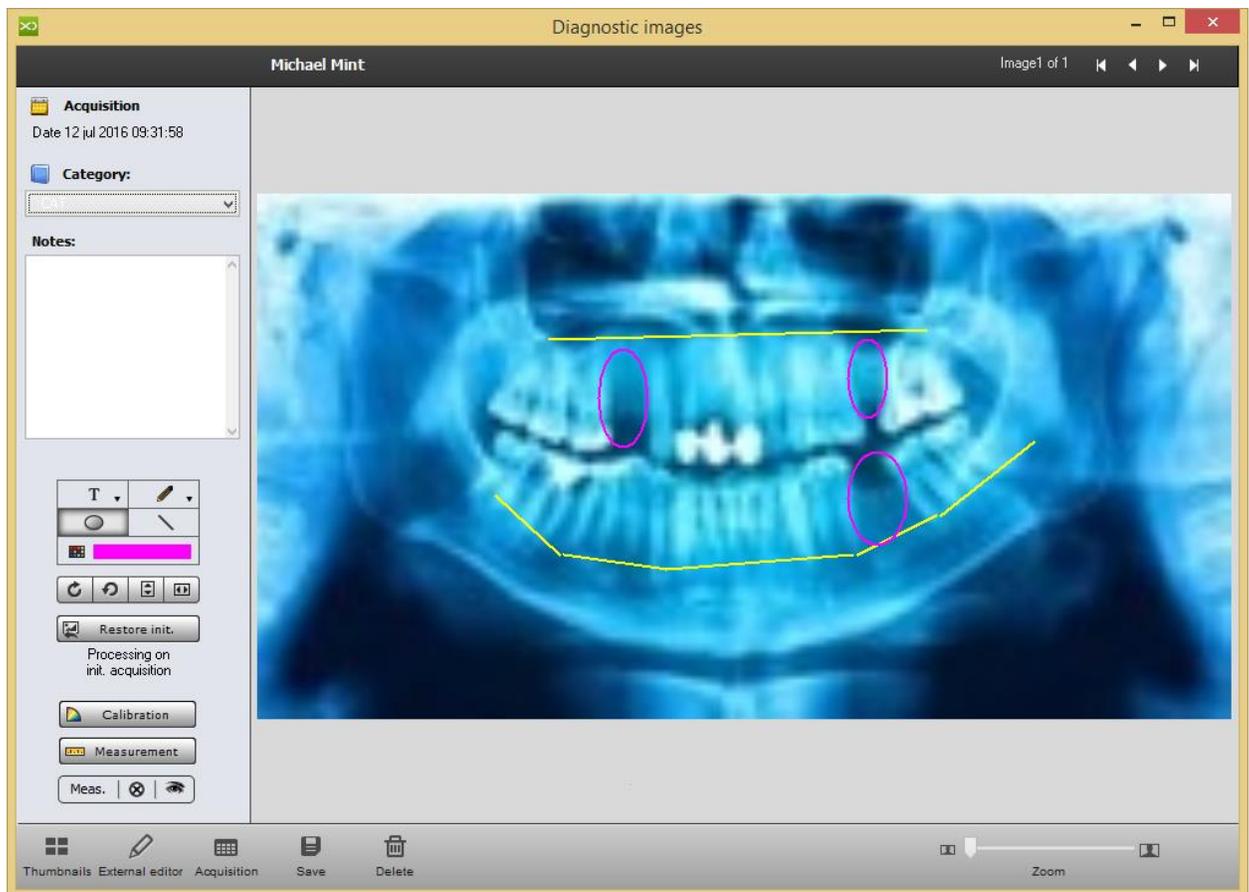
How to Edit Dental Image for the Patient in XDent?

Multimedia Archive of each patient is provided with tools to edit images and to carry out measurements.

By clicking the thumbnail of the medical imaging, the editing window can be accessed and the following tools can be used to

- Turn the image clockwise and anticlockwise
- Mirror the image vertically and horizontally
- Put a note on the image
- Highlight some parts of the image
- Draw circles
- Draw straight lines.

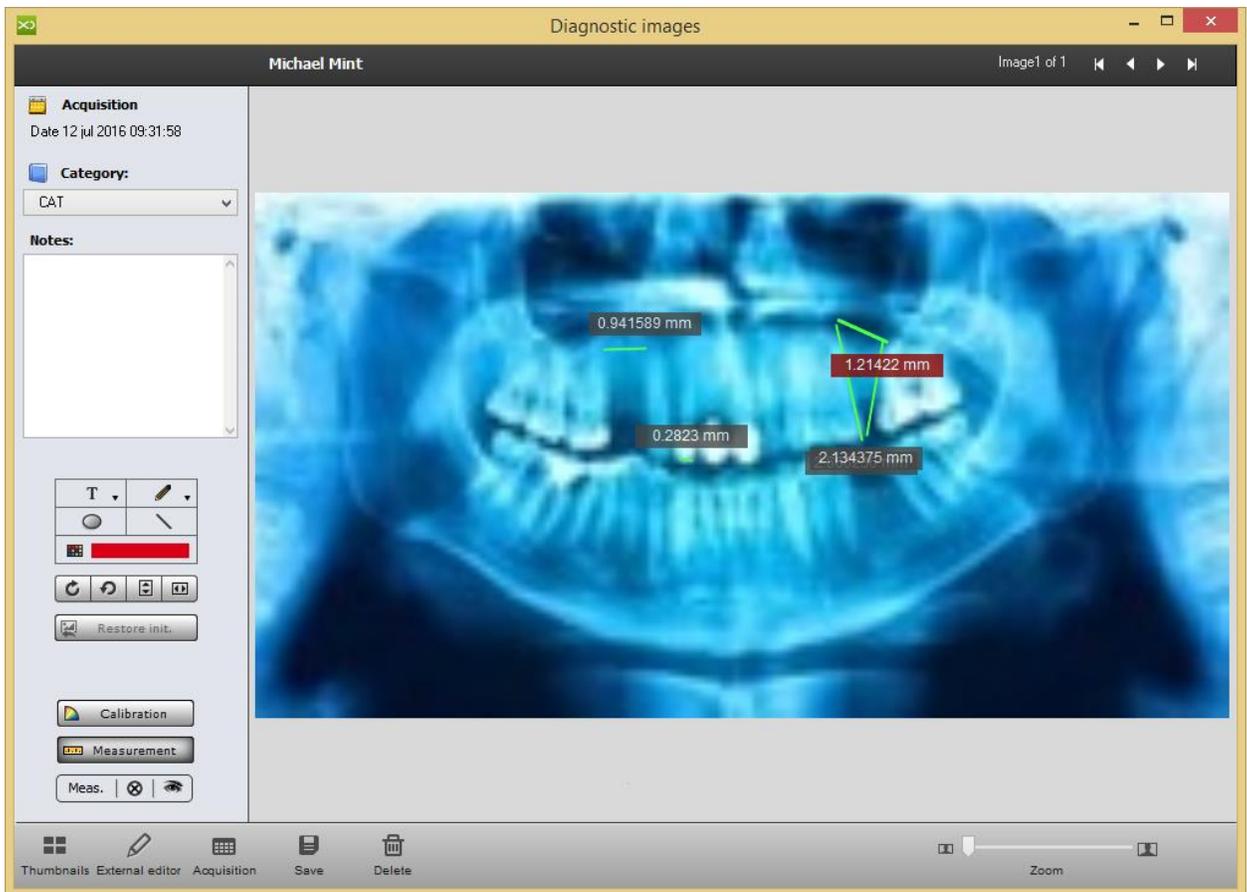
All the tools are associated with a list of colors from which to choose the color corresponding to the tool used. The editing operations on the image modify permanently the image itself.



In order to carry out the measurements on the image, it is necessary to carry out the calibration. Such an operation allows you to correctly detect measurements.

During a measurement, XDENT automatically signals the need to calibrate, if necessary.

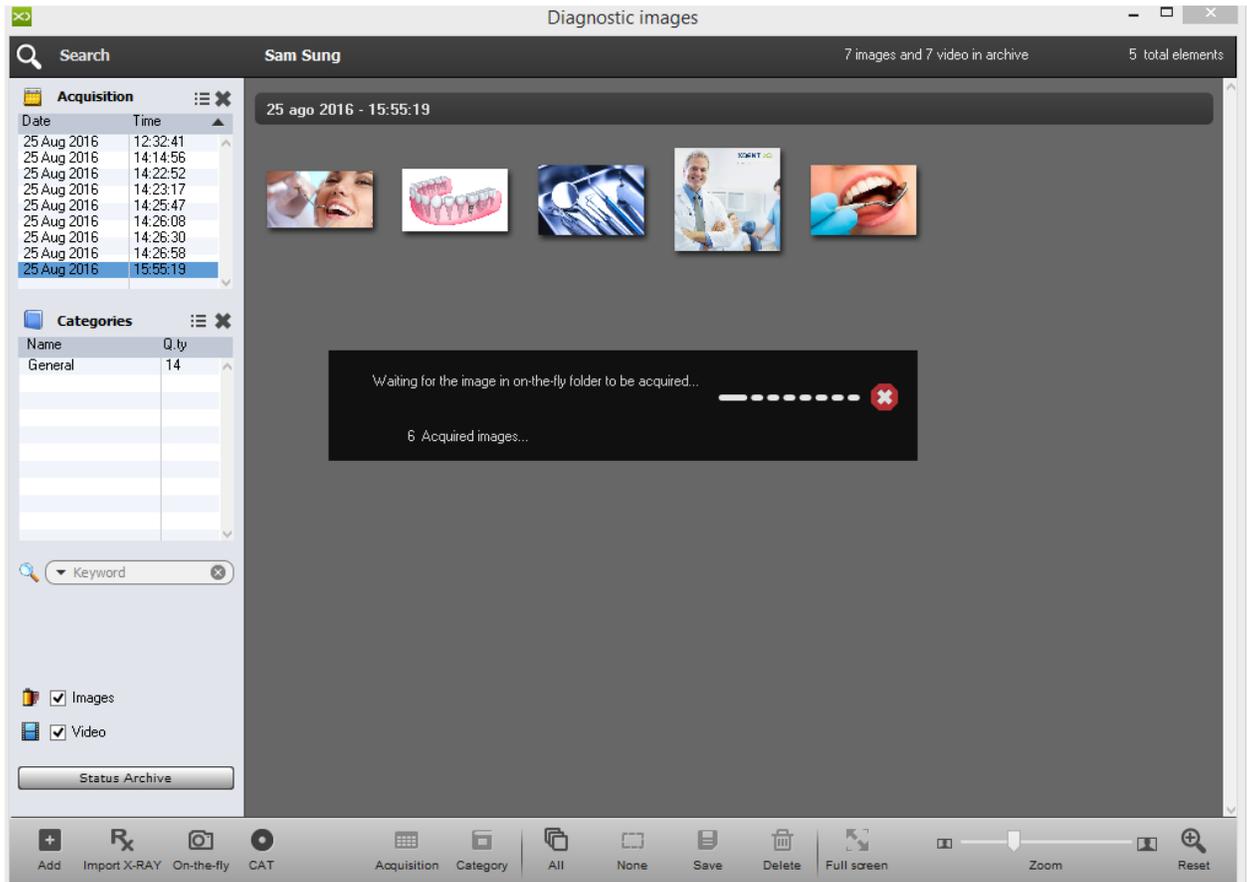
The measurements carried out on the image are overlapped and can be seen or hidden by clicking a button. Each single measurement can be moved by dragging the measuring field with the mouse. A measurement can be cancelled by right clicking the measuring field. In order to cancel all measurements, use the button in the editing tools palette.



How to Acquire OnFly Image for a Patient in XDent?

By OnFly acquisition mode, XDENT waits to receive images into a target folder as defined in the settings. Setting of Folder is done from General Setting > Multimedia > On-the-Fly Capture Folder.

Such a function is designed to use the features of the new Wi-Fi SD Cards through which pictures can be taken and sent to the PC or to the Mac in Wi-Fi mode. By this mode, as soon as the PC or MAC receives the image, this is immediately acquired in the patient multimedia archive.



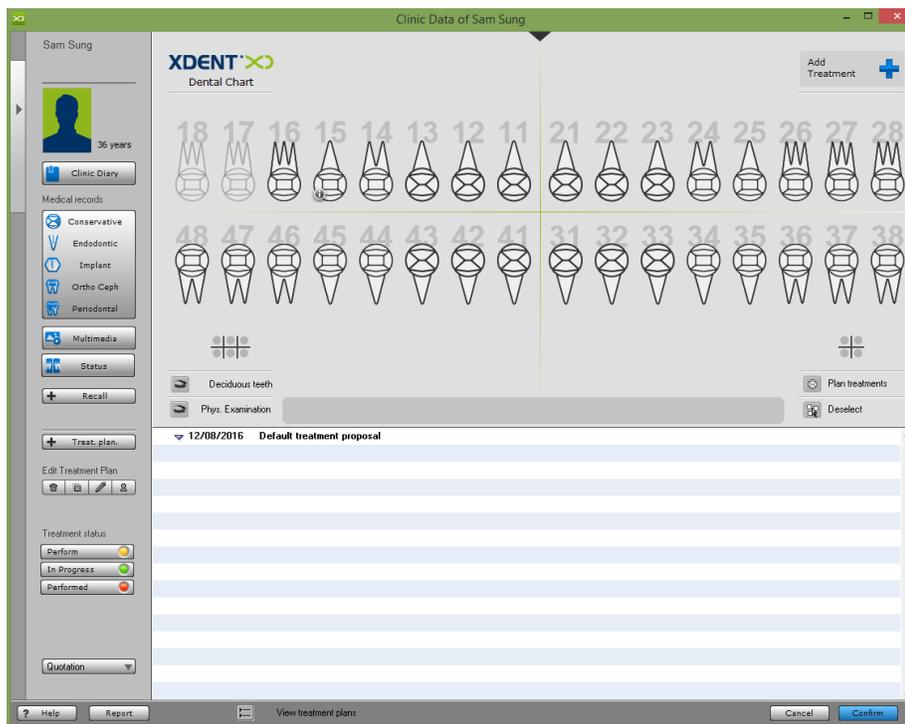
7.1.5. Clinical Data

CLINICAL DATA function provides a collection of past services to the patient and inserts those to be carried out. The main window has a gray arrow on the left from which you may access a list of services performed frequently by the clinic. To drop a charge or treatment plan in the planned treatment, drag the symbol of the relevant tooth.

In the case of services not related to the individual tooth, but to the entire mouth (plaque removal, orthodontic treatment, etc.), double click on the symbol. Services/Performance can also be added via the special "ADD Treatment" from which you can access the entire list. After insertion of the treatment, you can generate an estimate. The quote button opens a window where you can save the entire treatment plan or individual performance and indicate the method of payment agreed with the patient.

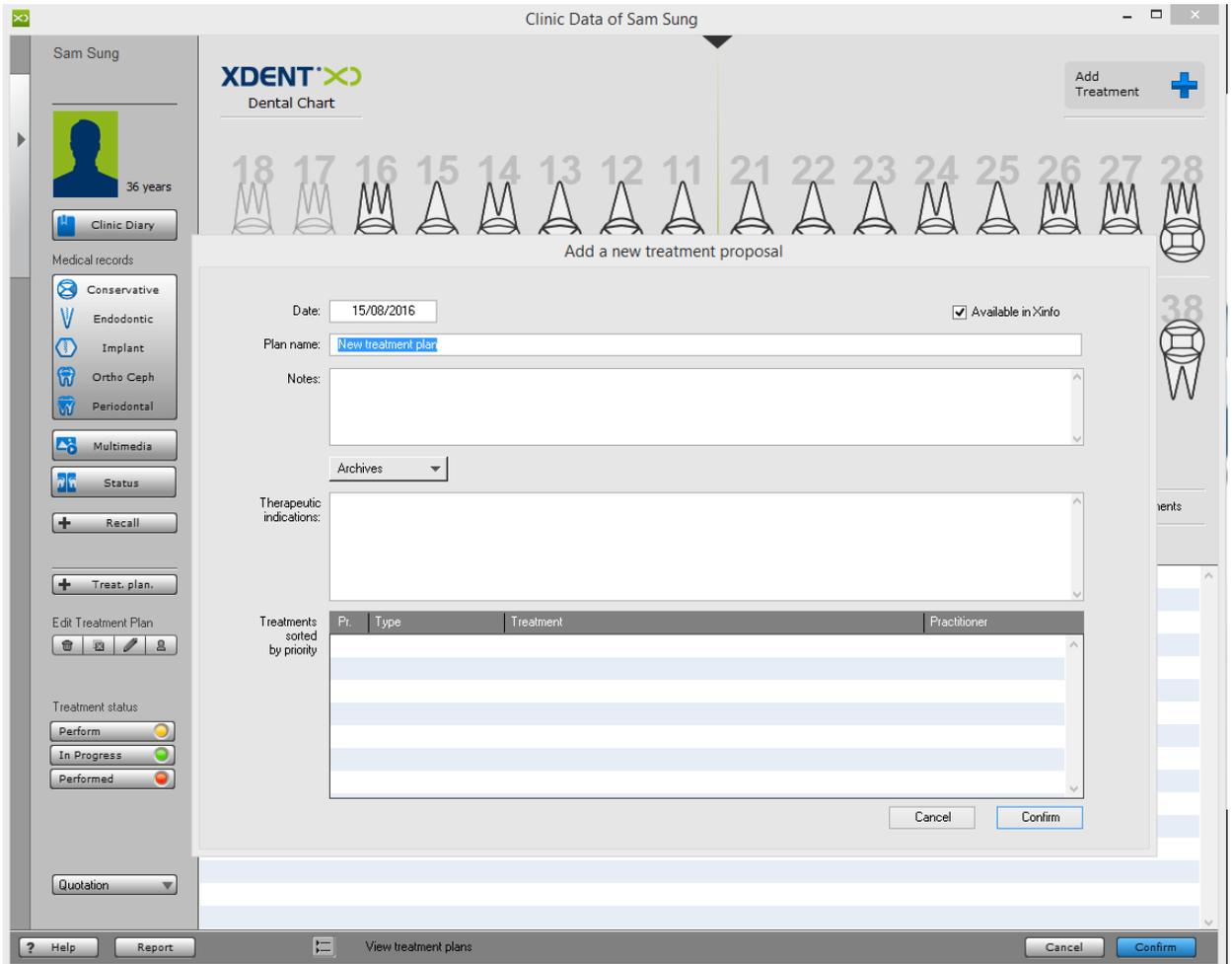
The "Create" button creates the quote ready to be printed. You can access the quotation via the button Quotations in the main Patient Record window. The state of the quote can be changed from the drop-down menu. (Refer #7.1.6)

When the doctor performs a treatment on the patient, the state can be changed from "Perform" to "In progress" and "Performed". This is done bottom left. In this case, the symbol present in the treatment plan changes colour.



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)



How to Add/Drop Treatments in a Treatment plan?

There are two ways to add/drop treatment in a treatment plan

1) On right hand side ADD TREATMENT button, select the services/treatment concerned and click "Confirm".

Here you can select pricelist, or select Practitioners before dropping the treatments

The screenshot shows the 'Add Treatment for Sam Sung' dialog box in the Xdent software. The dialog box is titled 'Add Treatment for Sam Sung' and contains the following information:

- Date:** 15/08/2016
- Diagnosis date:** 15/08/2016
- Diagnosis pract.:** DR. KEWAL PRADHAN
- Time:** 30
- Status:** to perform
- Notes:** (empty text area)
- Treatments:** A table listing treatments with columns for Type, No., Description, and Amount.
- Selected treatments:** A table listing selected treatments with columns for Type, No., and Description.

Type	No.	Description	Amount
Medication	25	paracetamol	0.00
Nuovo	0	New	0.00
Oral Surgery	1	Single Tooth Extraction (anterior)	78.00
Oral Surgery	2	single tooth extraction (posterior)	102.00
Oral Surgery	3	complicated tooth extraction	420.00
Oral Surgery	4	single tooth extraction (primary anterior)	48.00
Oral Surgery	5	single tooth extraction (primary posterior)	72.00
Oral Surgery	6	surgical removal of impacted tooth	720.00
Oral Surgery	7	biopsy and report	240.00
Oral Surgery	8	incision and drainage	96.00
Oral Surgery	9	post operative review per visit	30.00
Oral Surgery	10	management of post operative bleeding	96.00
Oral Surgery	11	Stage 1 Implant Bicon	1950.00
Oral Surgery	12	prosthetic procedures	3600.00
Oral Surgery	13	sinus lift procedures	2400.00
Oral Surgery	14	tissue grafting procedure	3600.00

Type	No.	Description
Restorative Dentist	4	Amalgam (Complex)
Oral Surgery	5	single tooth extraction (primary posterior)

Number of selected treatments: 2

2) Drag and Drop the Symbols of the tooth from the left hand bar.

The screenshot displays the Xdent software interface for 'Clinic Data of Sam Sung'. On the left is a vertical menu with categories like Diagnostic, Endodontics, General Dentistry, Medication, and Oral Surgery. The Oral Surgery section is expanded, showing various procedures such as 'Single tooth extraction (anterior)', 'Single tooth extraction (posterior)', 'Complicated tooth extraction', etc. The main area features a dental chart with tooth icons numbered 11-28 and 31-48. Teeth 12 and 43 are highlighted in yellow. Below the chart are buttons for 'Deciduous teeth' and 'Phys. Examination'. At the bottom, a table titled 'Dental Surgery treatment plan' for the date 15/08/2016 is visible.

Pr.	Type	Tooth	Treatment	Timing	Amount	Status	Date	Practitioner	App. Date	Diagn. pr.
1	Oral Surgery	43	incision and drainage	120	96.00	●	15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH
2	Oral Surgery	12	Single Tooth Extraction (anterior)	30	78.00	●	15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH

How to Change Treatment Status in XDent?

Treatments with Phases can be referred to as “In Progress” status until the full treatment is completed because it consists of regular monitoring and visits to the “Clinic”. E.g. treatments such as guard, denture, etc. One-time treatments which can be completed within a session can be referred to as “Performed” status, for example treatments like: scaling and polishing, extraction, etc...

To change the Treatment colour status, (Refer #5.1)

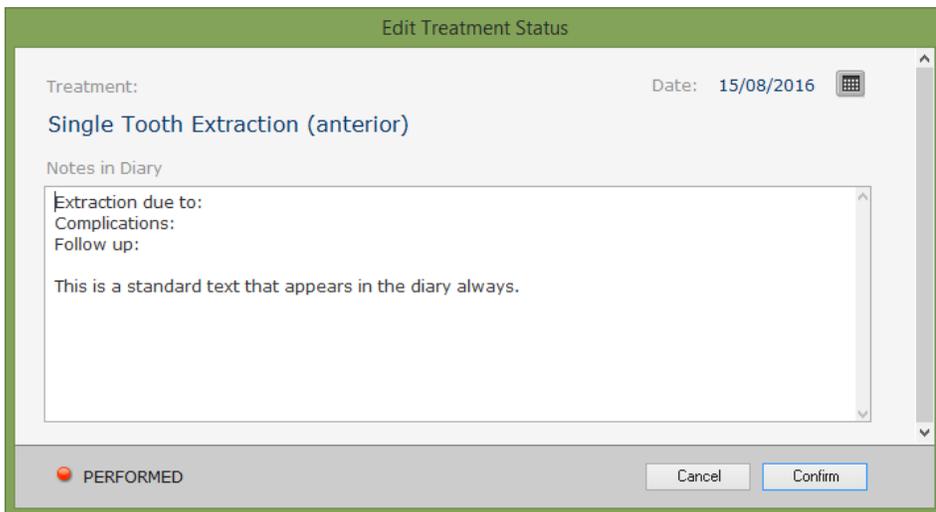
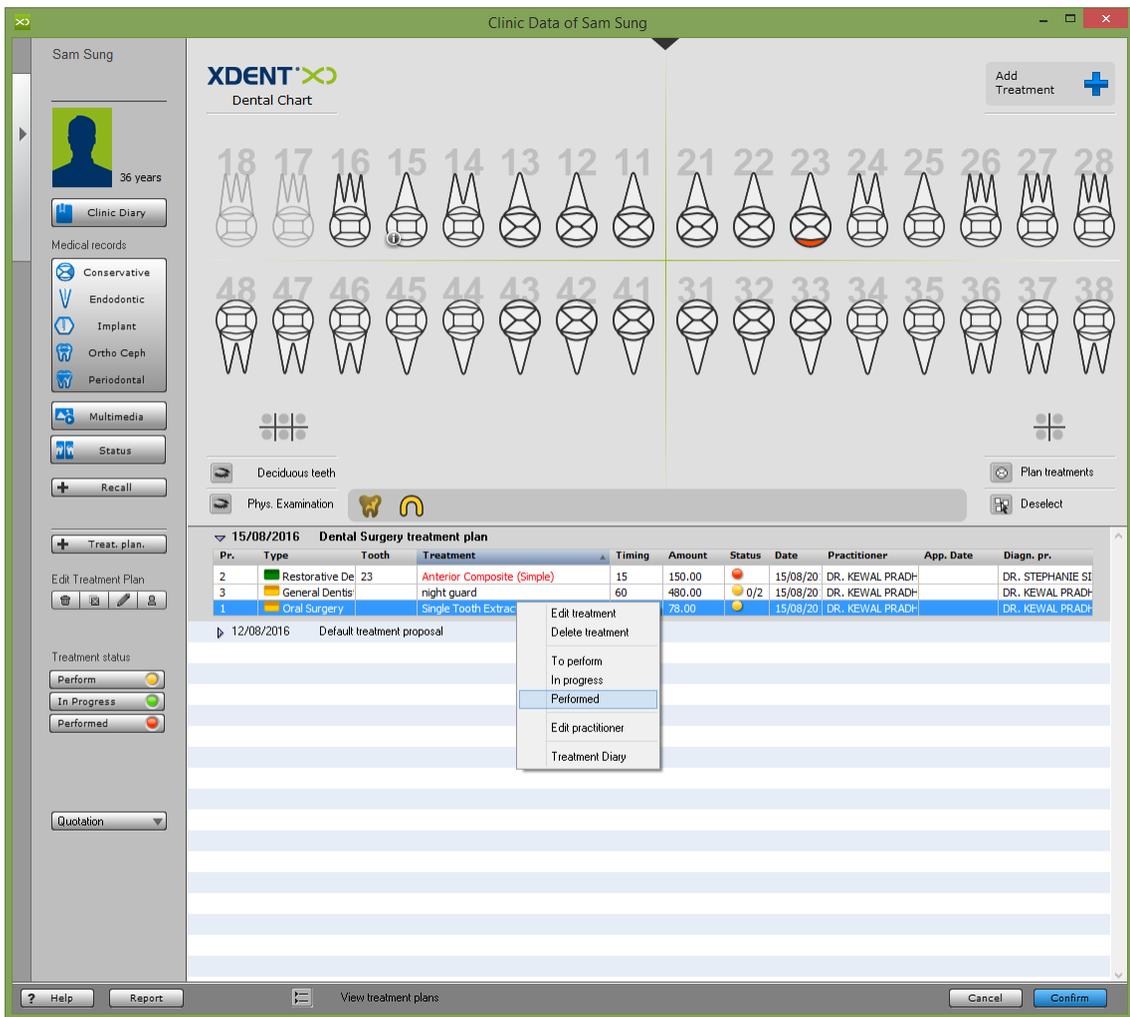
There are two ways to change treatment status:

- 1) Select the treatment and click treatment status on left “in progress” or “performed” and it will prompt you to enter clinical dairy notes

The screenshot displays the XDent software interface for a patient named Sam Sung. The main window shows a dental chart with teeth numbered 11-28 and 31-38. A treatment plan table is visible below the chart, listing treatments for various teeth. A dialog box titled "Edit Treatment Status" is open, showing the treatment "Anterior Composite (Simple)" for tooth 23. The status is set to "PERFORMED" and a note "Simple Anteriro composite was performed" is entered in the "Notes in Diary" field. The date is 15/08/2016. The dialog box has "Cancel" and "Confirm" buttons.

Pr.	Type	Tooth	Treatment	Timing	Amount	Status	Date	Practitioner	App. Date	Diagn. pr.
2	Restorative De	23	Anterior Composite (Simple)	15	150.00	PERFORMED	15/08/20	DR. KEWAL PRADH		DR. STEPHANIE SI
								PRADH		DR. KEWAL PRADH
								PRADH		DR. KEWAL PRADH

2) Right click on the treatment and select “in progress” or “performed” and it will prompt to enter clinical dairy notes



For those Treatment with Phases, the User is required to edit treatment and change the status of each phases one by one. If one of the phases is incomplete for that treatment, the whole treatment status will be “In Progress”

Treatment details of Sam Sung

Treatment Plan: Dental Surgery treatment plan

Description: night guard

Priority: 3 Status: In progress

Diagnosis date: 15/08/2016 Practitioner of the diagnosis: DR. KEWAL PRADHAN

Date: 15/08/2016 Treatment holder: DR. KEWAL PRADHAN

List: 480.00

Amount: 480.00 Reduction: 0.00 % Account record Confirm

Costs: 480.00 Time: 60 Time and cost assessment done

Notes:

Treatment phases Update Import phases + -

Pr.	Description	%	Time	Amount	Cost	Status	Date	Practitioner	Interval	Previous phase
1	Impression Taking	50	30	240.00	240.00	●	15/08/2016	DR. KEWAL PRADHAN	0	no phase
2	Issue	50	30	240.00	240.00	●	15/08/2016	DR. KEWAL PRADHAN	0	Impression Taking

Cancel Confirm

15/08/2016 Dental Surgery treatment plan

Pr.	Type	Tooth	Treatment	Timing	Amount	Status	Date	Practitioner	App. Date	Diagn. pr.
2	Restorative De	23	Anterior Composite (Simple)	15	150.00	●	15/08/20	DR. KEWAL PRADH		DR. STEPHANIE SI
3	General Dentis		night guard	60	480.00	● 1/2	15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH
1	Oral Surgery		Single Tooth Extraction (anterior)	30	78.00	●	15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH

12/08/2016 Default treatment proposal

Help Report View treatment plans Cancel Confirm

How to Edit Treatment to change Price in a Treatment plan?

There are two ways to edit a treatment in a treatment plan, either double click on treatment or Right click to edit the treatment.

The screenshot displays the Xdent software interface for a patient named Sam Sung. The main area shows a dental chart with teeth numbered 11-28 and 31-38. Below the chart is a table titled "Dental Surgery treatment plan" with the following data:

Pr.	Type	Tooth	Treatment	Timing	Amount	Status	Date	Practitioner	App. Date	Diagn. pr.
2	Restorative De		Anterior Composite (Simple)	15	95.00	●	15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH
1	Oral Surgery		Single Tooth Extraction (anterior)			●	15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH

A context menu is open over the second row of the table, showing options: Edit treatment, Delete treatment, To perform, In progress, Performed, Edit practitioner, and Treatment Diary. The "Edit treatment" option is highlighted.

In Edit Treatment, you can change the Amount to be charged to the Patient, change Practitioner, or select Tooth that Treatment is applied to.

Treatment details of Sam Sung

Treatment Plan:

Description:

Priority: Status: Perform

Diagnosis date: Practitioner of the diagnosis:

Date: Treatment holder:

List: Account record Confirm

Amount: Reduction: %

Costs: ▶ Time: ▶ Time and cost assessment done

Notes:

Tooth:

Treatment phases

Pr.	Description	%	Time	Amount	Cost	Status	Date	Practitioner	Interval	Previous phase

How to Edit Patient Clinical Notes in Treatment Dairy?

You can access the diary from the patient's Main Treatment Plan window or from appointment.

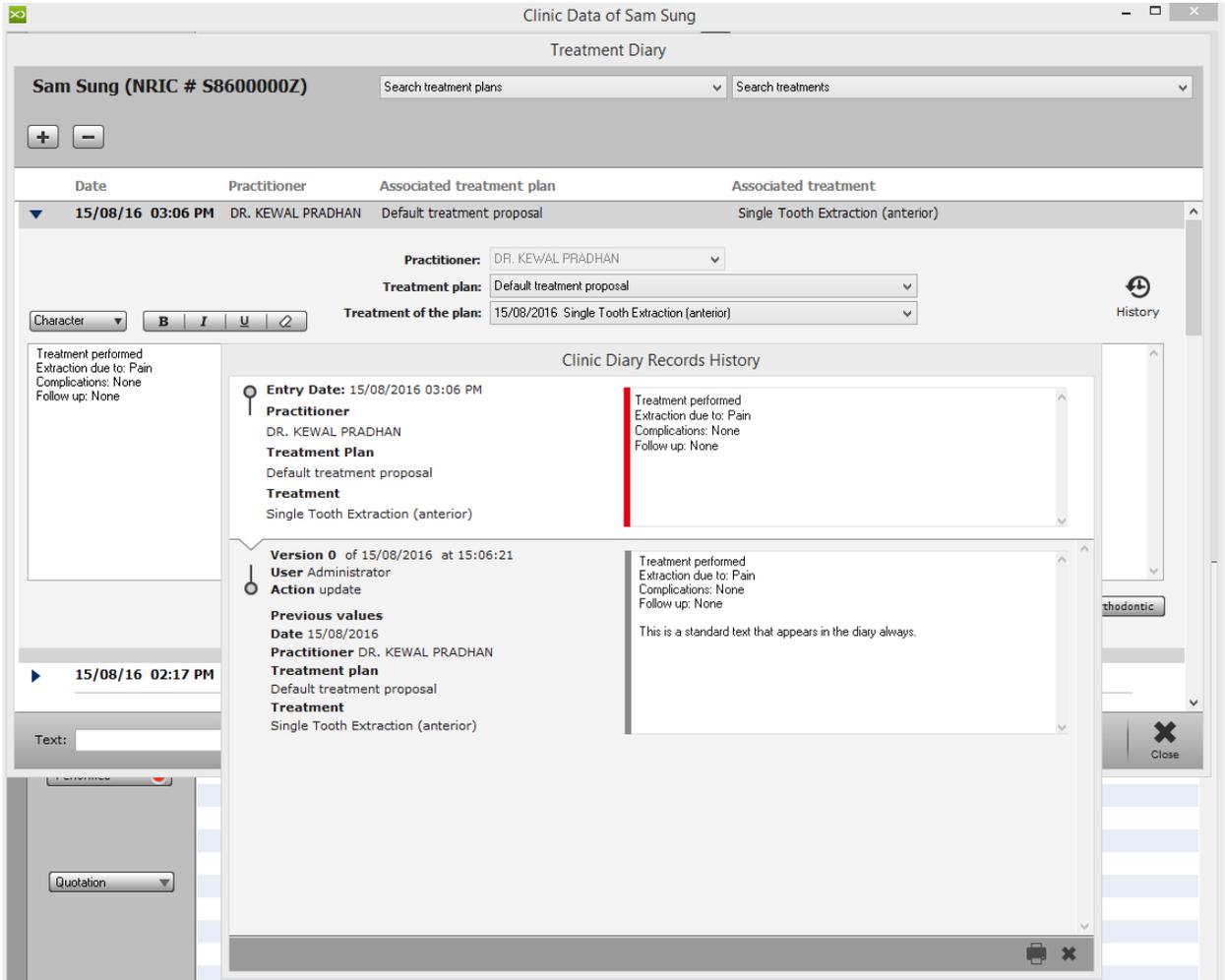
XDENT Treatment diary gathers all medical notes about patients which are defined in the various parts of the software or are explicitly entered by the practitioner in the Diary management window.

The screenshot shows the 'Treatment Diary' window for patient 'Sam Sung (NRIC # S8600000Z)'. The window has a search bar for 'Search treatment plans' and 'Search treatments'. Below the search bar are expand/collapse buttons (+/-). The main area is a table with the following columns: Date, Practitioner, Associated treatment plan, and Associated treatment. The table contains several entries, each with a blue triangle icon to its left. The first entry is for '15/08/16 01:20 PM' by 'DR. KEWAL PRADHAN' for 'Dental Surgery treatment plan', with associated treatment '[23] Anterior Composite (Simple)'. The second entry is for '15/08/16 01:20 PM' by 'DR. KEWAL PRADHAN' for 'Dental Surgery treatment plan', with associated treatment 'Single Tooth Extraction (anterior)'. The third entry is for '12/08/16 12:43 PM' by 'DR. KEWAL PRADHAN' for 'Default treatment proposal'. The fourth entry is for '12/08/16 02:56 PM' by 'DR. KEWAL PRADHAN' for 'Tooth 15 Caries'. The fifth entry is for '29/07/16 02:40 PM' by 'DR. KEWAL PRADHAN' for 'Default treatment proposal'. At the bottom of the window, there are input fields for 'Text:', 'Date:', 'Practitioner:', and 'Tooth:', along with 'Diary' and 'Close' buttons.

Date	Practitioner	Associated treatment plan	Associated treatment
15/08/16 01:20 PM	DR. KEWAL PRADHAN	Dental Surgery treatment plan	[23] Anterior Composite (Simple)
15/08/16 01:20 PM	DR. KEWAL PRADHAN	Dental Surgery treatment plan	Single Tooth Extraction (anterior)
12/08/16 12:43 PM	DR. KEWAL PRADHAN	Default treatment proposal	
12/08/16 02:56 PM	DR. KEWAL PRADHAN	Tooth 15 Caries	
29/07/16 02:40 PM	DR. KEWAL PRADHAN	Default treatment proposal	

Date and timestamp is registered by the system as and when the Practitioner enters or edit the notes.

In Treatment Diary, you are able to view the record history of when a note was changed.



How to Add/Edit/Delete Medical Records in XDent?

The Practitioner can add or edit a medical record like Conservative, Endodontic, Implant, Ortho Ceph and Periodontal.

On left hand bar, under Medical Records, click the type to create a new Medical record and add click "+". To delete the record click "-" and double click the record to edit it.

To customise the Medical Records Values, (Refer #5.2)

Conservative Record

The screenshot displays the XDent software interface. On the left, a sidebar shows the user profile for Sam Sung (36 years) and a menu for Medical records with options: Conservative, Endodontic, Implant, Ortho Ceph, and Periodontal. The main window is titled 'Clinic Data of Sam Sung' and contains a 'Conservative Records List' table. Below the table, a 'Conservative record' form is open, showing various fields for patient information, treatment plan, and clinical details.

date	practitioner	treatment	physical examination	diagnosis	diagnosis - performed exams	diagnosis - restoration type
15/08/16	DR. KEWAL PRADHA		Thermal hypersensitivity	Primary caries		Occlusal direct composite rest

Conservative record			
Practitioner:	DR. KEWAL PRADHAN	Date:	15/08/2016
Treatment plan:			
Treatment of the plan:			
Physical examination	Thermal hypersensitivity	Diagnosis	Primary caries
Performed exams		Restoration type	Occlusal direct composite restoration
X-rays	<input checked="" type="checkbox"/>	Risks	
Magnification system	Galleen glasses 2x	Isolation - Clamp	212
Dental splintings		Direct restoration - Preparation type	Minimum cavity
Adhesive system	Gluma comfort bond	Composite system	Venus Diamond
Used masses		Finishing system	Multi-blade
Polishing system	Diamond tips	Intraoperative photos	<input type="checkbox"/>
Polymerisation - Lamp	Bluephase LED	Set up lamp	Incremental encoder 16s
Non-direct restoration	<input type="checkbox"/>	Impression type	Total
Dental impression material	Polyether IMPREGUM-PERMADYNE	Indirect restoration material	Ceramis
Cementation type	Traditional	Cementation material	Auto-photo Multilink
Adhesive system for cementation	Excite DSC	Indirect restoration pretreatment	
Dental restoration practice	Lab. Barabanti	Set up lamp	Incremental encoder 23s
Anchor bolt	<input type="checkbox"/>	Anchor bolt type	Fiber post 3M
Anchor bolt length	13mm	Anchor bolt diameter	1
Cementation type	Adhesive auto-photo	Cementation material	Multilink
Adhesive for anchor bolt cementation	Multilink A+B	Anchor bolt pretreatment	
Set up lamp	HIP 20s		

Endodontic Record

Endodontic record

Practitioner: DR. KEWAL PRADHAN

Treatment plan:

Treatment of the plan:

Date: 15/08/2016

Physical examination	Throbbing pain
Diagnosis	Periodontitis
Completed tests	
No. of canals	1
Canal length	
Apex locator	<input type="checkbox"/>
Preparation system	Protaper
Used tools	20
Apex diameter	
Tightening system	Thermafil
Last tool used	F2
Intermediate medication	Calcium hydroxide
Draining canal	<input type="checkbox"/>
Dental cement used	PCS
Rinsing time	10"
Hypochlorite temperature	preheated 40i
Chelate type	T environment
Needing anchor bolt	<input type="checkbox"/>
Anchor bolt preparation	Palatal post-space
Post-space length	
No. of Radiographies	
Magnification System	Galilean glasses 2x

Cancel
Confirm

Implant Record

Implant record

Practitioner: DR. KEWAL PRADHAN

Treatment plan: Dental Surgery treatment plan

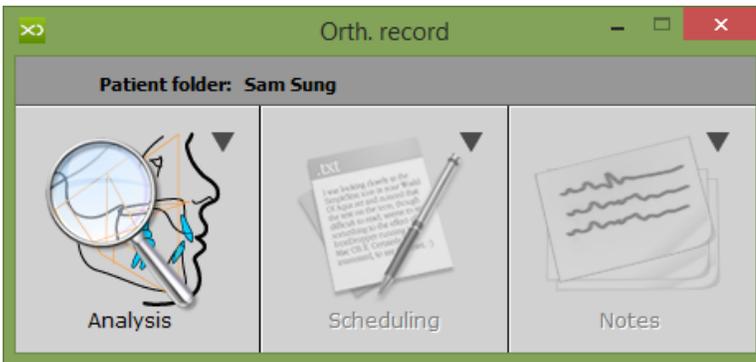
Treatment of the plan:

Date: 15/08/2016

Brand	Straumann
Template	Connect system
Connection	Internal hexagon implant
Length	8
Diameter	5
Diameter code	W/D
Implant lot	
Tightening	manual
Tightening torque	
Immediate load	<input type="checkbox"/>
One Stage	<input type="checkbox"/>
Months before reopening	
Regenerative	<input type="checkbox"/>
Filling used	Autologous bone
Membrane	Bio-Gide

Cancel
Confirm

Ortho Ceph Record



Compilation date: 15/08/2016 Practitioner: DR. KEWAL PRADHAN

Analysis Cephalometrics

Biotype	Mesial		Included	<input checked="" type="checkbox"/>	
Dental class	Class I		Thumb sucking	<input checked="" type="checkbox"/>	
OVB	Normal		Lower lip entrapment	<input checked="" type="checkbox"/>	
OVI	Normal		Atypical swallowing	<input checked="" type="checkbox"/>	
Transverse diameter	Normal		Mouth breathing	<input checked="" type="checkbox"/>	
Upper dental midlines	Centered		Labial incompetence	<input checked="" type="checkbox"/>	
Lower dental midlines	Centered		Bruxism	<input checked="" type="checkbox"/>	
Leeway space	Normal		Articular symptomatology	<input checked="" type="checkbox"/>	
Rotations	<input checked="" type="checkbox"/>		Skeletal class	Class I prov.	
Dental crowdings	<input checked="" type="checkbox"/>		Material	<input type="checkbox"/> Clay	

Cancel Confirm

Compilation date: 15/08/2016 Practitioner: DR. KEWAL PRADHAN

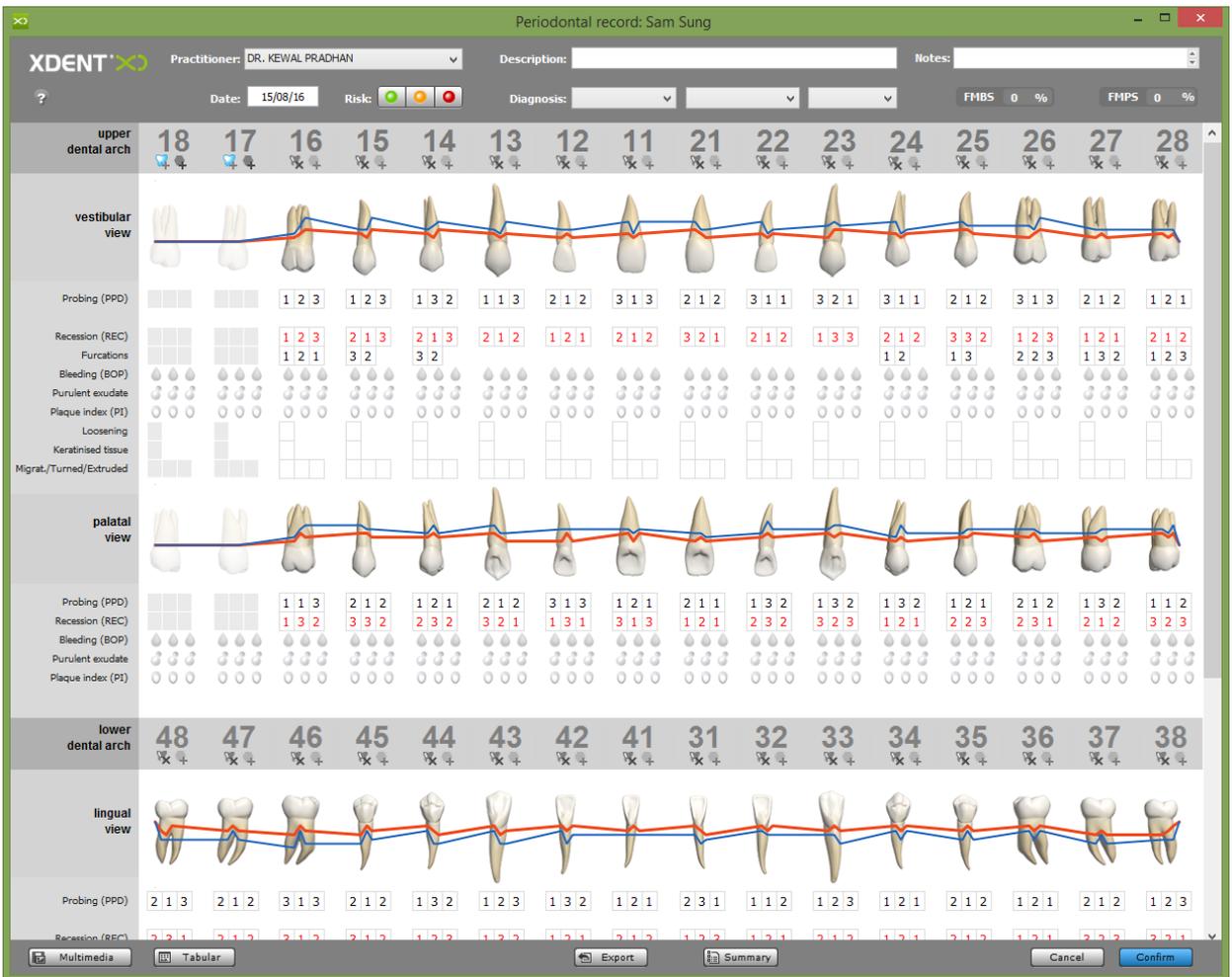
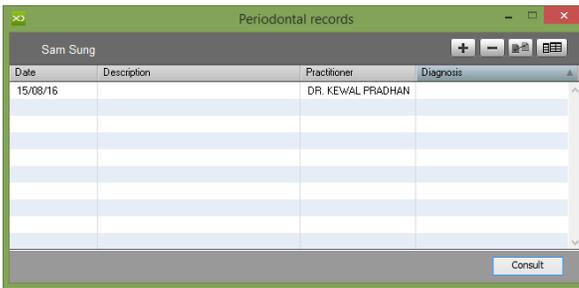
Analysis Cephalometrics

Cephalometric data	Normal	Std. Dev.	Patient	Diff.	Int. value	Fin. value	Comments
AESTHETIC ANALYSIS							
Upper labial protrusion	4 mm	±2.00					
Lower labial protrusion	2 mm	±2.00					
Upper lip length	24 mm	±2.00					
Labial commissure - Occlusal plane	3.5	±1.00					
DENTAL REPORTS							
Molar relationship	3 mm	±3.00					
Canine relationship	2 mm	±3.00					
Incisor overjet (OVI)	2.5 mm	±2.50					
Incisor overbite (OVB)	2.5 mm	±2.00					
Mandib. incisor extrusion	1.25 mm	±2.00					
Interincisal angle	130°	±10.00					
MAXILLOMANDIBULAR REPORTS							
Convexity	2 mm	±2.00					
Lower facial height	47°	±4.00					
DENTOSKELETAL REPORTS							
Position I ₁ molar	3 mm	±2.00					
Maxil. incisor protrusion	4 mm	±2.00					

Cancel Confirm

Periodontal Record

The Practitioner can make a comparison between 2 or more periodontal charts.



How to set Recall for Patient in XDent?

RECALL can be set from Clinic Data, either create a new recall or select from existing recall type, (Refer #13.3)

The screenshot displays the 'XDENT Dental Chart' interface for patient 'Sam Sung'. A 'Communication Detail' dialog box is open, showing the following information:

- Expected date: 15/08/2016
- Addressee: Sam Sung
- Delivery mode: SMS message
- Applicant: Pradhan Kewal
- Type: Type not defined (Guard Phase 2)
- Message body: Hi Sam Sung, See you soon for your Phase 2, Regards, Apple Dental
- Available characters: 94
- Communication status: Send and Close

The background window shows a dental chart with teeth 22-28 and 32-38. A table of appointments is visible at the bottom right:

Date	Practitioner	App. Date	Diagn. pr.
15/08/20	DR. KEWAL PRADH		DR. STEPHANIE SI
15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH
15/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH

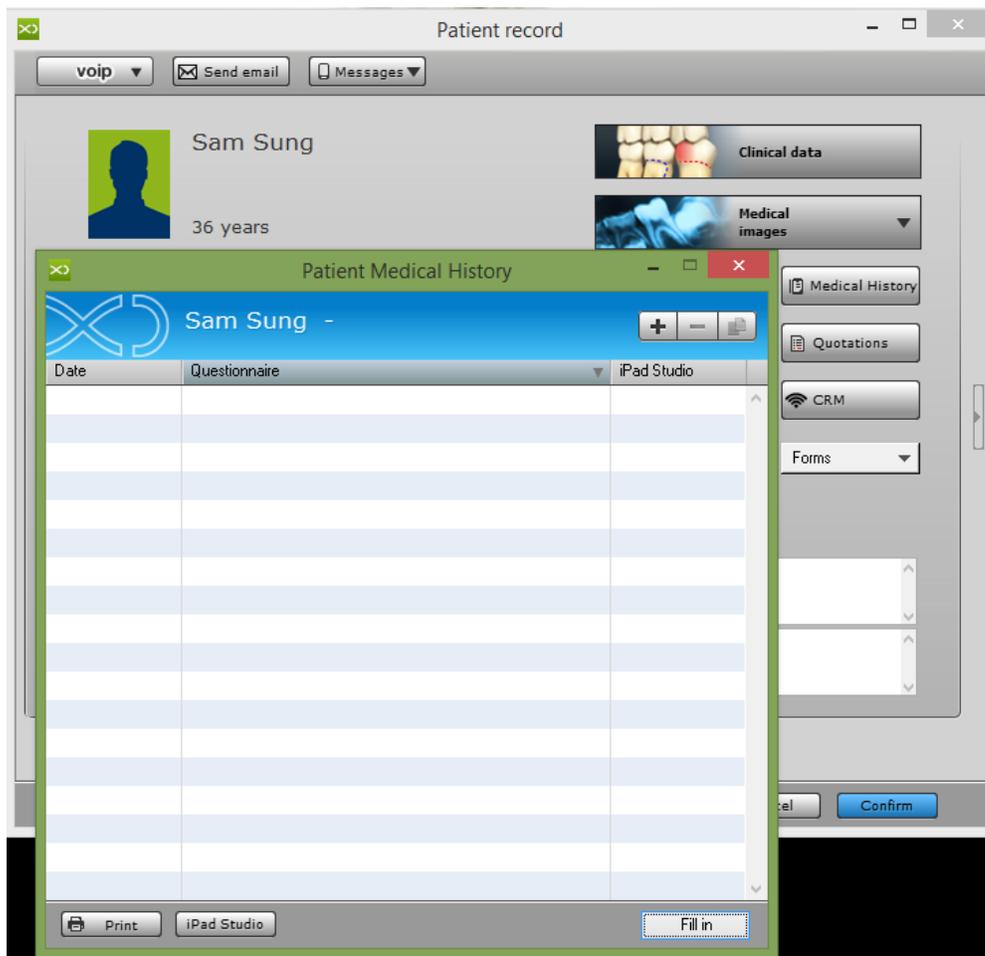
7.1.6. Medical History

How to add Medical History for a Patient in XDent?

MEDICAL HISTORY Questionnaire must be filled in by patients on their first visit and can be done in two ways:

1. by using the corresponding section from patient record and so compiled by the practice assistant or
2. by using XDENT iPad Studio which allows patients to fill out the questionnaire by themselves: this option is extremely functional because the administrative staff gives the patient the iPad with a temporary code to fill out his/her medical history and/or personal data.

For Medical Questionnaires setup, (Refer #13.4)

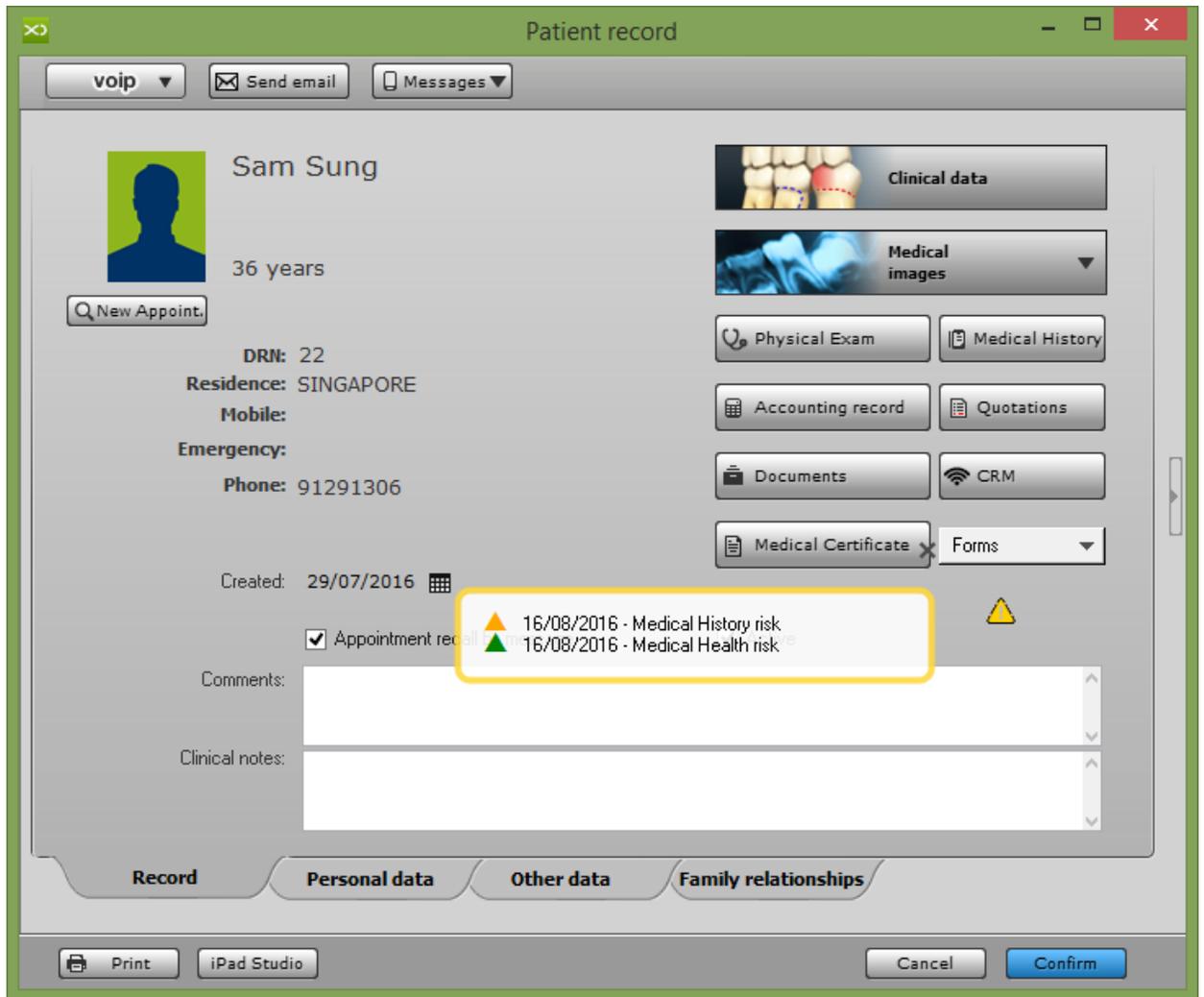


How to add Medical History Risk for a Patient in XDent?

Medical History RISK can be added from Patient Record > Medical History, with some risk factors being associated with a patient's medical history, XDent provides you with some alerts that display the risk type, its degree, etc.

The Practitioner can associate the risk to an icon and set a colour to represent its corresponding severity grade. There are two types of alerts, indicating respectively a general medical risk and a periodontal risk. When preparing the questionnaire, first select the "risk" check to associate the anamnesis risk to the selected icon, then choose its colour by clicking on the icon.

The screenshot displays the 'Patient medical history compilation' window. The interface includes a header with the patient's name 'Sam Sung' and the date of compilation '16/08/2016'. The main content area contains five questions, each with a risk selection option. A dropdown menu is open over the first question, showing a green triangle icon and the text 'Medical History risk'. The bottom of the window features a 'Print' button and 'Cancel' and 'Confirm' buttons.



7.1.7. Quotation

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

The QUOTATION contains all the patient's 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

The screenshot displays the XDent software interface for patient Sam Sung. The main window is titled "Clinic Data of Sam Sung". On the left, there is a sidebar with patient information (Sam Sung, 36 years) and various medical records categories: Conservative, Endodontic, Implant, Ortho Ceph, and Periodontal. Below these are buttons for Multimedia, Status, Recall, and Treat. plan. The main area shows a dental chart with teeth numbered 11-28 and 31-48. Below the chart is a "Quotation" table for the date 29/07/2016.

Pr.	Type	Tooth	Treatment	Timing	Amount	Status	Date	Practitioner	App. Date	Diagn. pr.
1	Diagnostic		Consultation (Complex)	45	120.00	●	12/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH
2	Endodontics		surgical endodontics	60	1,440.00	●	12/08/20	DR. KEWAL PRADH		DR. KEWAL PRADH

At the bottom of the interface, there are buttons for Help, Report, View treatment plans, Cancel, and Confirm.

Based on the Quotation Template, a Quotation will be generated.

The screenshot displays a software window titled "Quotations of Sam Sung". At the top, there are navigation arrows and a "1 of 1" indicator. Below this is a "Quotations Archive" header with a search icon. A table on the right lists the following data:

No.	Date	Stat.	TP Stat.	TP payer	Title
8	12/08/16				Quotation 1

The main content area contains the following information:

- Title: Quotation 1, No.: 8, Date: 12/08/16
- User: kewal, Amount: 1,560.00
- Patient: Pending
- Financing charges: fixed 0.00, % 0.00, Total cost: 0.00
- Variable data section with fields for Practitioner, Patient, Date, Quot. no., Quot. name, Practice logo, Ref. Doctor, and Ref. Sales.
- Apple Pie Dental** logo and address: Bugis, ChinaTown.
- Patient details: Name: Sam Sung, Gender: M, NRIC: S8600000Z.
- Ref. Doctor: Dr. Pradhan Kewal.
- Quotation No: 8, Quotation Name: Quotation 1.
- Dear Sam Sung
- Dental chart showing teeth 18-28 and 48-38 with various dental symbols.
- GENERAL Treatment: Consultation (Complex) - 120.00, surgical endodontics - 1,440.00.
- Quotation total amount SGP Dollar 1,560.00
- Date: 12/08/2016
- PAYMENT MODE: Deposit: 0.00, No. instalments: 1, When treatment plan is completed: 1,560.00

At the bottom, there are buttons for "Print", "Send email", "Quotation delivered", and "Recreate due dates".

How to convert Accepted Quotation to a Treatment Plan in Xdent?

In Quotation Document, change the Status of Quotation to “accept” and it will add in the Clinic Data of that Patient.

The screenshot displays the 'Quotations Archive' window in Xdent software. The main window title is 'Quotations of Sam Sung'. The interface includes a navigation bar with '1 of 1' and a search icon. Below the navigation bar, there is a table with columns: No., Date, Stat., TP Stat., TP payer, and Title. The first row is highlighted in blue and contains: 8, 12/08/16, a status icon, and Quotation 1.

The main content area shows a form for 'Quotation 1'. The title is 'Quotation 1', No. is 8, and Date is 12/08/16. The user is 'kewal' and the amount is '1,560.00'. The patient status is set to 'Pending' in a dropdown menu, with options: Pending, Accepted, Not Accepted, and Cancelled. Below the status dropdown, there are input fields for 'fixed' (0.00) and '%' (0.00), and a 'Total cost' field (0.00). There are also buttons for 'Character', 'B', 'I', 'U', and a link icon.

The 'Variable data' section on the left lists fields: Practitioner, Patient, Date, Quot. no., Quot. name, Practice logo, Ref. Doctor, and Ref. Sales.

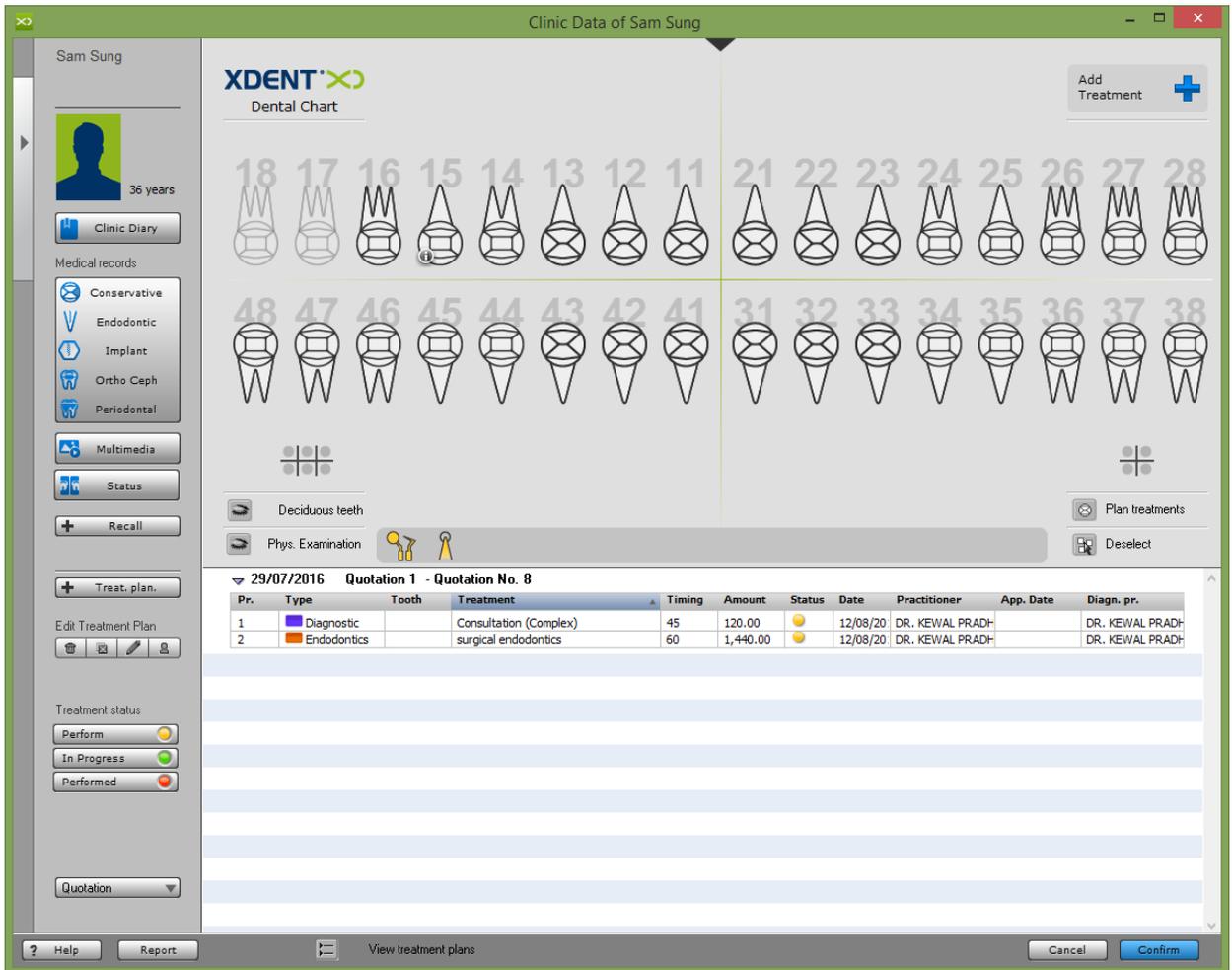
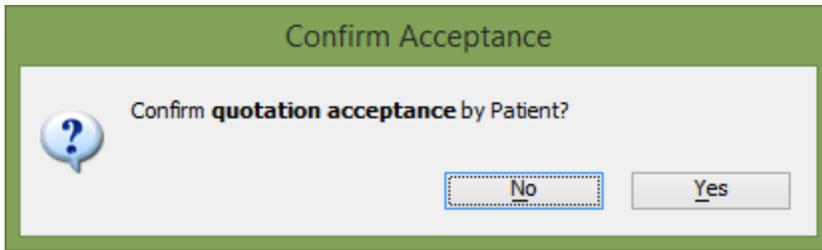
The main content area displays a dental clinic form for 'Apple Pie Dental'. It includes radio buttons for 'Oral Maxillofacial Surgery', 'Dental Practice', 'Dental Surgery', and 'Dental Centre'. There are also radio buttons for 'Bugis' and 'ChinaTown'. The 'Patient' section includes: Name: Sam Sung, Gender: M, NRIC: S8600000Z. The 'Your Doctor(s) in-charge' section lists 'Dr. Pradhan Kewal'. The 'Quotation' section includes: Quotation No: 8, Quotation Name: Quotation 1, and 'Dear Sam Sung'.

The central part of the form features a grid of 38 dental icons, each with a number above it. The numbers are arranged in two rows: the top row contains 18 icons with numbers 18, 17, 16, 15, 14, 13, 12, 11, 21, 22, 23, 24, 25, 26, 27, 28; the bottom row contains 20 icons with numbers 48, 47, 46, 45, 44, 43, 42, 41, 31, 32, 33, 34, 35, 36, 37, 38.

The 'GENERAL' section includes: Treatment: Consultation (Complex) (Amount: 120.00), surgical endodontics (Amount: 1,440.00). The 'Quotation total amount SGP Dollar 1,560.00' is shown. The date is 12/08/2016.

The 'PAYMENT MODE' section includes: Deposit: 0.00, No. instalments: 1 When treatment plan is completed: 1,560.00.

At the bottom of the window, there are buttons for 'Print', 'Send email', 'Quotation delivered', and 'Recreate due dates'.



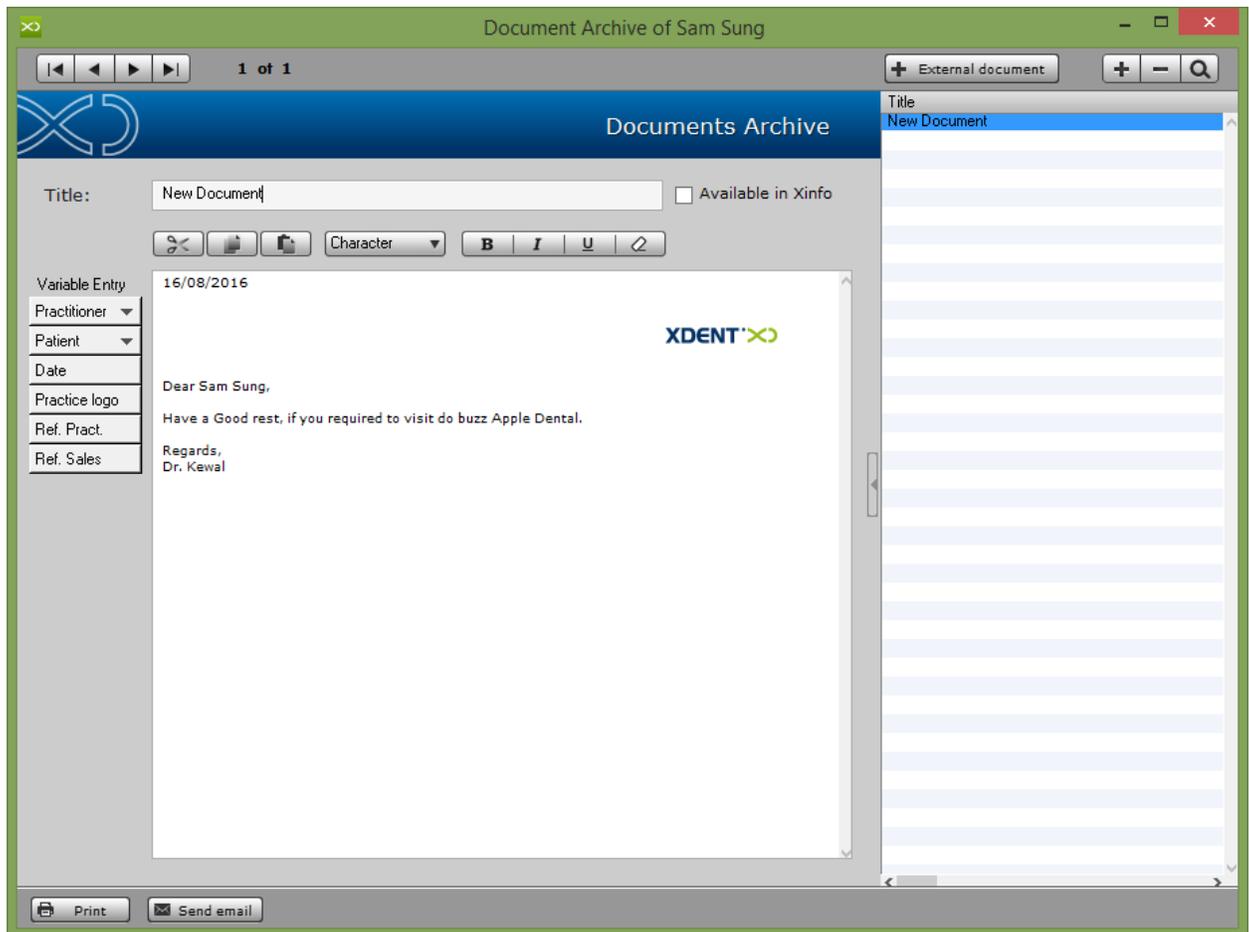
Note: The unaccepted quote is temporarily removed from the Treatment Plan. At the time of acceptance of the quotation, the performance will be automatically reflected in the care plan, ready to be executed.

7.1.8. Documents

How to Add/Edit/Delete/View Patient Document in XDent?

Patient Record > Documents

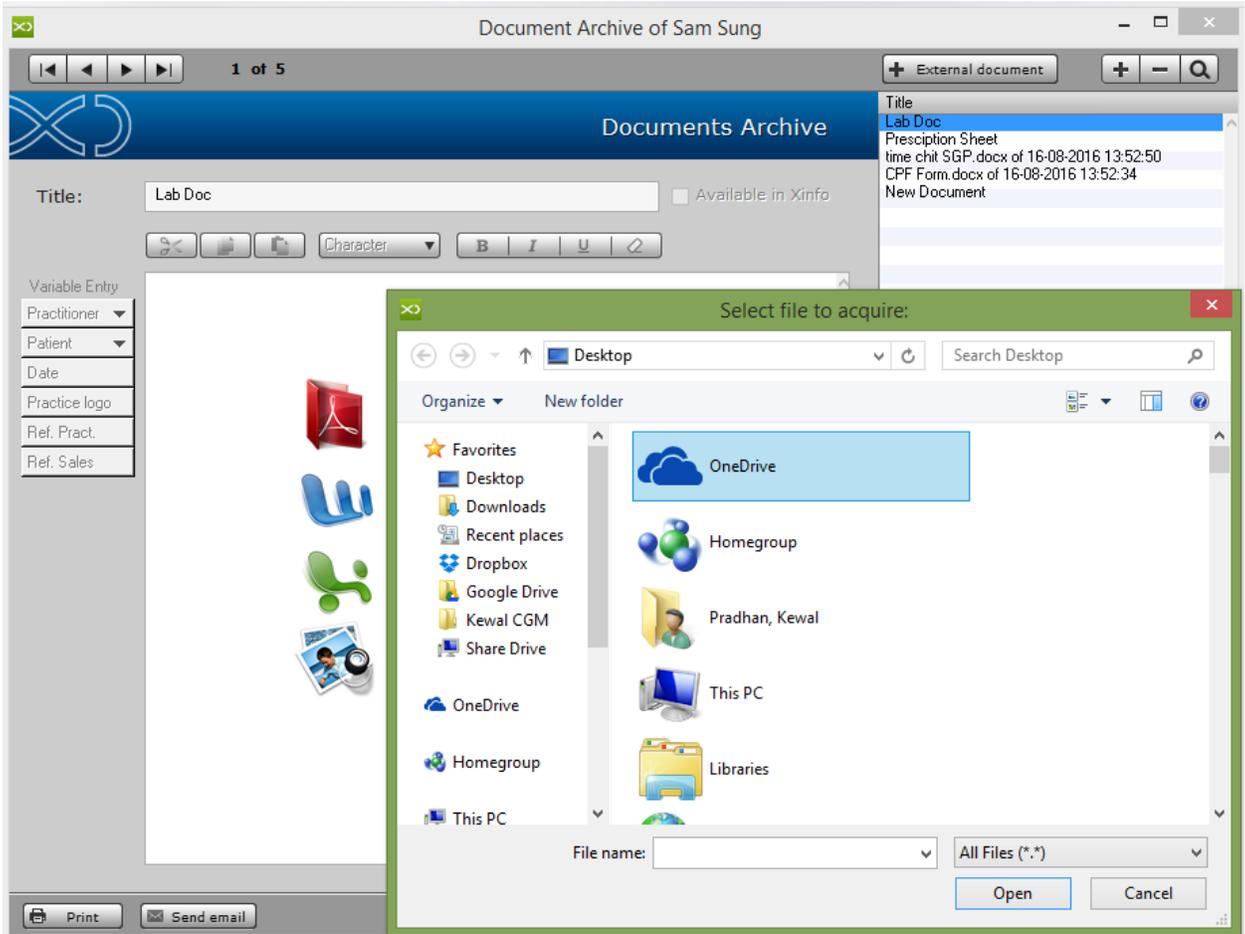
Patient DOCUMENT can be created directly from Document Archive, variable entry (document placeholder library) is available to pick field values to auto populate in the document of that Patient.



How to Attach Patient External Document in Patient Record?

To attach Patient external document in Patient record, click External document button and select patient external document from that workstation, there is no restriction on the type of document to be attached.

Example – Lab Document, Patient record from other clinic, Emails, etc.

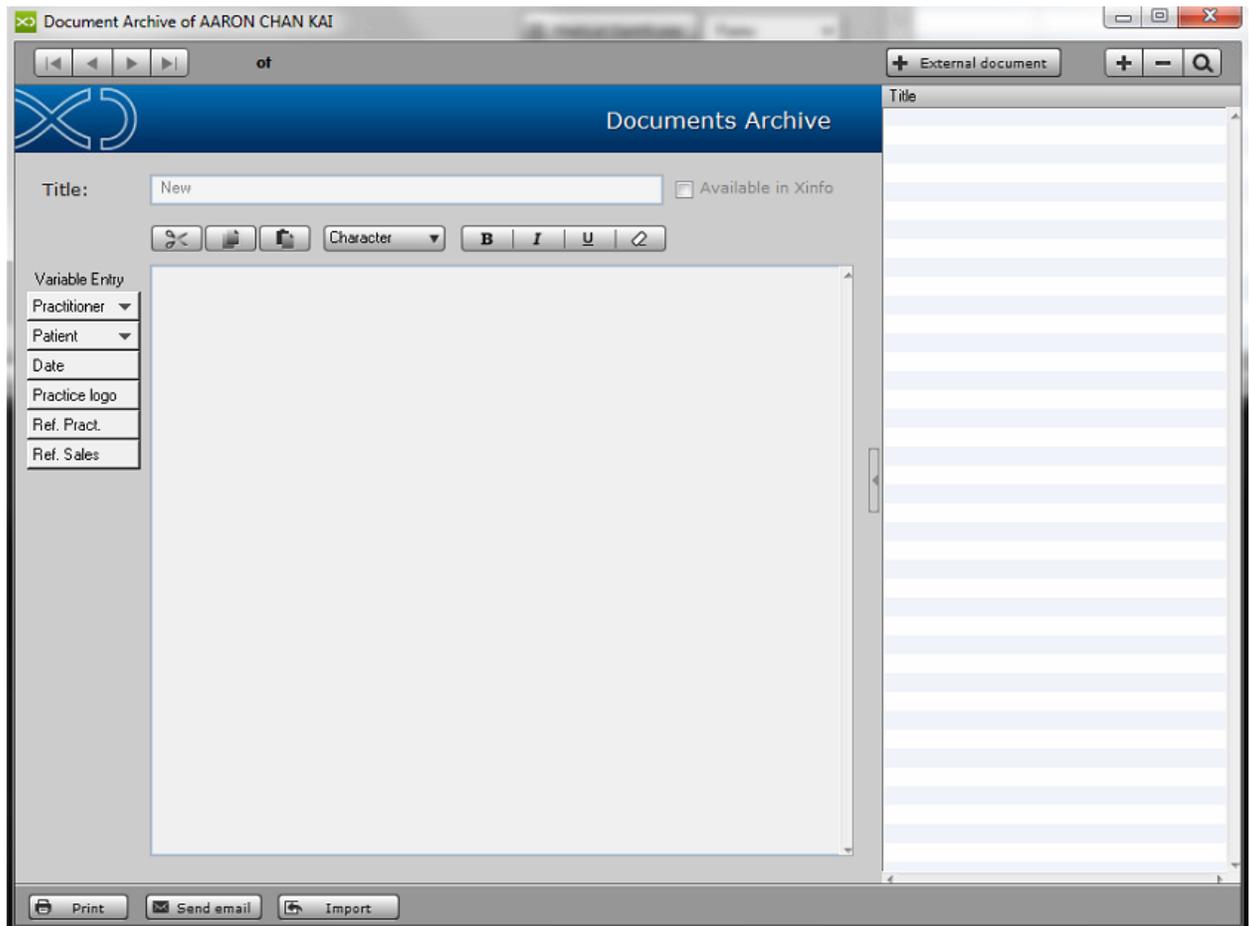


How to import Patient Document from other Clinic Location in XDent?

Patient's Document Transmission Module from a Clinic to Another Clinic in the same Pool and it apply to those clinic with more than one Location and have XSync Feature.

Document archive is managed in local server due to the fact that the external document or other types of file that is store in document archive (such as images, PDF, etc.) can be too "heavy" to transfer in the cloud but now If clinic upload Document from location it will Sync and will be available in Other Location.

Click Import button in Patient Document Archive and it will remote connect to other location system and retrieve Patient documents.



7.1.9. CRM

How to View Patient Communication from Patient Record?

Patient Record > CRM

CRM is a communication Centre which includes all the CRM functions of the office and therefore manages all the Practice/Patient interaction modes in both communication directions.

For more Detail (Refer #12.1)

Sending date and Addressee	Type	Applicant	Expected date	Notes
Sam Sung 01/01/1980 Phone no.: 91291306 Closed 15/08/2016 14:05	Guard Phase 2	Pradhan Kewal	15/08/2016	
Sam Sung 01/01/1980 Phone no.: 91291306 SMS message To send	Recall after 90 days	Pradhan Kewal	15/11/2016	

7.1.10. Accounting Data

The ACCOUNTING DATA represents the main tool to obtain patient-related information in terms of profits and treatments provided at the practice.

Similarly to the main treatment plan, the list of treatments can be found. This is sorted by treatment plans in which accounting information relating to each treatment in the treatment plan is displayed. For each treatment, the relevant total amount and collected amount are provided.

The accounting situation of the patient is displayed against a blue background in the upper portion of the record. The total amount is displayed against a red background if the patient is in debt, otherwise, against a green one.

All total amounts in the accounting record refer either to the treatment plan currently selected in the plan list, or to the accounting record in its entirety.

How to Edit Treatment Amount in Accounting Record?

Patient Record > Accounting

In Accounting Record, you can find all the features present in the treatment plan with the prices, and the debits and credit of the patient.

To Edit/Change, select the treatment and click edit to change the Amount and Tooth for that treatment.

You can also ADD/DELETE the treatment from Accounting but this is not advisable.

The screenshot displays the 'Accounting record' window for a patient named 'Kamat Peng'. The 'Accounting statement' shows a total of 108.00. The 'Debits' section includes 'Treatments performed' (108.00) and 'Service and products' (0.00). The 'Credits' section includes 'Paid documents' (0.00) and 'Adv. payments to invoice' (0.00). The 'Total Debit' is 108.00 and the 'Total Credit' is 0.00, resulting in a 'Total' of 108.00. The 'Date' is 29/07/2016, and the 'Default treatment proposal' is for SGP Dollar 108.00. The 'Treatment' table lists two items: 'Consultation (Simple)' and 'Single Tooth Extraction (anterior)'. The 'Edit Patient Treatment amount' dialog box is open, showing the 'Description' as 'Consultation (Simple)', 'Performance Date' as 16/08/2016, 'List' as 30.00, 'Amount' as 30.00, 'Costs' as 10.00, and 'Time' as 15. The dialog box also includes a 'Tooth' list, 'Confirm' and 'Time and cost assessment done' checkboxes, and an 'Apply' button. The 'Treatment phases' table is empty, and the 'Deposits to be invoiced' and 'Invoiced Amount' are both 0.00.

Tooth	Treatment	Practitioner	Status	Price List	Amount	T.P. Quota	Deposits	Invoices
	Consultation (Simple)	DR. STEPHANIE SIM	16/08/2016	30.00	30.00	0.00	0.00	0.00
	Single Tooth Extraction (anterior)	DR. STEPHANIE SIM	16/08/2016	78.00	78.00	0.00	0.00	0.00

Description	%	Time	Amount	Cost	Status	Date	Practitioner's name	Interval	Previous phase
-------------	---	------	--------	------	--------	------	---------------------	----------	----------------

How to Receive a Deposit in Accounting Record?

Open the patient accounting record, click “deposits to be invoiced” and enter the received amount and select payment mode.

The screenshot shows the 'Accounting record' window for 'Kamat Peng'. The 'Accounting statement' shows a total of 108.00. A 'New Deposit' dialog box is open, allowing the user to enter a deposit of 108.00 on 16/08/2016. The dialog includes a 'Receipt issue' checkbox, an 'Account' dropdown set to '3-Bank', and a 'Payment term' dropdown set to 'Cheque'. The background table shows treatments performed and a total debit of 108.00.

Tooth	Treatment	Practitioner	Status	Price List	Amount	T.P. Quota	Deposits	Invoices
	Consultation (Simple)	DR. STEPHANIE SIM	16/08/2016	30.00	30.00	0.00	0.00	0.00
	Single Tooth Extraction (anterior)	DR. STEPHANIE SIM	16/08/2016	78.00	78.00	0.00	0.00	0.00

The screenshot shows the 'Accounting record' window after a deposit has been recorded. The 'Accounting statement' now shows a total of 58.00. The 'Deposits to be invoiced' table shows a single entry for 50.00 on 16/08/2016. The background table shows updated deposit amounts for the treatments.

Tooth	Treatment	Practitioner	Status	Price List	Amount	T.P. Quota	Deposits	Invoices
	Consultation (Simple)	DR. STEPHANIE SIM	16/08/2016	30.00	30.00	0.00	13.89	0.00
	Single Tooth Extraction (anterior)	DR. STEPHANIE SIM	16/08/2016	78.00	78.00	0.00	36.11	0.00

How to Indicate Discount in Accounting Record?

You can perform the Discount in Accounting record in 2 ways – either with an overall discount or discount specific to one or more treatments.

Discounts can be given in 2 types – either percentage or total amount

To highlight the discount in the invoice, tick the option.

Accounting record

Invoice creation

Tooth	Treatment	Practitioner	Performed	Treat. amount	Deposits to inv.	Inv. amounts	Amount to inv.
	Consultation (Simple)	DR. STEPHANIE SIM	16/08/2016	27.00	13.89	0.00	27.00
	Single Tooth Extraction (anterior)	DR. STEPHANIE SIM	16/08/2016	70.20	36.11	0.00	70.20
				Total amounts:	97.20	50.00	0.00
						97.20	

Edit

Edit total amounts

Treatment or invoice amounts can be changed with fixed or proportionally value-related amounts

Proportional reduction
 Fixed reduction

Total treatments: 97.20 Total amount: 97.20

Reduction rate to be applied on each treatment amount: Reduction %: 10 Highlight the discount in the invoice Summary invoice

Accounting record

Invoice creation

Tooth	Treatment	Practitioner	Performed	Treat. amount	Deposits to inv.	Inv. amounts	Amount to inv.
	Consultation (Simple)	DR. STEPHANIE SIM	16/08/2016	30.00	0.00	0.00	30.00
	Single Tooth Extraction (anterior)	DR. STEPHANIE SIM	16/08/2016	78.00	0.00	0.00	78.00

Edit Patient Treatment amount Kamat Peng

Description: Consultation (Simple)

Performance Date: 16/08/2016

Patient quota: List: 30.00 Amount: 20.00 Confirm

Reduction rate: 0.00 %

Treatment phases

Description	%	Time	Amount	Cost	Status	Date	Practitioner's name	Interval	Previous phase
treatment to be invoiced									

How to Issue Credit Note in Accounting Record?

For issuing a credit note in Accounting record, go to other documents and document to issue – Credit note.

A credit note can be issued directly from the patient accounting record, the payment of the credit note decreases the total amount of the documents paid. The issue of a credit note generates a prime entry transaction with “Issuing a Credit Note” type and its payment generates a prime entry transaction with “Payment of Credit Note” type.

For more detail (Refer #14.4)

The screenshot displays the 'Accounting record' window for 'Kamat Peng'. At the top, the 'Accounting statement' shows a balance of 0.00. Below this, a summary of 'Debits' and 'Credits' is provided. The 'Debits' section lists 'Treatments performed' (195.20) and 'Service and products' (0.00), with a 'Total Debit' of 195.20. The 'Credits' section lists 'Paid documents' (195.20) and 'Adv. payments to invoice' (0.00), with a 'Total Credit' of 195.20. A 'Total' of 0.00 is also shown. To the right, 'Due dates' and 'Past Due dates' are both listed as 0.00. A checkbox for 'Available in XInfo' is checked. The main area contains a table titled 'Other accounting documents of SGP Dollar' with columns for Document type, No., Date, Amount, Dep. inv., and Paid. Two rows of invoices are visible. To the right of this table is a 'Pending delivery orders' section with columns for Date and Amount. On the far right is an 'Accounting notes' section. At the bottom, there are buttons for 'Print', 'Documents issue', 'Treatment plans', 'Other documents', 'Cancel', and 'Confirm'. A dropdown menu is open under 'Documents issue', showing options for 'Invoice', 'Delivery Note', 'Deferred invoice', and 'Credit note', with 'Credit note' selected.

Document type	No.	Date	Amount	Dep. inv.	Paid
Invoice	15/CGM	16/08/16	97.20	No	97.20
Invoice	16/CGM	16/08/16	98.00	No	98.00

How to Register a Payment of an invoice to issue Receipt in XDent?

Go to the menu bar, click “Accounting” followed by “Credit Collection”. You can view outstanding payments listed and perform payment collection.

Due dates to be cashed

Payments to be collected

Due date	Amount	Customer	Description
11/07/16	30.00	Alan Kong	Invoice no. 55 of 11/07/2016 - Instalment 1 of 1
15/07/16	78.00	Mr. Michael Mint	Invoice no. 58 of 15/07/2016 - Instalment 1 of 1
15/07/16	102.00	Mr. Michael Mint	Invoice no. 59 of 15/07/2016 - Instalment 1 of 1
16/08/16	47.20	Kamat Peng	Issue Invoice no. 15/CGM of 16/08/2016
16/08/16	98.00	Kamat Peng	Invoice no. 16/CGM of 16/08/2016 - Instalment 1 of 1
17/06/16	380.00	Andrew Lim	Outstanding balance Invoice no. 33 of 17/06/2016 - Instalment 1 of 1
20/07/16	0.00	Kewal	Invoice no. 1/CGM of 20/07/2016 - Instalment 1 of 1
21/07/16	0.00	Daniel Schmidt	Invoice no. 3/CGM of 21/07/2016 - Instalment 1 of 1
22/07/16	3002.40	Kewal	Invoice no. 5/CGM of 22/07/2016 - Instalment 1 of 1
22/07/16	199.80	Kewal	Invoice no. 4/CGM of 22/07/2016 - Instalment 1 of 1
26/07/16	3.00	Kewal	Invoice no. 8/CGM of 26/07/2016 - Instalment 1 of 1
27/07/16	50.00	Mary Mint	Issue Invoice no. 12 of 27/07/2016
30/06/16	450.00	Andrew Lim	Invoice no. 37 of 30/06/2016 - Instalment 1 of 1

Filter: Select all

Total selected due date amount: 47.20

Payment details

Date: 16/08/2016 Type: cash Amount: 47.20

Notes:

Account

Due dates to be cashed

Payments to be collected

Due date	Amount	Customer	Description
11/07/16	30.00	Alan Kong	Invoice no. 55 of 11/07/2016 - Instalment 1 of 1
15/07/16	78.00	Mr. Michael Mint	Invoice no. 58 of 15/07/2016 - Instalment 1 of 1
15/07/16	102.00	Mr. Michael Mint	Invoice no. 59 of 15/07/2016 - Instalment 1 of 1
16/08/16	98.00	Kamat Peng	Invoice no. 16/CGM of 16/08/2016 - Instalment 1 of 1
17/06/16	380.00	Andrew Lim	Outstanding balance Invoice no. 33 of 17/06/2016 - Instalment 1 of 1
20/07/16	0.00	Kewal	Invoice no. 1/CGM of 20/07/2016 - Instalment 1 of 1
21/07/16	0.00	Daniel Schmidt	Invoice no. 3/CGM of 21/07/2016 - Instalment 1 of 1
22/07/16	3002.40	Kewal	Invoice no. 5/CGM of 22/07/2016 - Instalment 1 of 1
22/07/16	199.80	Kewal	Invoice no. 4/CGM of 22/07/2016 - Instalment 1 of 1
26/07/16	3.00	Kewal	Invoice no. 8/CGM of 26/07/2016 - Instalment 1 of 1
27/07/16	50.00	Mary Mint	Issue Invoice no. 12 of 27/07/2016
30/06/16	450.00	Andrew Lim	Invoice no. 37 of 30/06/2016 - Instalment 1 of 1

Filter: Select all

Total selected due date amount: 0.00

Payment details

Date: 16/08/2016 Type: Cheque Amount: 0.00

Notes:

Account

Receipt

Issuer: CGM Singapore
 Number: 61 Date: 16/08/2016
 Ref. no.: 15/CGM - 16/08/2016

Kamat Peng
 171, CHIN SWEE ROAD (SAN CENTRE)
 SINGAPORE ()

NRIC # S1000000Z DRN: 21

Description	Amount
Consultation (Simple)	13.11
Single Tooth Extraction (anterior)	34.09

Total Receipt: 47.20

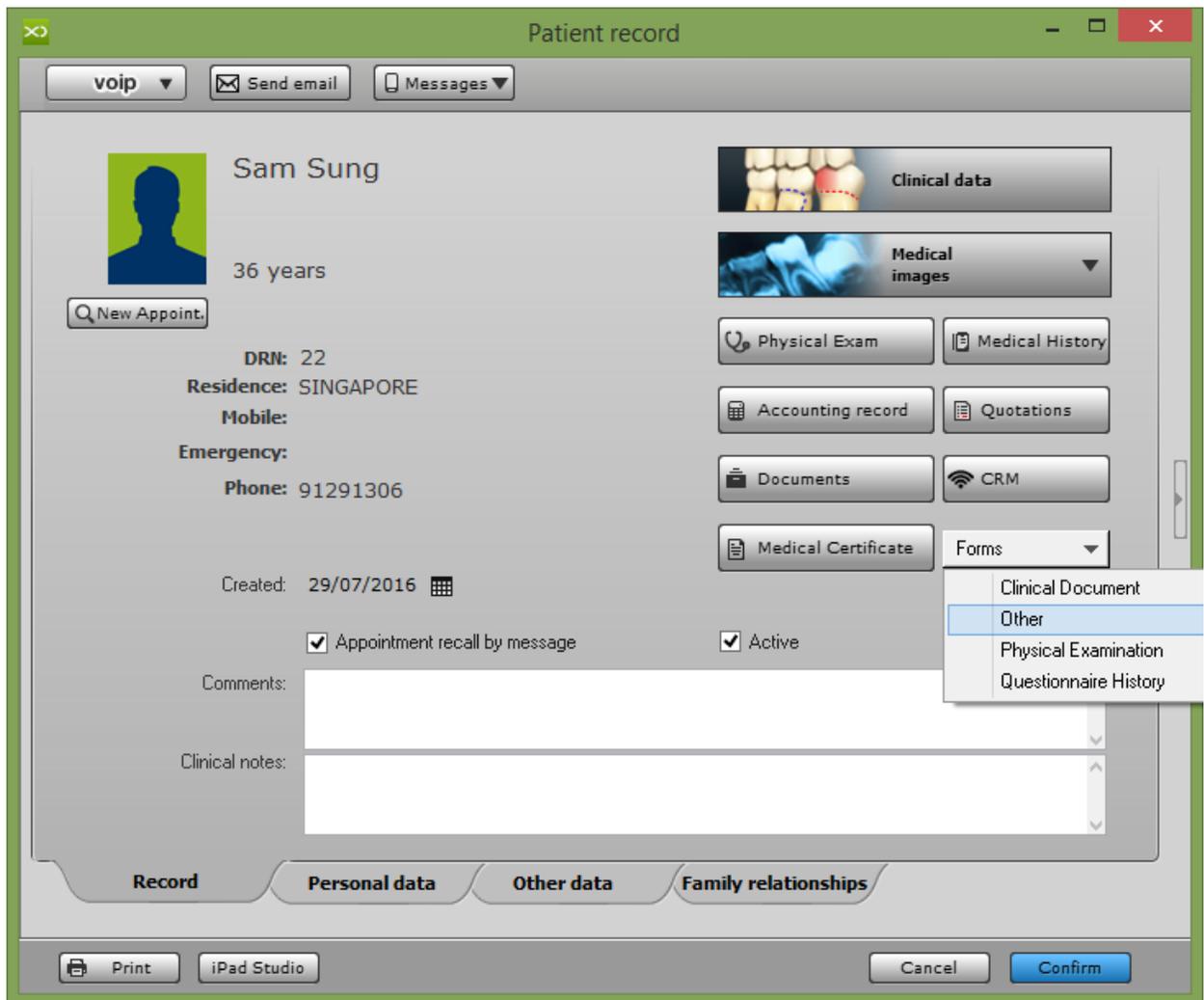
7.1.11. Forms

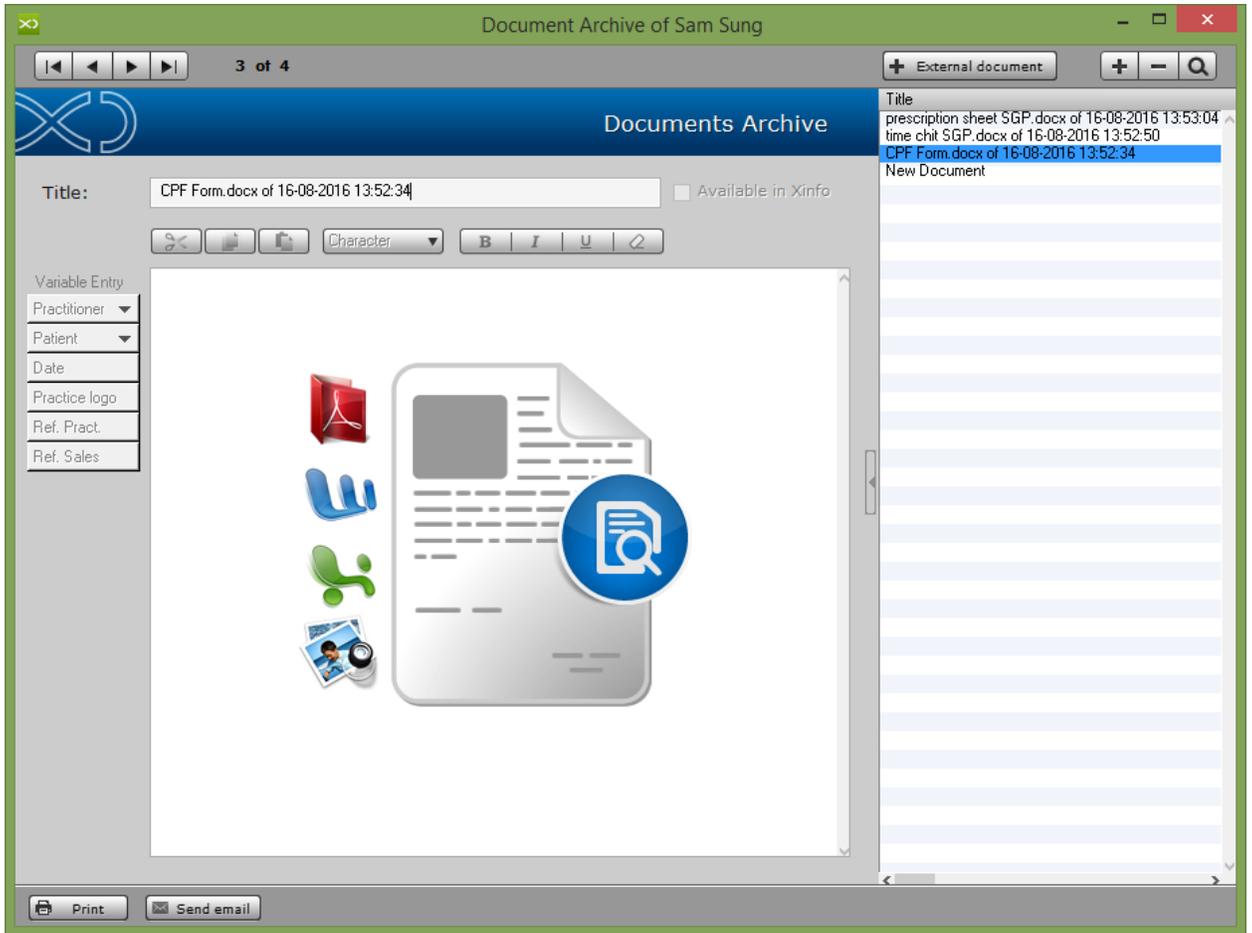
How to Issue Forms – Time chit; Consent form; Prescription for a Patient in XDent?

Patient Record > Forms

You can view a list of FORMS that has been assigned by category, the generated forms will appear in the Document Archive of that Patient as form history.

For more detail on Forms creation (Refer #13.2)





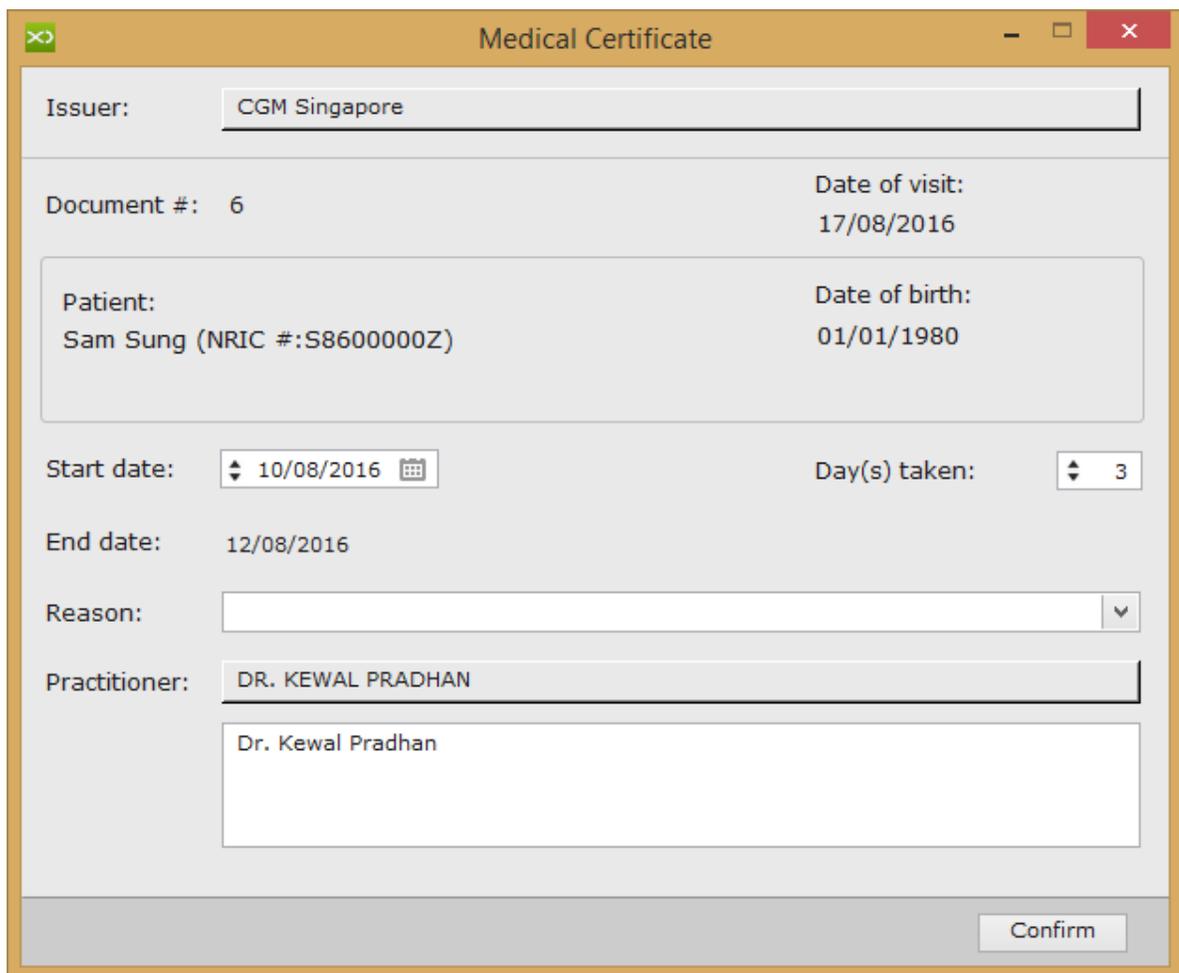
7.1.12. Medical Certificate

How to Issue Medical Certificate for a Patient in XDent?

Patient Record > Medical Certificate

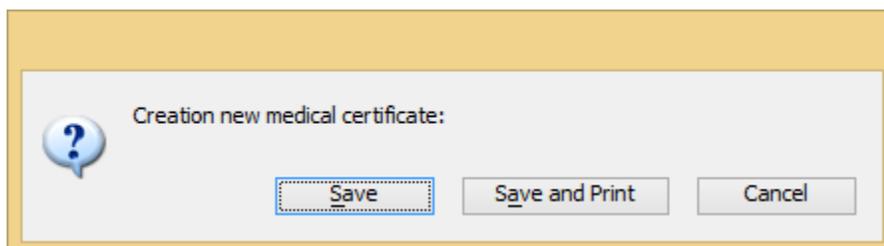
MEDICAL CERTIFICATE will allow you to generate an official Medical leave document for that Patient. After generating the MC, print and the Practitioner is required to endorse it with a signature.

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



The screenshot shows a window titled "Medical Certificate" with the following fields and values:

- Issuer: CGM Singapore
- Document #: 6
- Date of visit: 17/08/2016
- Patient: Sam Sung (NRIC #:S8600000Z)
- Date of birth: 01/01/1980
- Start date: 10/08/2016 (with a calendar icon)
- Day(s) taken: 3
- End date: 12/08/2016
- Reason: (empty dropdown menu)
- Practitioner: DR. KEWAL PRADHAN
- Signature area: Dr. Kewal Pradhan
- Confirm button: Confirm



The dialog box titled "Creation new medical certificate:" contains a question mark icon and three buttons: Save, Save and Print, and Cancel. The "Save" button is highlighted with a dashed border.

CGM Singapore
General Dentistry
Lebuhraya Puchong-Sg. Besi, Bukit Jalil
57100
KUALA LUMPUR
Federal Territories
+603 899 66 700

Medical Certificate

Medical Certificate Number: 6

Date of visit: 17/08/2016

This is to certify that:

Sam Sung (NRIC #:S8600000Z)

Birth Date: 01/01/1980

in unfit for duty for

1 day from 17/08/2016 to 17/08/2016

Reason:

Wisdom Tooth Extraction

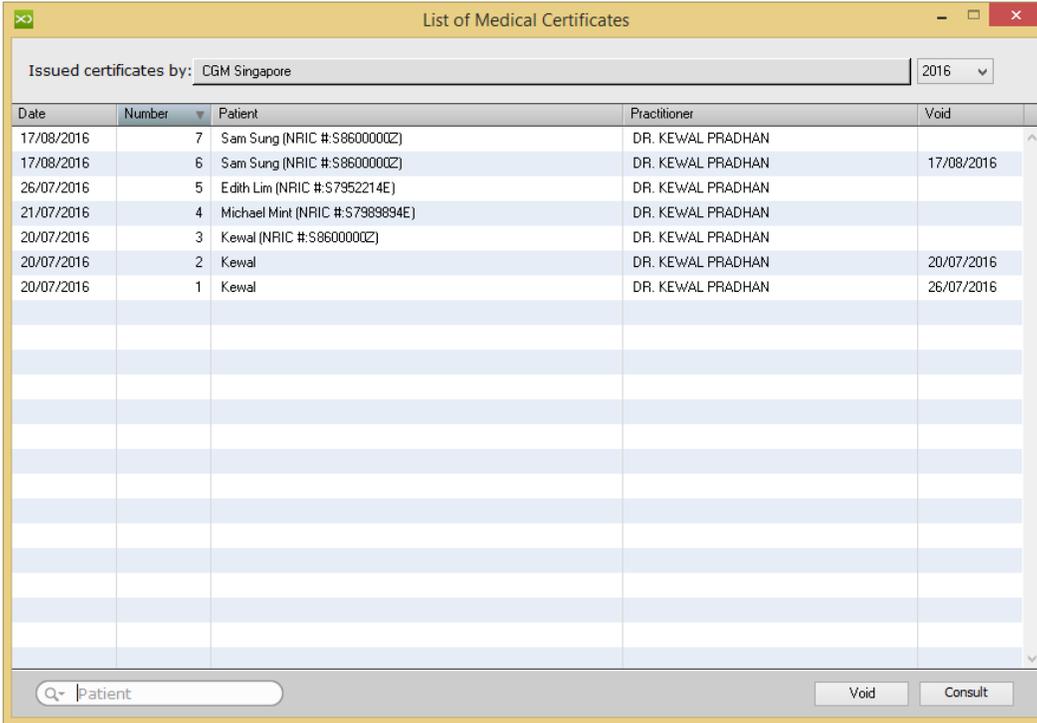
The certificate is not valid to exempt the bearer from attending court or other legal proceedings unless stated otherwise

Dr. Kewal Pradhan

How to View and Void Medical Certificate in XDent?

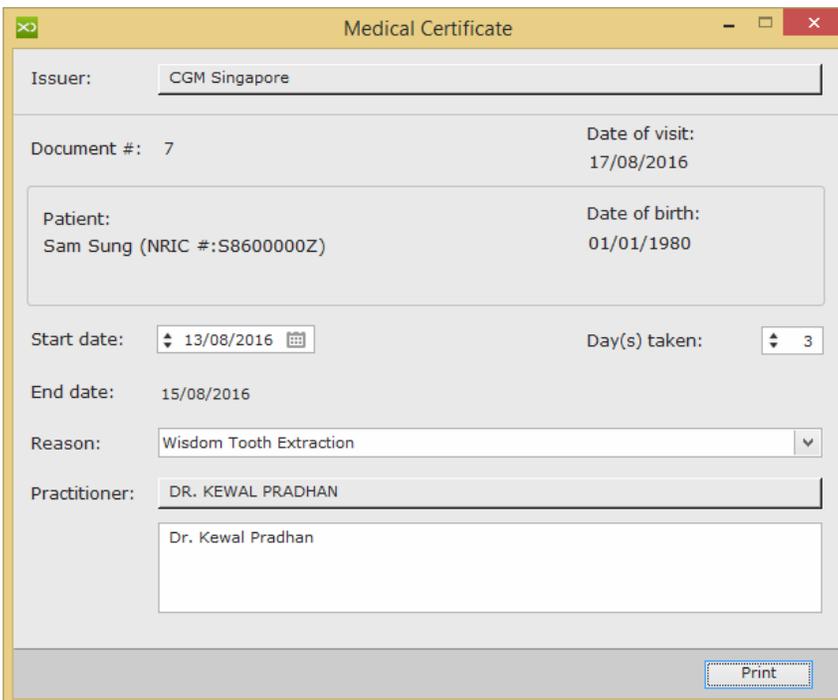
To View, go to Documents > Medical Certificate

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



The screenshot shows a window titled "List of Medical Certificates". At the top, there is a search bar with "Issued certificates by: CGM Singapore" and a dropdown menu set to "2016". Below this is a table with the following columns: Date, Number, Patient, Practitioner, and Void. The table contains several rows of data, including certificates issued to Sam Sung, Edith Lim, Michael Mint, and Kewal. At the bottom of the window, there is a search bar labeled "Patient" and two buttons: "Void" and "Consult".

Date	Number	Patient	Practitioner	Void
17/08/2016	7	Sam Sung (NRIC #:S8600000Z)	DR. KEWAL PRADHAN	
17/08/2016	6	Sam Sung (NRIC #:S8600000Z)	DR. KEWAL PRADHAN	17/08/2016
26/07/2016	5	Edith Lim (NRIC #:S7952214E)	DR. KEWAL PRADHAN	
21/07/2016	4	Michael Mint (NRIC #:S7989894E)	DR. KEWAL PRADHAN	
20/07/2016	3	Kewal (NRIC #:S8600000Z)	DR. KEWAL PRADHAN	
20/07/2016	2	Kewal	DR. KEWAL PRADHAN	20/07/2016
20/07/2016	1	Kewal	DR. KEWAL PRADHAN	26/07/2016



The screenshot shows a window titled "Medical Certificate". It contains the following fields and information:

- Issuer: CGM Singapore
- Document #: 7
- Date of visit: 17/08/2016
- Patient: Sam Sung (NRIC #:S8600000Z)
- Date of birth: 01/01/1980
- Start date: 13/08/2016 (with a calendar icon)
- Day(s) taken: 3
- End date: 15/08/2016
- Reason: Wisdom Tooth Extraction (dropdown menu)
- Practitioner: DR. KEWAL PRADHAN
- Dr. Kewal Pradhan (text area)
- Print button

An MC cannot be deleted from XDent, only Voided and once an MC is issued, it cannot be edited.

To Void MC, select the Patient and click Void button

The screenshot shows a window titled "Medical Certificate" with the following fields and controls:

- Issuer:** CGM Singapore
- Document #:** 6
- Date of visit:** 17/08/2016
- Patient:** Sam Sung (NRIC #:S8600000Z)
- Date of birth:** 01/01/1980
- Start date:** 17/08/2016 (with a calendar icon)
- Day(s) taken:** 1
- End date:** 17/08/2016
- Reason:** Wisdom Tooth Extraction (dropdown menu)
- Practitioner:** DR. KEWAL PRADHAN
- Signature area:** Dr. Kewal Pradhan
- Buttons:** "Void 17/08/2016" (highlighted with a red border) and "Print" (dotted border)

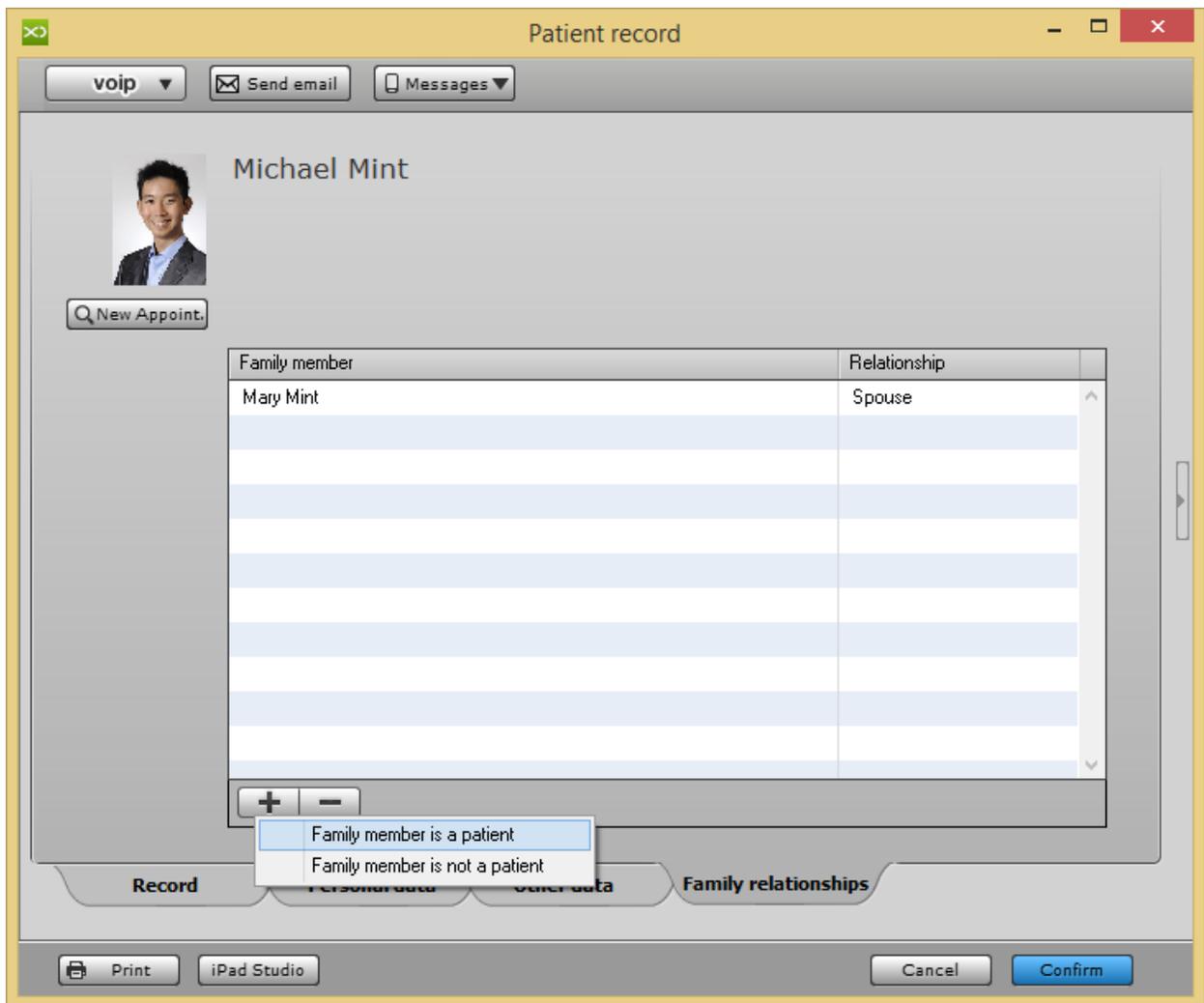
7.2. Family Relationship

How to Manage Family Relationship for a Patient in XDent?

Patient Record > Family Relationships

Clinics are able to manage FAMILY RELATIONSHIP (including any inverse relations), which then can be used in the patient record panels, so as to associate a patient with his family members (who may already be practice patients or external people) and vice versa; it also allows you to access, at any moment, from a patient to any member of his family (being a practice patient).

Family relationship management on XDENT allows you to view the appointment list and also accounting record of the patient and all his/her family members.



7.3. Patient Reference Person

How to Add Patient Reference Person from other Clinic Practitioner in XDent?

In addition to all the operations provided by “other data” section for the patient, the Clinic can also input a patient reference person to track external referrals. Go to PATIENT REFERENCE PERSON, add a new reference person and select the patient with whom he is associated.

The screenshot shows a web-based form titled "Patient Reference person". At the top, there is a navigation bar with a logo on the left, the title "Patient Reference Person" in the center, and a search icon on the right. Below the navigation bar, there is a header area with "1 of 1" in the center, "Send SMS" and "Send email" buttons on the right, and a search icon on the far right. The main form area is divided into two columns. The left column contains several input fields: "Name:" with a dropdown menu showing "Dr. Dell Tan" and a "List of Patients" button; "Address:"; "Town/City:"; "Post code:"; "District:"; "Mobile:" with a "voip" button; "Phone:" with a "voip" button; "Email:"; "Off. Phone:" with a "voip" button; "VAT No.:"; and "Reference person-related quotas on performed treatments:" with a "%" button. Below these fields is a "Notes:" section with a large text area. The right column is a list of patients, with "Dr. Dell Tan" selected and highlighted in blue. At the bottom left of the form, there is a "Print" button.

8. AGENDA

From Patient Record, in the agenda of the practitioner associated with the patient, the Clinic can add a new appointment for the patient. XDent allows arranging appointments according to 5 different scheduling types, where the same technique is used to assign and manage a patient appointment:

- Weekly scheduling per single practitioner
- Weekly scheduling per groups of practitioners
- Daily scheduling per single practitioner
- Daily scheduling per groups of practitioners
- Weekly scheduling per grouped practices

By simply highlighting the time needed for an appointment, the same can be entered in any agenda, whereupon the appointment report is displayed where applicable:

- Select the practitioner performing the examination
- Select the practice
- Edit time and date
- Choose colour
- Choose an icon characterizing the appointment
- Choose a patient whose record, main treatment plan and diary can be displayed.
- Select the treatments/phases of the main treatment plan "in progress" or "to be performed", in which the type-related colour graphically identifies the scheduled appointment box

Once the appointment is added to the agenda,

- Moving it to another position in the current agenda is possible by simply dragging & dropping it
- Copying, cutting, deleting or pasting it by right-clicking the colour box representing the appointment in the agenda is also possible
- Reassigning it is also possible through the same right clicking operation
- Right clicking the box also allows to call the patient who has a pre-existing appointment
- In order to register the waiting and examination time, to display them in patient records and to detect them at a later stage also through the relevant Appointment reports. Change status – this function is useful to know the Patient waiting time and Check Out time from Clinic, you can change “Check In” / “App. Start” / “Check Out”. When the patient shows up, managing the appointment is possible by right clicking the box to indicate:

- when they arrive (check-in)
- when the examination starts (app. start)
- when the examination ends (check-out)

Planning Weekly/Daily

The weekly / daily planning is done in the Agenda of the clinic and presents various display options:

- Planning Practitioners: used to manage the appointments of an individual doctors.
- Planning Multi-practitioners: used to view and manage agendas simultaneously for more doctors.
- Planning Practices: used to manage appointments in relation to shared resources like XRAY Rooms, Dental Chairs, Other Rooms, etc.

Depending on the type of clinic organization, choose the desired planning. The window Weekly / Daily Planning is displayed at time intervals of 15 minutes that allow the assignment of appointments (Refer #4.1).

8.1. Weekly Scheduling

How to view Weekly Schedule of Practitioner in XDent?

Go to Agenda > Weekly Scheduling

This will show a weekly schedule of a selected practitioner

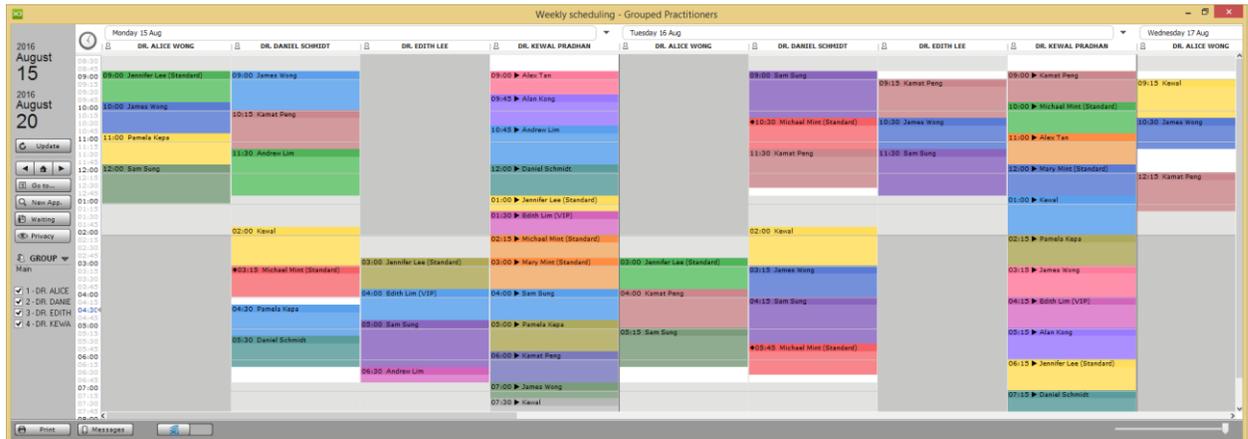


How to view Weekly Group Schedule of Practitioners in XDent?

Go to Agenda > Weekly Schedule – Grouped Practitioners

This will show a weekly schedule of a group of practitioners.

Under Schedule Setting, you can create your own practitioner grouping for each workstation (Refer #4.2)

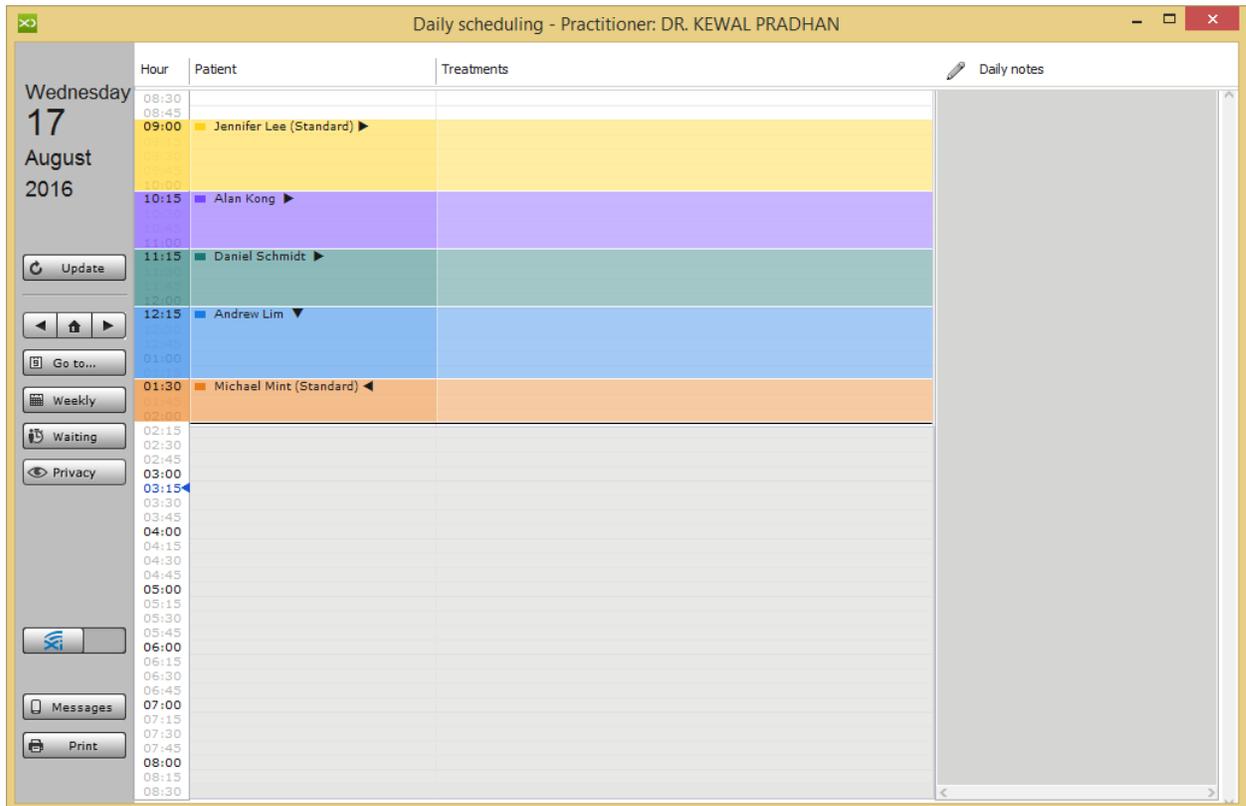


8.2. Daily Scheduling

How to view Daily Schedule of Practitioner in XDent?

Go to Agenda > Daily Scheduling

This will show the daily schedule of individually-selected practitioners.

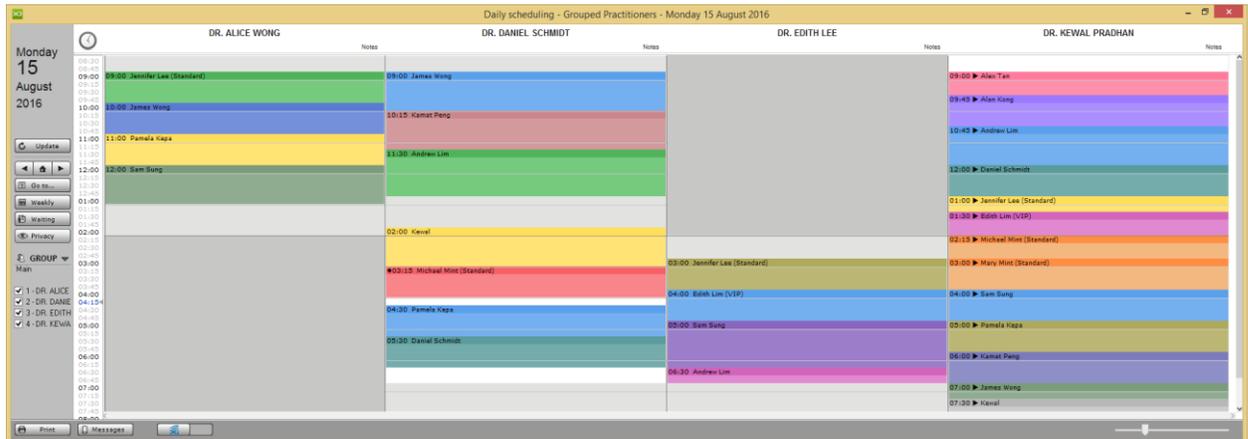


How to view Daily Group Schedule of Practitioners in XDent?

Go to Agenda > Daily Schedule – Grouped Practitioners

This will show a daily schedule of a group of practitioners.

Under Schedule Setting, you can create your own practitioner grouping for each workstation (Refer #4.2)



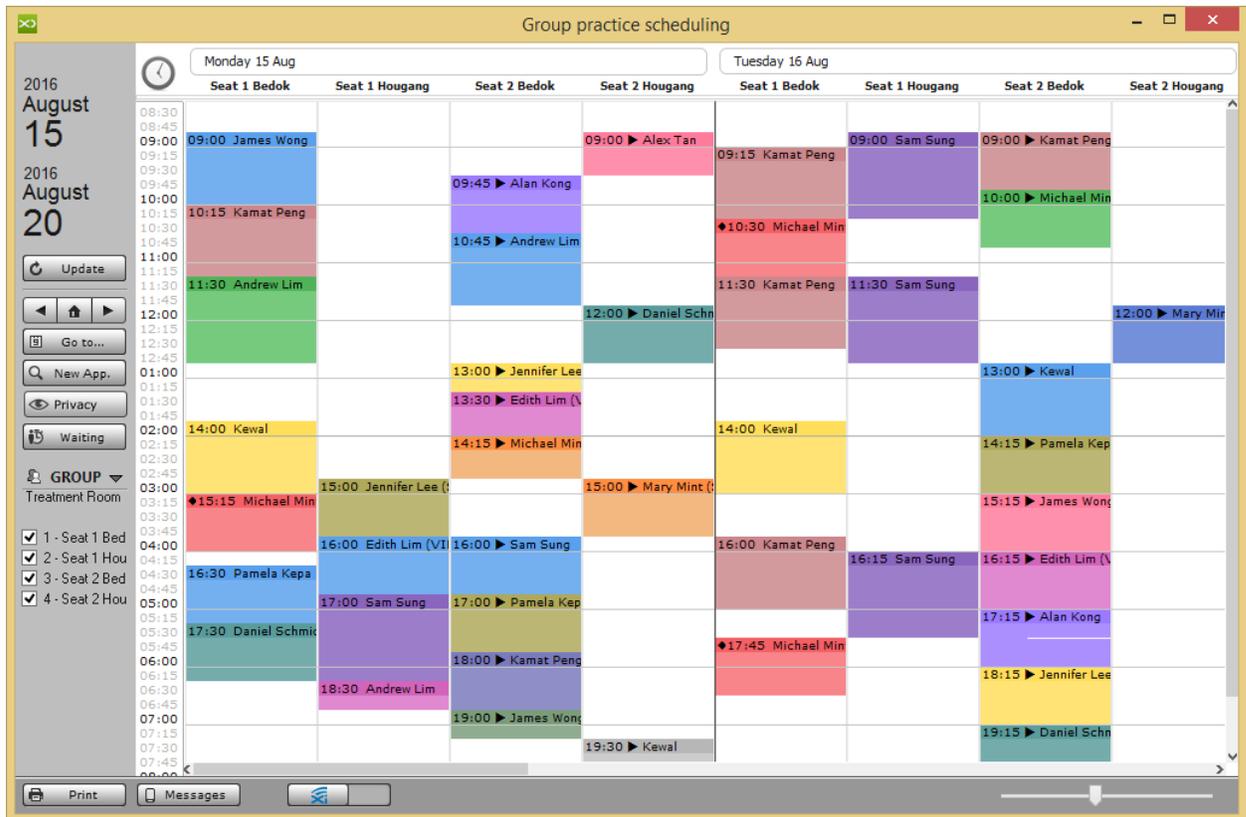
8.3. Practices Scheduling

How to view Practices Schedule in XDent?

Go to Agenda > Practice Scheduling

This will show a weekly schedule of practices.

Under Schedule Setting, you can create your own practices grouping for each workstation (Refer #4.2)

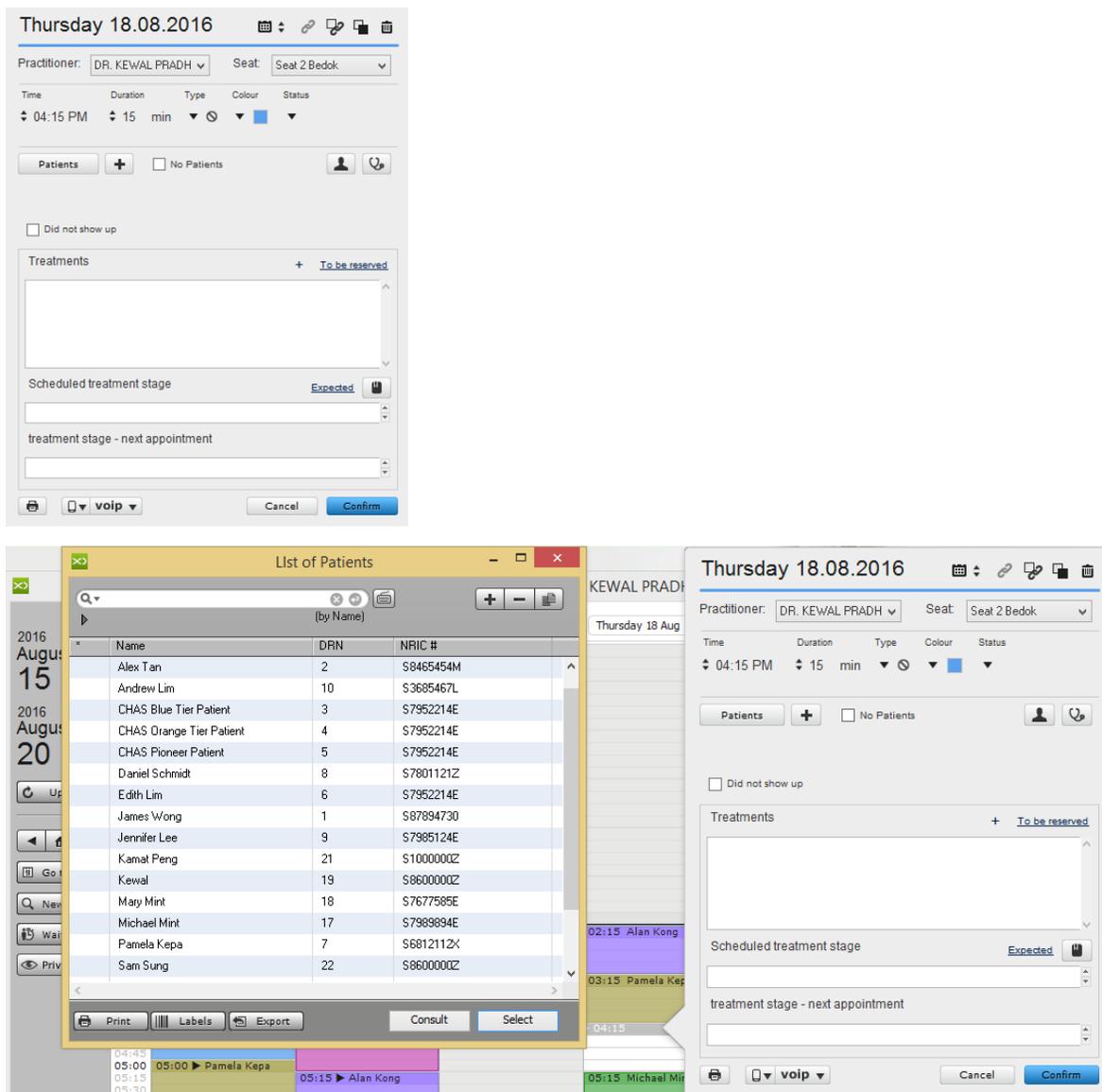


8.4. Appointments

How to Add Appointments for Patients in XDent?

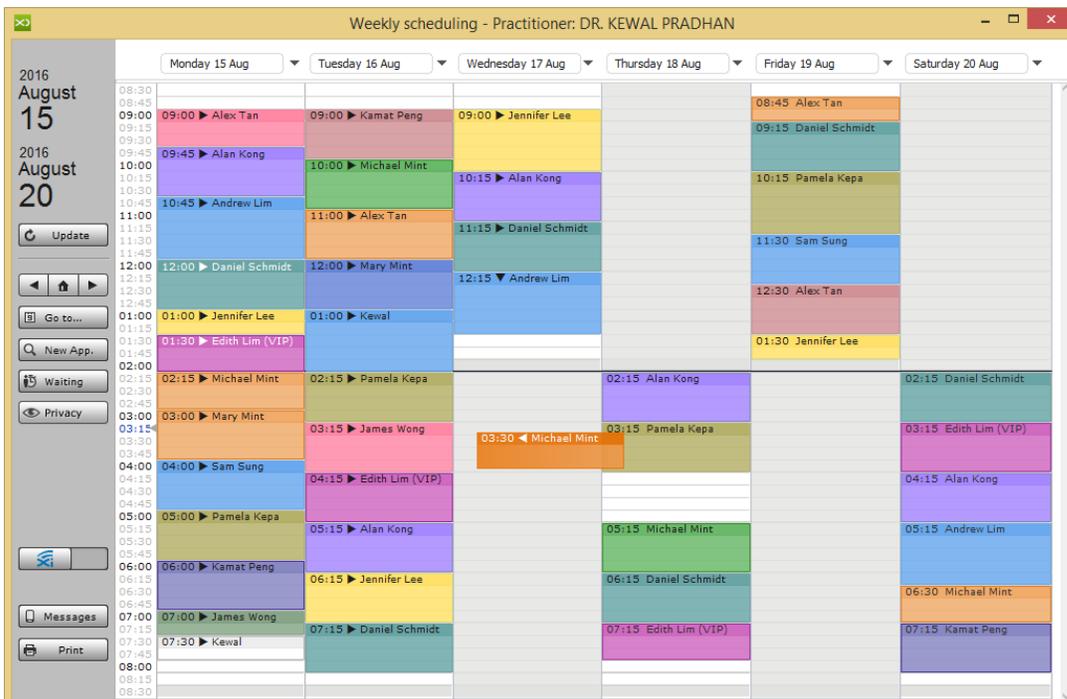
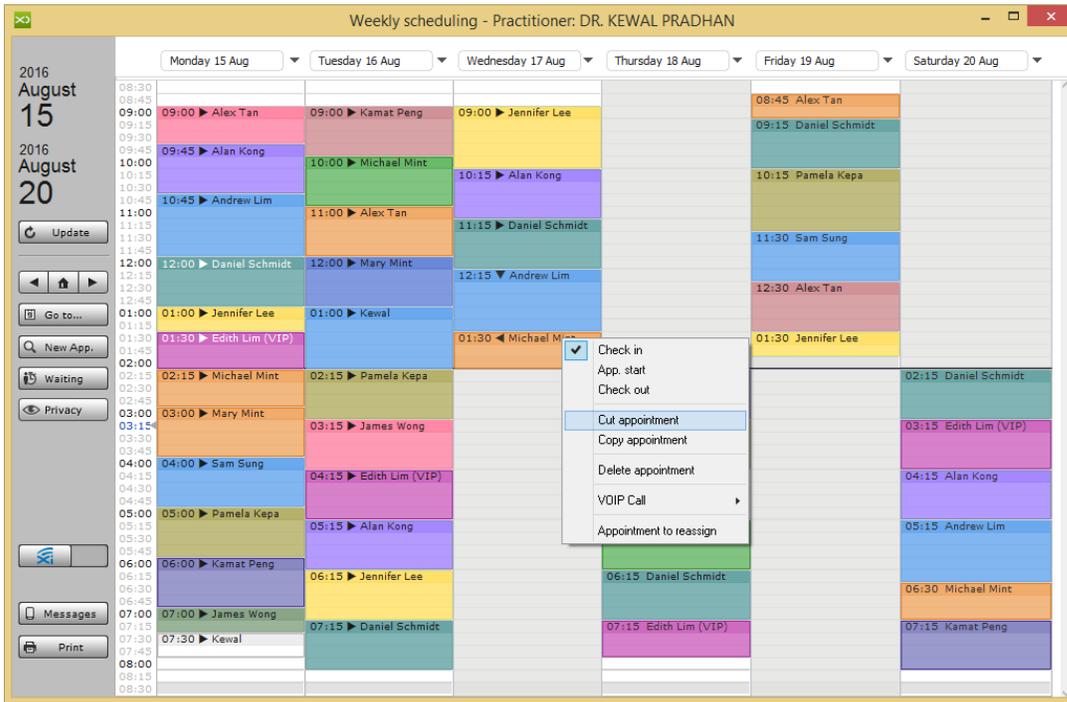
To insert a new appointment, double-click with the mouse on the time match desired. It opens a detailed window "appointment" that will allow you to choose a patient from the database through the "Patients" button, or enter a new one using the "+" button. You can also specify the duration of the appointment and performance planned, i.e. the type of treatment to be performed on the patient.

From the appointment window, you can directly access a patient's record through the appropriate button "Patient Record".



How to Move/Adjust an Appointment?

To move an appointment, the fastest mode is to click on it with the right button of the mouse, select the action "Appointment Cut", locate the agenda and reschedule and paste it to the new location. Alternatively, you can drag and drop the appointment to another slot.



How to Manage Missed Appointment?

For patients who have missed an appointment and need to reschedule, right click on the appointment and select “Appointment to reassign”. The selected appointment slot will be transferred to the waiting list – pending an appointment slot becoming available

In Appointment Report, clinic able to generate report for those patient who missed the appointment.

The screenshot displays a weekly scheduling interface for Dr. Kewal Pradhan. The calendar shows appointments for Monday 15 Aug through Saturday 20 Aug. A context menu is open over an appointment on Monday 15 Aug at 03:15. The menu options are:

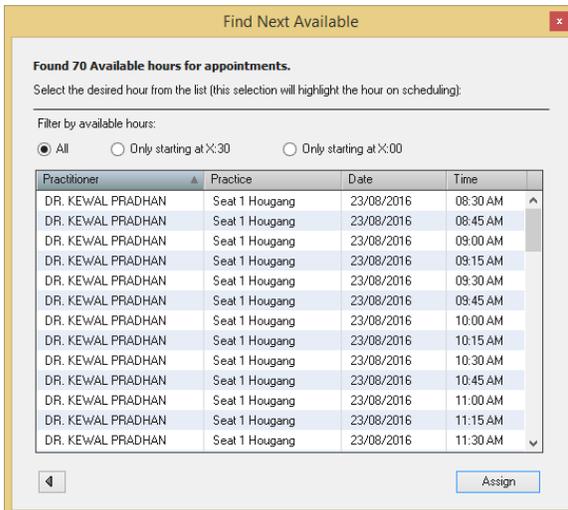
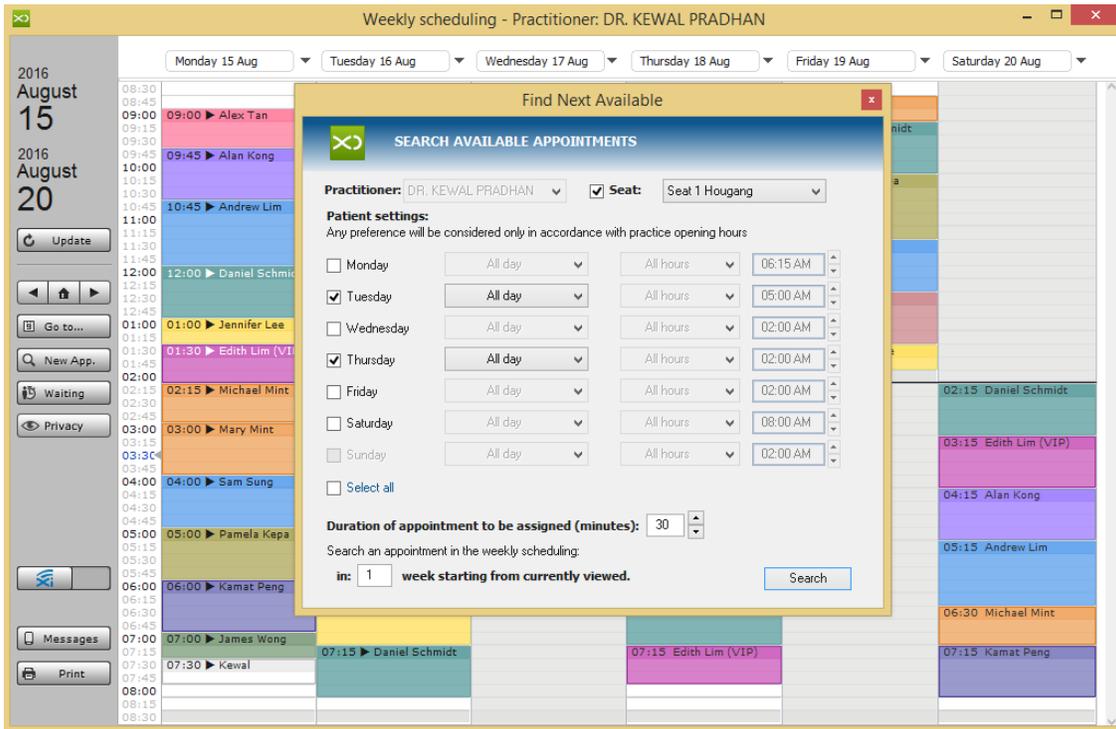
- Check in
- App. start
- Check out
- Cut appointment
- Copy appointment
- Delete appointment
- VOIP Call
- Appointment to reassign

Time	Monday 15 Aug	Tuesday 16 Aug	Wednesday 17 Aug	Thursday 18 Aug	Friday 19 Aug	Saturday 20 Aug
08:30						
09:00	Alex Tan	Kamat Peng	Jennifer Lee		Alex Tan	
09:15					Daniel Schmidt	
09:30						
09:45	Alan Kong					
10:00		Michael Mint				
10:15			Alan Kong			Pamela Kepa
10:30						
10:45	Andrew Lim					
11:00		Alex Tan				
11:15			Daniel Schmidt			
11:30						Sam Sung
11:45						
12:00	Daniel Schmidt	Mary Mint				
12:15			Andrew Lim			
12:30						
12:45						
01:00	Jennifer Lee	Kewal				
01:15						
01:30	Edith Lim (VIP)		Michael Mint			
01:45						
02:00						
02:15	Michael Mint	Pamela Kepa		Alan Kong		Daniel Schmidt
02:30						
02:45						
03:00	Mary Mint					
03:15		James Wong		Pamela Kepa		Edith Lim (VIP)
03:30						
03:45						
04:00	Sam Sung					
04:15		Edith Lim (VIP)				Alan Kong
04:30						
04:45						
05:00	Pamela Kepa					
05:15		Alan Kong				Andrew Lim
05:30						
05:45						
06:00	Kamat Peng					
06:15		Jennifer Lee				
06:30						
06:45						
07:00	James Wong					
07:15		Daniel Schmidt				
07:30	Kewal					
07:45						
08:00						
08:15						
08:30						

How to Search for a new appointment based on Patient Availability?

On Schedule screen via the button "New App." in the left bar of the Schedule, you can define the search function for a new appointment by specific hours and time ranges during which a patient is available for an appointment.

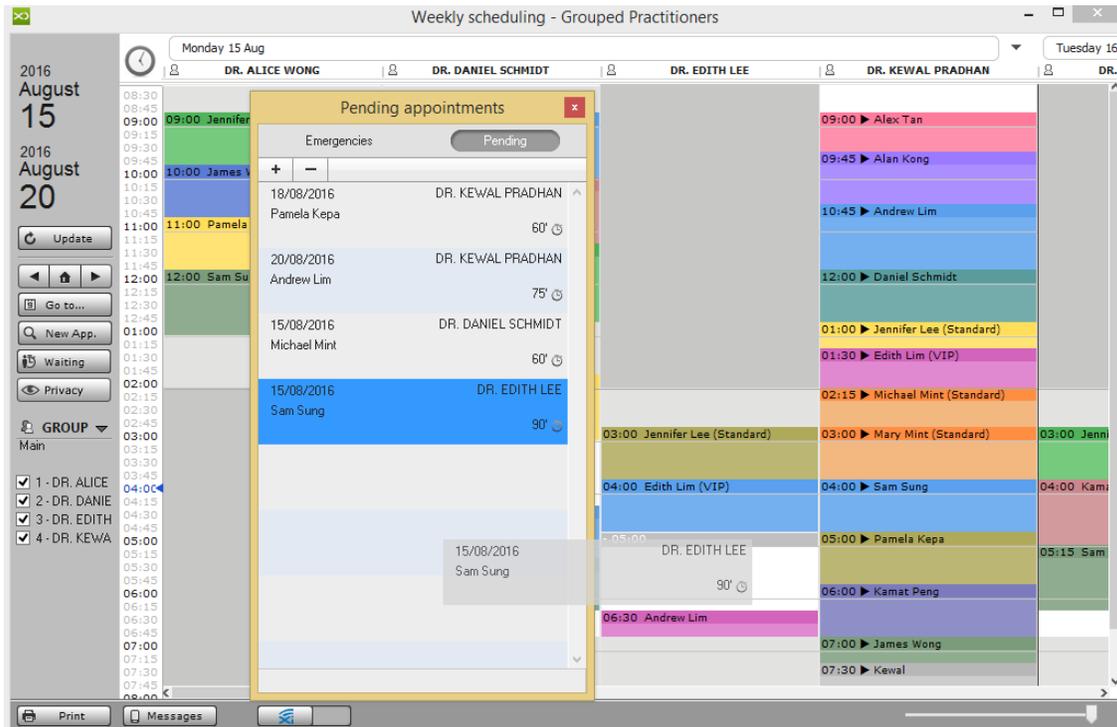
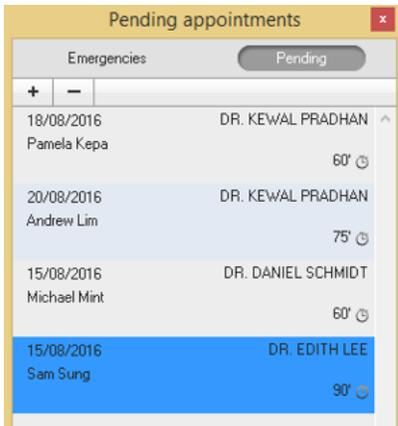
This search function automatically detects the list of possible appointments for the first available appointment according to the patient's needs. If a patient has no preferences, check the "select all" box to enable or disable all days with just one click.



How to Manage Pending Appointment?

Pending appointments can be managed directly from the scheduling. The corresponding “appointment to be reassigned” entry can be accessed by right-clicking the appointment in the agenda and from there the appointment can be defined as pending.

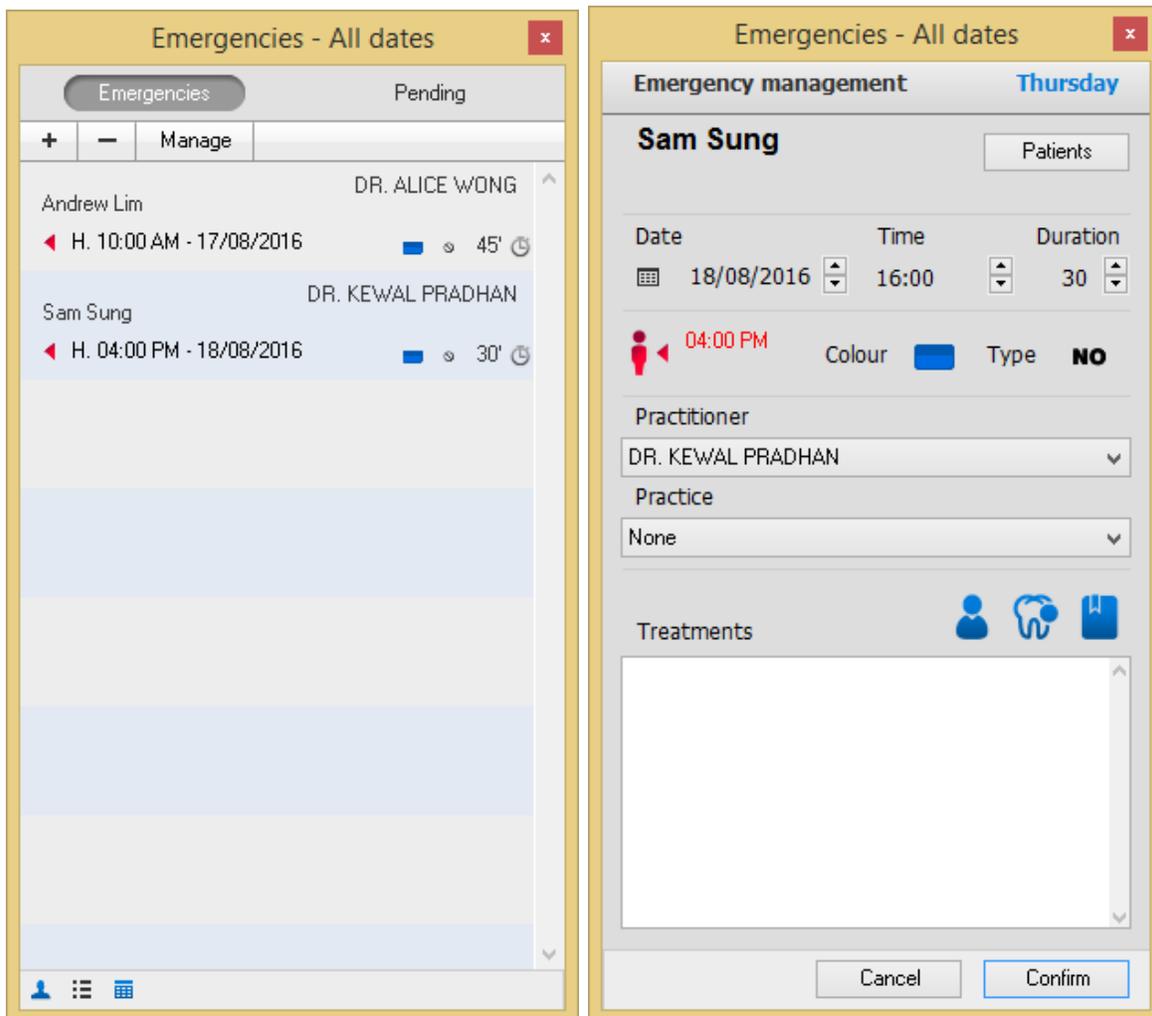
Once an appointment is defined as pending, it is added to the list of pending appointments, which can be accessed by clicking the corresponding button in the low-left portion of the agenda. From the same list, information about the pending appointment can be edited or deleted and the appointment can be reassigned in the agenda through a drag & drop operation if desired.



How to Manage Emergencies appointment?

An Emergency appointment can be added and managed totally independent of scheduled appointments. This function can be accessed from the lower-left button displayed in a scheduling. All data referring to the emergency can be specified for each case. The same screen also gives access to a patient's main treatment plan, treatment diary and record.

Emergencies displayed in the list are filtered based on the enabled practitioner. It is possible to visualize emergencies associated with all practitioners through the corresponding button in the lower-left portion of the emergency list. Via the "Waiting" button, XDENT allows to manage emergencies and suspended appointments.



How to Send Reminder to the Patient for the Appointment Scheduled for today and next day?

Click the "Message" button of the lower left side of Schedule Screen, and send a reminder to today- and tomorrow-scheduled patients via SMS.

Default message text can be managed from XDent General setting, under the communication tab (Refer #4.4)

Sending Communications

Messages

Send reminders for the appointments on: today: whole day

only patients with SMS service enabled in the patient

Sender: XDENT
11 characters max.

Message text: <Name>, your dentist reminds your appointment on <Current date> at <hh:mm>.
160 characters max. 84 available characters

SMS to send: 0 **SMS sent:** 0

Notifications to send: 0 **Notifications sent:** 0

Close Abort Confirm

How to Manage Patient who didn't show up for the Appointment?

To manage patients who didn't show up for the Appointment, double click the Patient schedule to open the detail window and then tick "Did not show up"

If the patient did not show up, the appointment history for that patient will show NO under waiting time. The Clinic can also generate a report to locate patients who didn't show up for their appointments.

The screenshot displays the 'Weekly scheduling - Practitioner: DR. KEWAL PRADHAN' interface. The main window shows a calendar view for August 15-20, 2016, with appointments for various patients. A detail window for 'ALAN KONG' is open, showing the appointment on Thursday 18.08.2016 at 02:15 PM for 60 minutes. The 'Did not show up' checkbox is checked. Below this, the 'Patient record' window for 'Andrew Lim' is visible, showing his personal information (16 years old, DRN: 10) and a table of appointments.

Date	Time	Pr. (waiting time)
Sat 20/08/16	17:15 (75 min.)	No
Wed 17/08/16	12:15 (75 min.)	No
Mon 15/08/16	18:30 (30 min.)	Yes
Mon 15/08/16	11:30 (90 min.)	Yes
Mon 15/08/16	10:45 (75 min.)	Yes

9. RESOURCES

9.1. Practitioners

How to set Clinic's Practitioners in XDent?

In XDent, Practitioners are the Dentists who perform the patient's treatment. The Active practitioner is shown in the menu bar (on the left) and all operations that require the association of a practitioner ID show the active practitioner by default. To change the active practitioner, click on the corresponding button on the menu bar, then select another practitioner in the list.

To Add/Edit/Delete the clinic's practitioners, go to Resources and select Practitioners.

The screenshot shows the 'Practitioners Management' window. The top bar includes navigation arrows, '1 of 7', 'Send SMS', and 'Send email' buttons. The main content area is divided into a form and a list. The form is for 'DR. KEWAL PRADHAN' and includes the following fields:

- ID: DR. KEWAL PRADHAN
- Associated patients:
- Active:
- Reference pract. (Search and Close buttons)
- Surname: Pradhan, Name: Kewal, to display in invoice
- Position: [Dropdown]
- Birthplace: [Text]
- Date of birth: [Text], Gender: [Text]
- VAT No.: 12345678901
- City: MADRID, Post Code: 12345, Distr.: XX
- Address: SINGAPORE, Phone: 91291306, voip button
- Mobile: [Text], voip button
- Off. Phone: [Text], voip button
- Email: [Text], DRN #: [Text]
- Notes: [Text area]
- Cost per hour: 0.00, Daily output: 0.00
- Default practice: Seat 2 Bedok, Practitioner-related quotas on performed treatments: %
- Supervisor (Search and Close buttons)

On the right side, a list of practitioners is shown with 'DR. KEWAL PRADHAN' selected. The list includes:

- DR. KEWAL PRADHAN
- DR. DANIEL SCHMIDT
- DR. EDITH LEE
- DR. STEPHANIE SIM
- DR. WON JUAN JUAN
- DR. ALICE WONG
- DR. DUOS LETNI

At the bottom of the window, there are 'Print' and 'Help' buttons.

Note: The Clinic may add multiple Practitioners unless its license purchase contains restrictions on the setup permits.

How to set Default Practice for Practitioners in XDent?

For each practitioner, a default practice can be defined.

When an appointment is defined, XDent associates the default practice. A practice can be changed by using the menu in the Appointments window. If a practitioner has no default practice, then the practice room will be undefined when a new appointment is created.

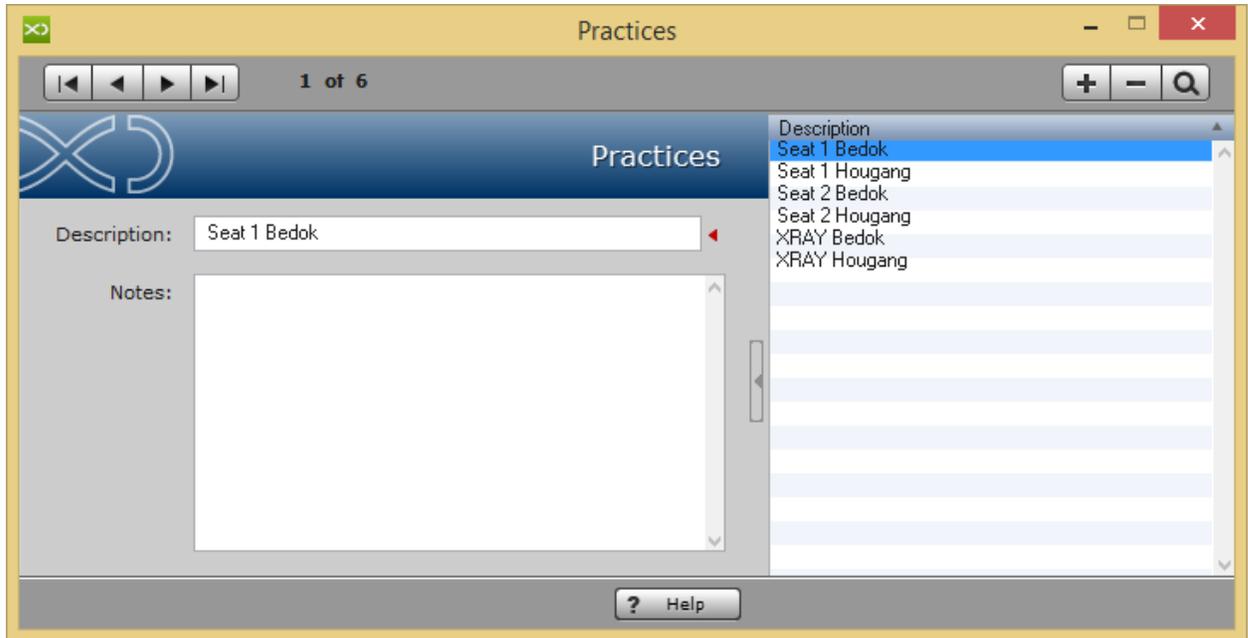
The screenshot displays the 'Practitioners Management' window. The main form is for 'DR. KEWAL PRADHAN'. The 'Default practice' dropdown menu is open, showing options: 'None', 'Seat 1 Bedok', 'Seat 1 Hougang', 'Seat 2 Bedok', and 'Seat 2 Hougang'. The 'Seat 2 Bedok' option is currently selected. Other fields include Surname (Pradhan), Name (Kewal), Position, Birthplace, Date of birth, Gender, VAT No. (12345678901), City (MADRID), Post Code (12345), Distr. (XX), Address (SINGAPORE), Phone (91291306), Mobile, Off. Phone, Email, and DRN #. There are also fields for 'Cost per hour' (0.00) and 'Daily output' (0.00). A 'Supervisor' dropdown is also visible. The right sidebar shows a list of practitioners, with 'DR. KEWAL PRADHAN' highlighted. The interface includes navigation buttons, 'Send SMS', 'Send email', 'Print', and 'Help' buttons.

9.2. Practices

How to set Clinic's Practice in XDent?

Resources > Practices

In XDent, Practice refers to the Treatment Room, XRay or any other room that will be utilised by Practitioner and Patient.



10. TREATMENTS

Treatments carried out by the clinic can be fully customised. Different treatment lists, e.g. per practitioner, can be setup and for each list, a group of treatments can be defined.

Each treatment is identified by some information such as:

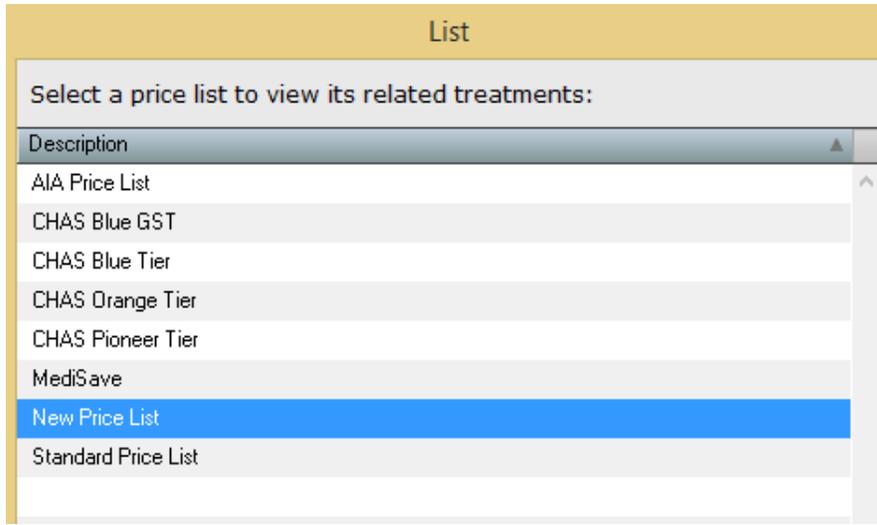
- A type, marked by a specific colour when a treatment is reserved (Diagnostic, Endodontic, General Dentistry, Oral Surgery, Periodontics, etc.)
- An order number, which allows a treatment-related sorting within a given type (irrespective of the alphabetical order)
- A symbol, which is included in the corresponding treatment in the dental chart. If the checkbox "show symbol in the dental chart" is not ticked, the corresponding treatment will not be shown in the treatment bar of the dental chart (it can be included in any treatment plan using the "Add treatment"); conversely, a treatment can be added to a patient's treatment plan by dragging the associated symbol, and superimposing the corresponding dental element showed in the dental chart.
- Using the checkbox "Account record", the selected treatment can be inserted in accounting.

10.1. View Treatments

How to View Existing Treatment List with Price for Clinic in XDent?

Treatment > View Treatments

It will list all the treatment price lists that have been created or exist in the Clinic XDent. To add a new treatment price list (Refer #10.6)



The screenshot shows a dialog box titled "List" with a header "List of Treatments:". Below the header is a table with columns for Description, Type, Base, Silver, and Gold. The table lists various dental treatments and their corresponding prices for each tier.

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	36.00	33.00	30.00
Amalgam (Simple)	Restorative Dentistry	78.00	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	96.00	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

At the bottom of the dialog box, there is a search bar containing "Q- All data" and a "Close" button.

10.2. Treatment Management

How to Add/Edit/Delete Treatment for Price List in XDent?

Treatment > Treatments Management

The clinic can modify pre-set treatments and adapt them to their own rate, or create a new one. It can run any number of treatment lists and make changes to a treatment list.

When adding a new treatment, you should consider the following measures

Costs:

The treatment-related cost can be a total sum or the overall amount from four cost items: cost for disposable material, cost for specific material, cost for implants and practice-related cost. To define cost details open the detail tab.

Time:

Treatment time can have four different items: reorder point, execution time, communication time and time for any hindrance.

Default Treatment Notes:

This default note information will appear in Clinical Diary as Practitioners are able to create default treatment notes in the Treatment Price List. When a treatment status is changed from “to be Performed” to “In Progress” or “Performed”, the default treatment notes appear in a popup for confirmation or editing.

Step 1: Treatments > Treatment Management > Price List

Step 2: Add Default Treatment Notes

Prices:

There are three prices for any treatment: Initial price, Silver price and Gold price. Silver and Gold price can be calculated by reducing the initial price. In this way, a specific list can be determined with the corresponding reductions for each patient.

A recommended price for treatments can be determined according to four parameters: total cost, practitioner cost, profit margin and risk management.

- Total cost is defined in the treatment record
- Practitioner cost is defined in the practitioner record
- Profit margin and risk management are defined in the accounting record in Settings

Recall:

Recall to be associated with a treatment indicates the recall and the date in which a recall is automatically created when a treatment is carried out.

Third-Party Payer:

In the case of treatments of a third-party payer list, an additional section will be shown and the official name of a treatment as required by a third-party payer will be indicated, as well the payer's quota and its corresponding rate.

Symbols:

A symbol, which is included in the corresponding treatment in the dental chart. Each symbol can be associated with one or more treatments. To view the available symbols and the association treatments/symbols made, click on the Print symbols button.

Treatments - New Price List

1 of 94

Treatments

Description: Consultation (Simple)

Type: Diagnostic Code: Order no.: 1

Symbol

Show symbol in the dental record

Account record Description in Xinfo

Debit when in progress

Costs: 10.00 Time: 15

Default treatment notes:

Prices

	Price	Gross Profit	Net Profit
Basis:	30.00	20.00	20.00
% disc.: 8 Red. am.: 2.50 Silver:	27.50	17.50	17.50
% disc.: 17 Red. am.: 5.00 Gold:	25.00	15.00	15.00

Rate VAT-inclusive price: 0

Phases

Phases

Recalls

Associated recall: Third-party payer

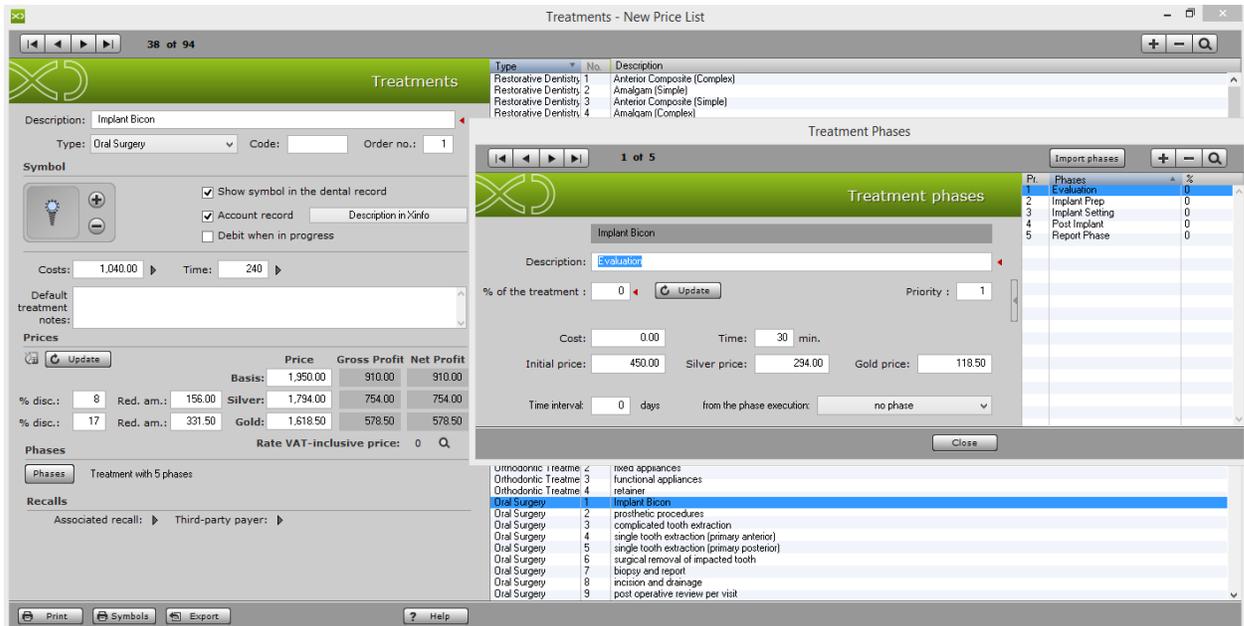
Type	No.	Description
Diagnostic	1	Consultation (Simple)
Diagnostic	2	Consultation (Complex)
Diagnostic	3	Periapical/ Bitewing
Diagnostic	4	Cephalogram
Diagnostic	5	Occlusal View
Diagnostic	6	Dental Panoramic
Endodontics	1	pulpotomy
Endodontics	2	anterior root canal therapy
Endodontics	3	premolar root 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 PHASES
General Dentistry	5	complete denture acrylic both jaw
General Dentistry	6	cast full per jaw
General Dentistry	7	relining
General Dentistry	8	rebasing
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	desensitisation
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
Nuovo	0	New
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
Oral Surgery	8	incision and drainage
Oral Surgery	9	post operative review per visit

Print Symbols Export Help

How to Add Phases for the Treatment in XDent?

For each treatment, treatment phases can be defined and managed. Phase priorities of a treatment can be defined. Phase management allows treatments to be split into treatment phases, each one with its own cost and income.

By splitting treatments in different phases, a more detailed representation of practitioners' daily output can be done, as well as an accurate accounting statement of patients.



Setting phases

In order to set the treatments of the different lists, open treatment management. Each treatment record displays the button Phases through which each treatment can be associated with its corresponding phases.

You can set phases by manually entering each phase or importing the phases that have already been set for any other treatment. In this context, you can set the phase priority, the percentage of the treatment, the price (base, silver and gold) compared to the total price of the treatment, the cost and time scheduled for completing the phase.

Once the phases of a treatment have been set, these will be available for import to another treatment, by clicking the button "Import phases".

Phases Timing

If there are several treatment phases, XDent allows you to not only set the phase priority, but also the timing of the phases. Users can specify if the execution of a phase is related to the execution of another phase and how much time - expressed in days – had elapsed between the two phases.

During the reservation of the scheduled phases, the system checks that priority-mode phases have been completed and calculates if the related time interval has elapsed. For example, this function can be very useful in situations where you know in advance the time required by the laboratory or any other external provider of services and/or products.

Pr.	Phases	%
1	Evaluation	0
2	Implant Prep	0
3	Implant Setting	0
4	Post Implant	0
5	Report Phase	0

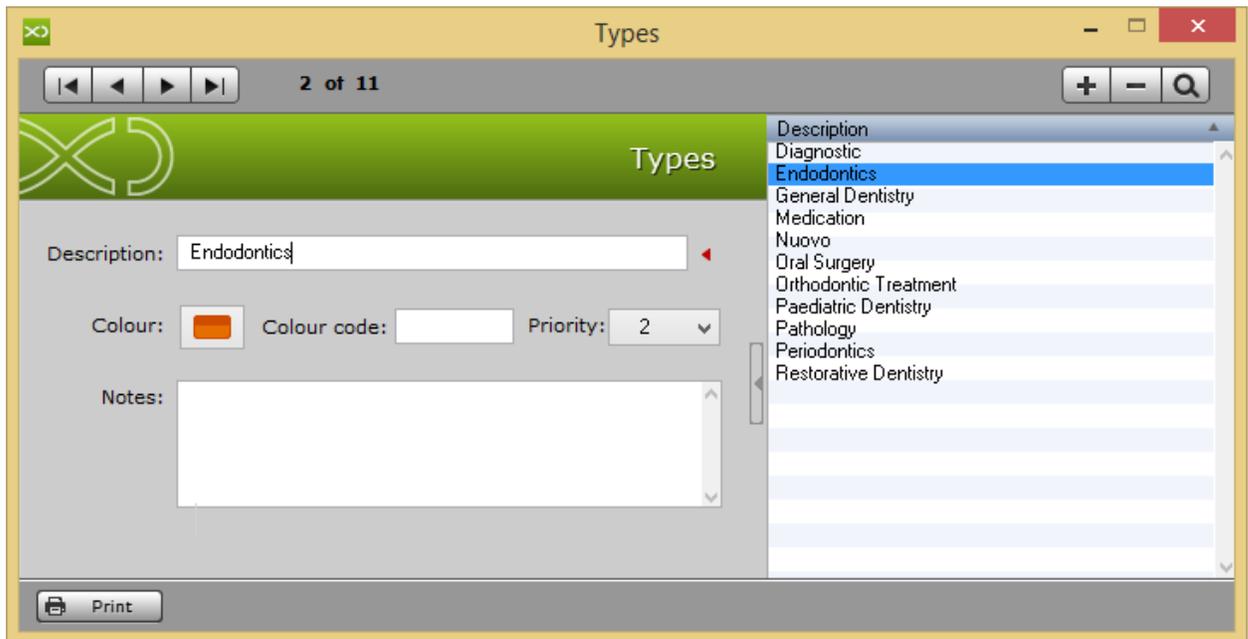
10.3. Types

How to Add/Edit/Delete Treatment Type in XDent?

Treatment > Types

The clinic can modify treatment type, set the priority marked by a specific colour to show in the Treatment List when a treatment is reserved (Diagnostic, Endodontic, General Dentistry, Oral Surgery, Periodontics, etc.) and also associate treatment to its type when creating treatment in Treatment Management.

(Refer #6.2)



10.4. Pathologies and Conditions

How to create Pathologies and Conditions in XDent?

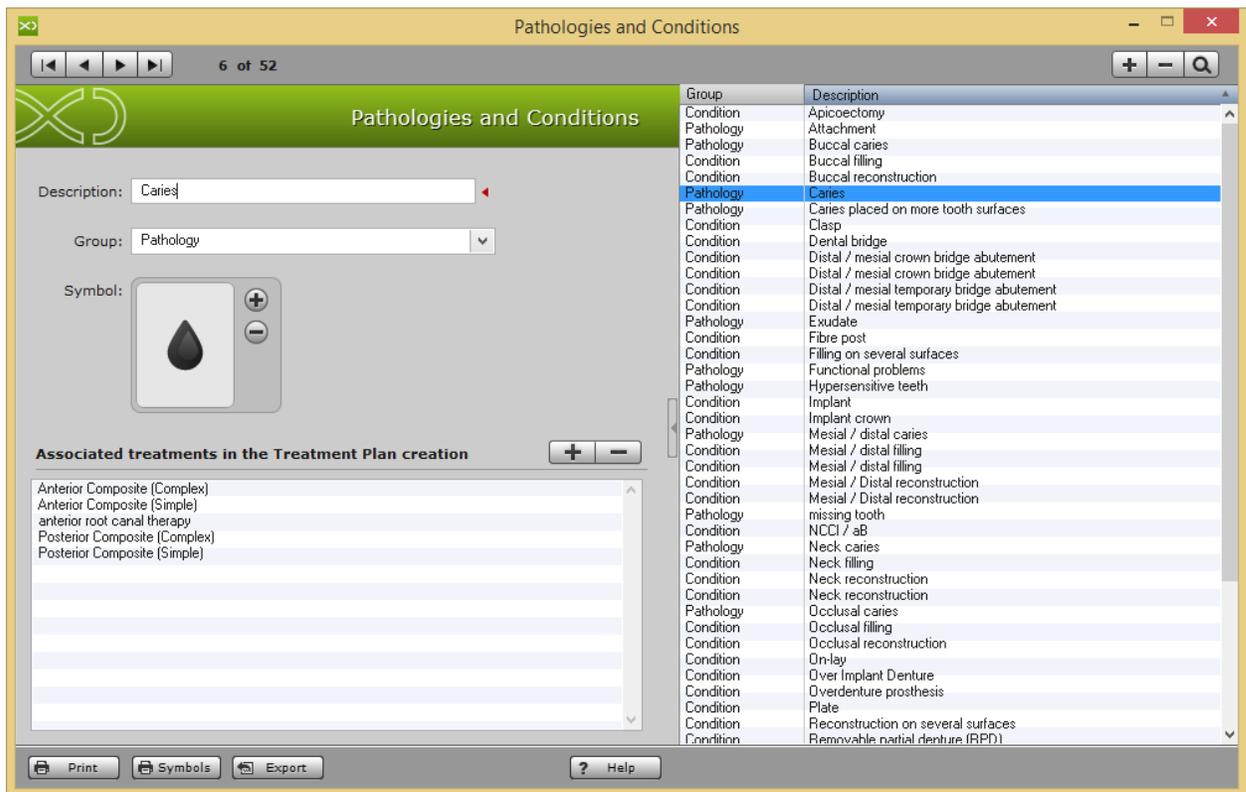
Treatment > Pathologies and Conditions

Click + to add a new pathologies and conditions, enter description and select group and select symbols from the list.

It allows you to manage a patient's pathologies which can be used when a physical examination is generated to describe the patient's initial state during his first practice visit. A graphic symbol can be associated to these pathologies; this can be drag&drop on the dental chart when the patient's physical examination is generated. In the same way, with drag & drop, treatments are added to the patient's treatment plan

For reference, you can print symbols and also export pathologies and conditions contained in HTML, Text and Excel format.

(Refer #6.3)



10.5. Therapeutic Indications

How to create Therapeutic Indications in XDent?

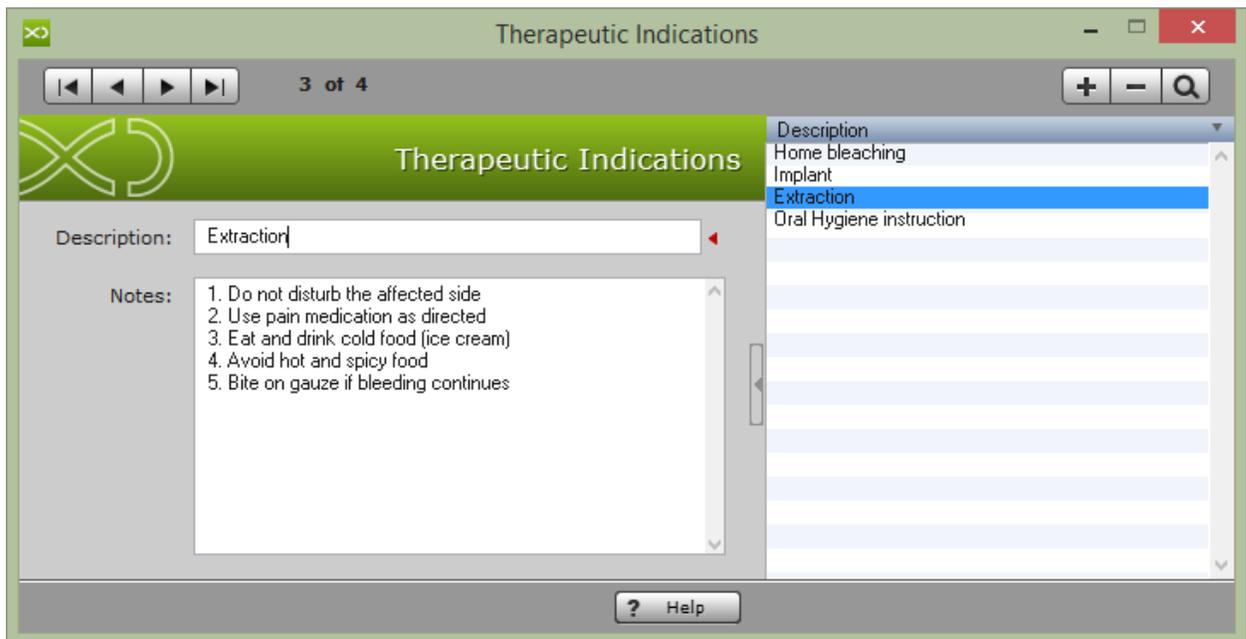
Treatment > therapeutic indications

Click + to add a new therapeutic indications, enter description and notes.

It allows you to manage therapeutic indications than can be used in the treatment plans. Therapeutic indications can be associated with each treatment plan by clicking on the editing button of the treatment indicated in the treatment plan record.

All the therapeutic indications assigned to a treatment plan are available for the patient through XInfo service.

(Refer #6.4)

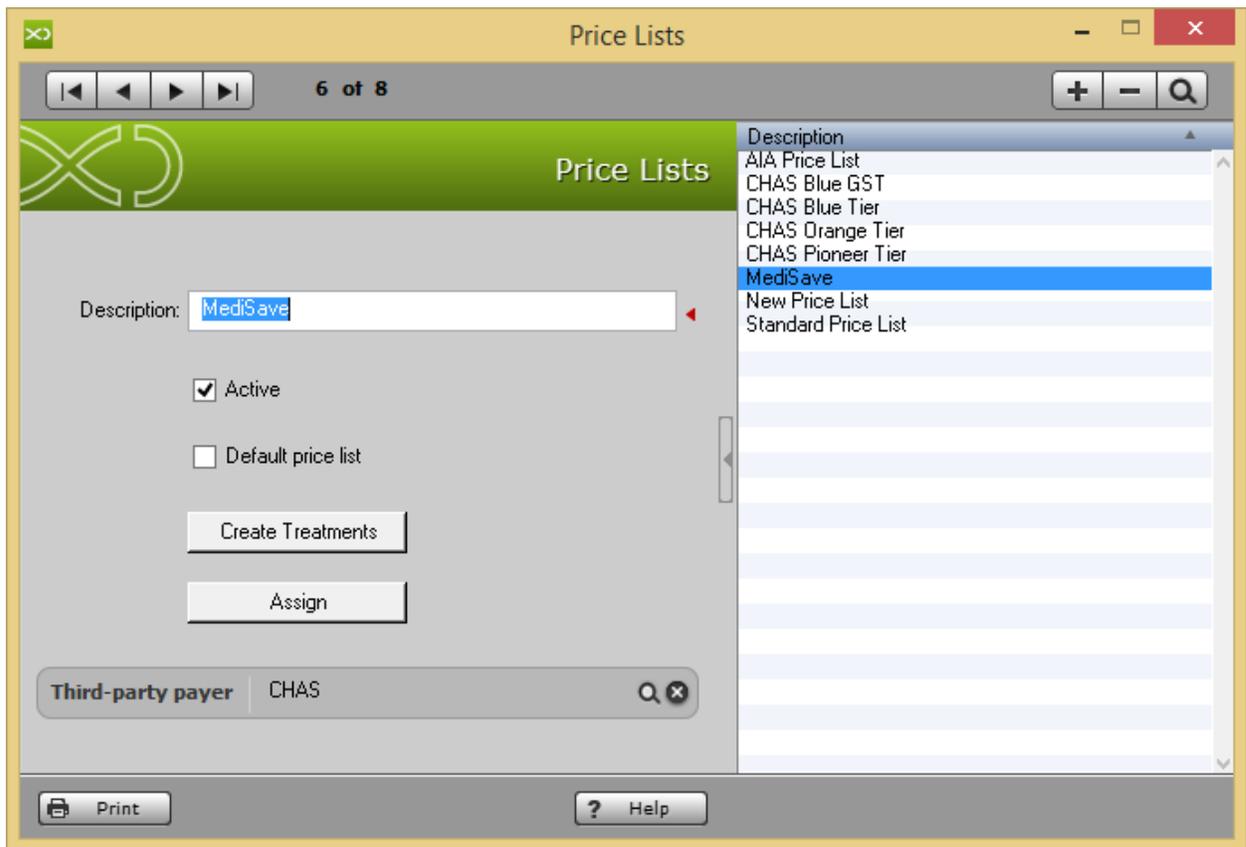


10.6. Price Lists

How to Add/Edit/Delete Price List in XDent?

The clinic can modify the price list for the treatments and adapt them from existing lists by clicking “assign”; it will copy the treatment record from other pricelist to the selected price list or create a new pricelist with a blank record and you can select Price list as Default.

To make changes to a Price list, access to the Treatments and then Price list.



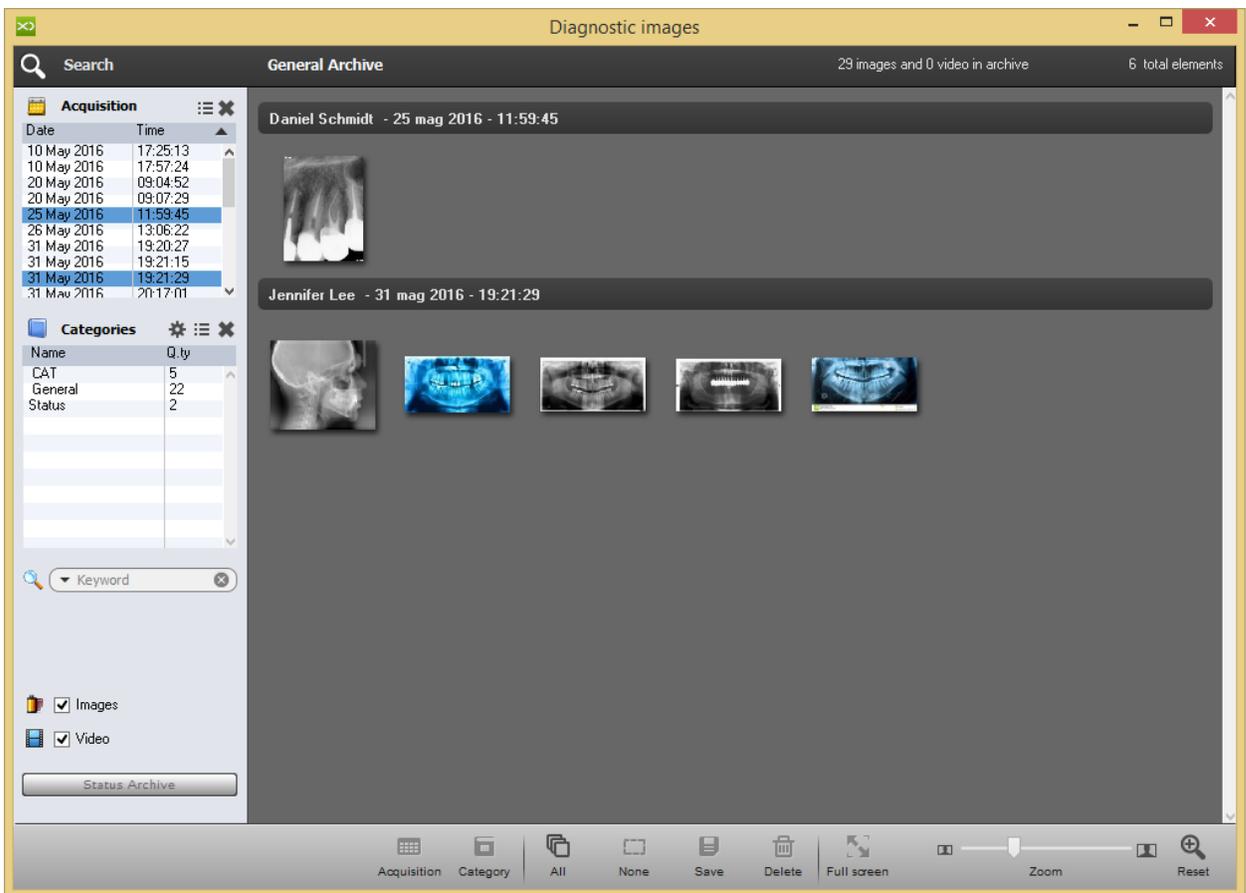
11. MULTIMEDIA

11.1. Multimedia Archive

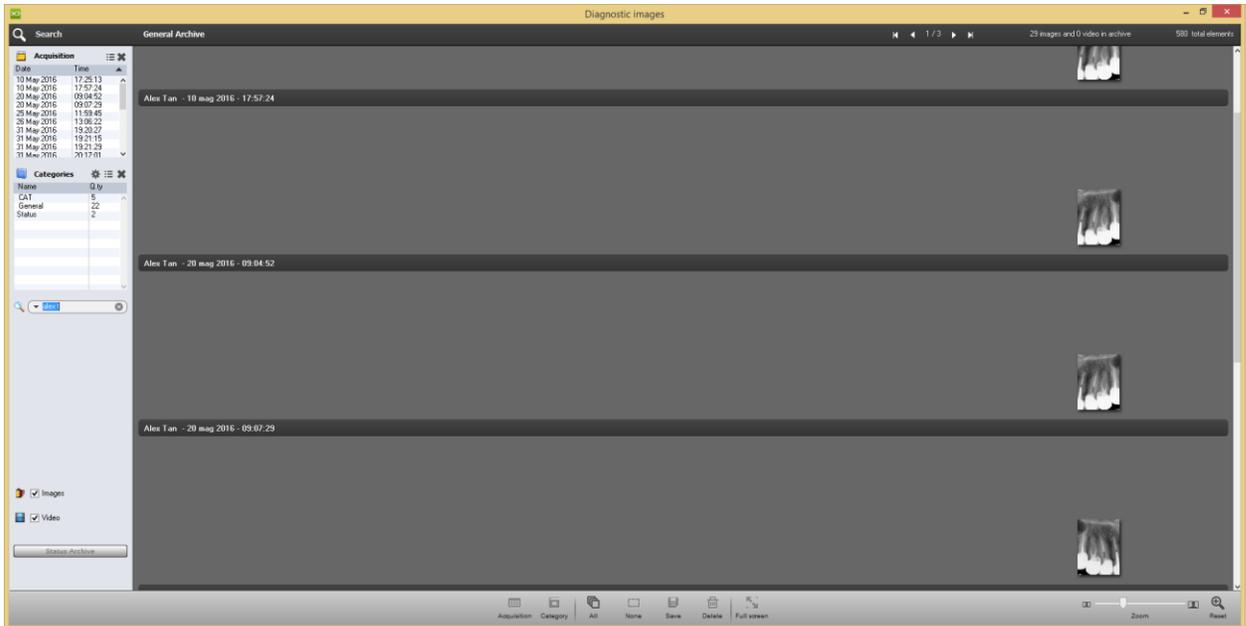
How to view Image and Video in General for all Patient in XDent?

XDENT multimedia archive can be globally and independently managed by each single patient. In the Multimedia menu, there is the entry Multimedia Archive by which the entire archive can be accessed.

On the left bar, all acquisition events are available. By selecting one or more acquisition events, thumbnails of stored multimedia items are displayed (pictures and/or videos). Each event is identified by patient name and acquisition date which define the event unambiguously. By clicking the event bar, each single event is selected thus displaying all thumbnails on the screen.



By the general management of the multimedia archive, all elements related to a patient can be searched by clicking the Search patient button placed top left of the management window.



How to Add/Edit/Delete Image Category in XDent?

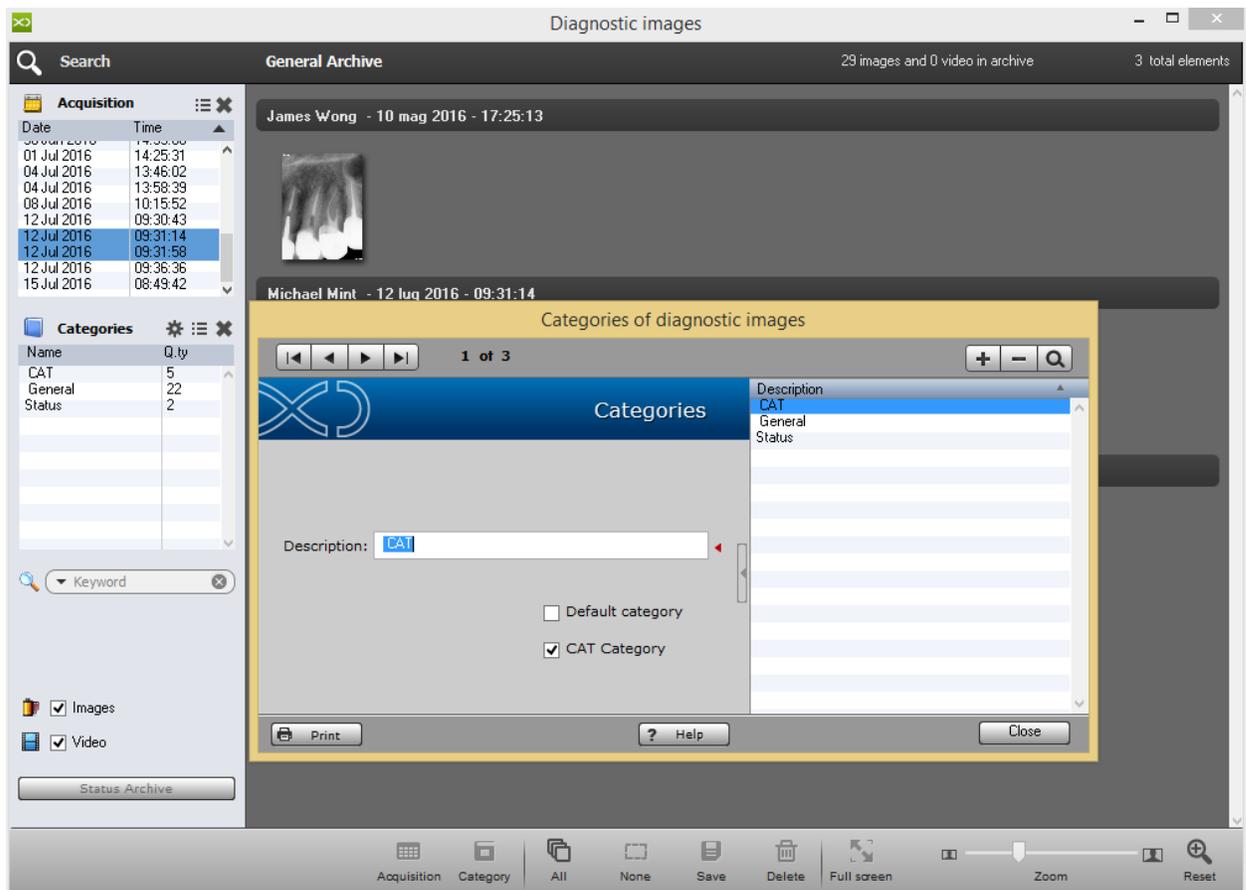
The medical imaging-related category can be managed and can be found under Image Categories.

The management of categories allows you to add, delete or edit the categories to be associated or already associated to the multimedia archive images. Via this management, all stored images can be classified, thus also quickly modifying the categories associated with the already stored images.

In the category management, there are two check boxes

- Default category
- CAT-related category

These two checks are used to define the default category for the images acquired by drag & drop and for the CAT scans imported via DICOMRx integration. Obviously, only one category in the archive can be defined as default category or as CAT-related category. The category assigned to the image or CAT can be modified after the import by the Category button of the management window in the multimedia archive.



11.3. Import Images and Video

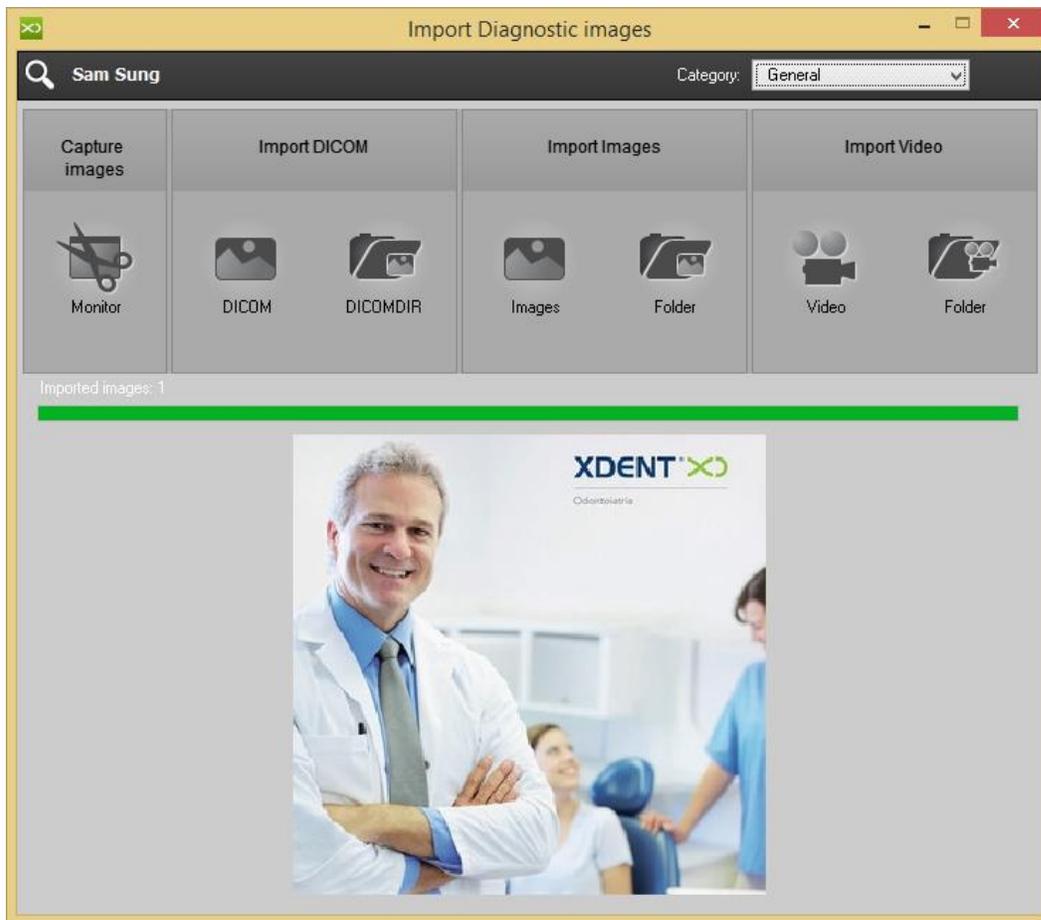
How to Import Images/Video/DICOM in a bulk for a Patient in XDent?

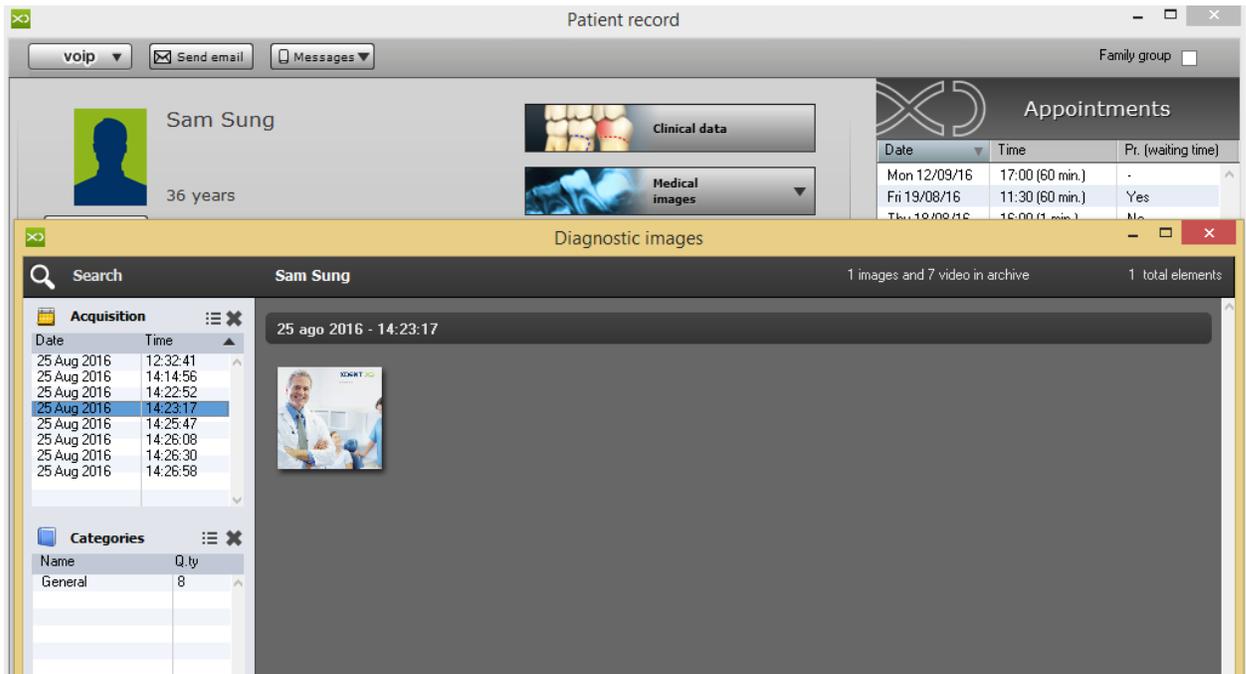
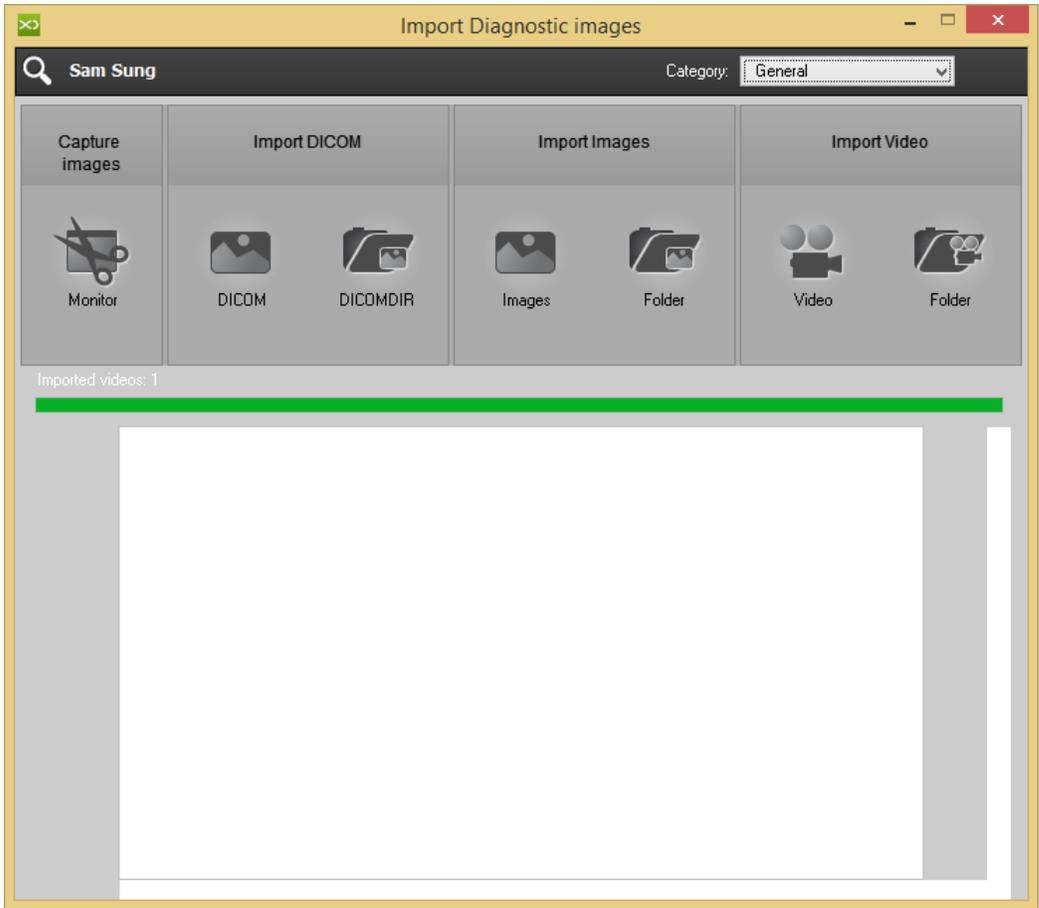
Multimedia > Import Images and Video

Images can be acquired individually or as a group (by selecting an image folder) either by Add or by the drag & drop function. Select the Patient to import the Images/Videos/DICOM, then upload as a single file or as a whole folder in a Category. After uploading, the file can be viewed from Patient Record > Medical Image.

The acquisition of the images in the case of group acquisition is in alphabetical order based on the file name. This is quite useful if the file name reflects the time order of the shots (as with digital cameras)

For more detail on Patient Multimedia Achieve (Refer #7.4)





12. CRM

CRM Tool allows you to manage all the practice communications in a two-direction and controlled way. As with all modern systems to manage relationships with users (CRM), XDent has a control panel called Communication Centre that can be accessed to manage all inbound and outbound communications.

The CRM in XDent identifies with the Communication Centre that can be accessed from the Operations menu or by the main bar of XDENT.

Via the Communication Centre, the following items can be checked and managed:

- Communications with patients in different ways (SMS, letter, e-mail and notification)
- Multiple communications to be sent to patients
- Management of news to post on XInfo
- Notifications received via XInfo

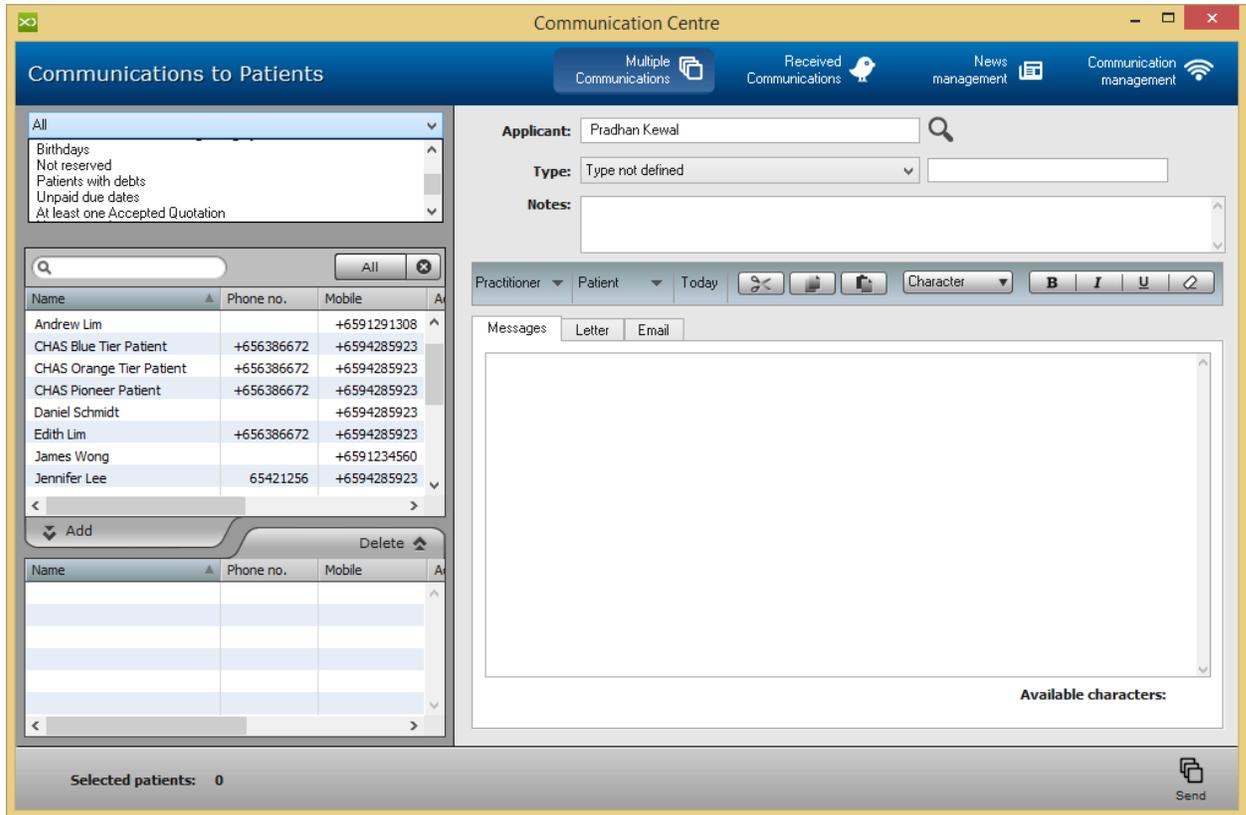
Among the communications, there will be the recalls automatically generated by the system after a treatment as well as the recalls of appointments sent via SMS or notifications resulting from the daily and weekly scheduling.

12.1. Multiple Communication

How to Manage Multiple Communication for a Patient in XDent?

Communication Centre > Multiple Communication

In the multiple communications, a communication can be sent to more than one selected user based on some default criteria or by manually selecting them.



Patient preselection criteria:

- All Patients
- All Active Patients
- All Inactive Patients
- All Patients with special categories (select the desired category)
- Patients whose birthday is on the specified day
- Patients with no reservation
- Patients with debts
- Unpaid due dates
- Patients with at least one Accepted Quotation
- Patients with no Accepted quotations
- Patients with Undone Treatments on missed appointments

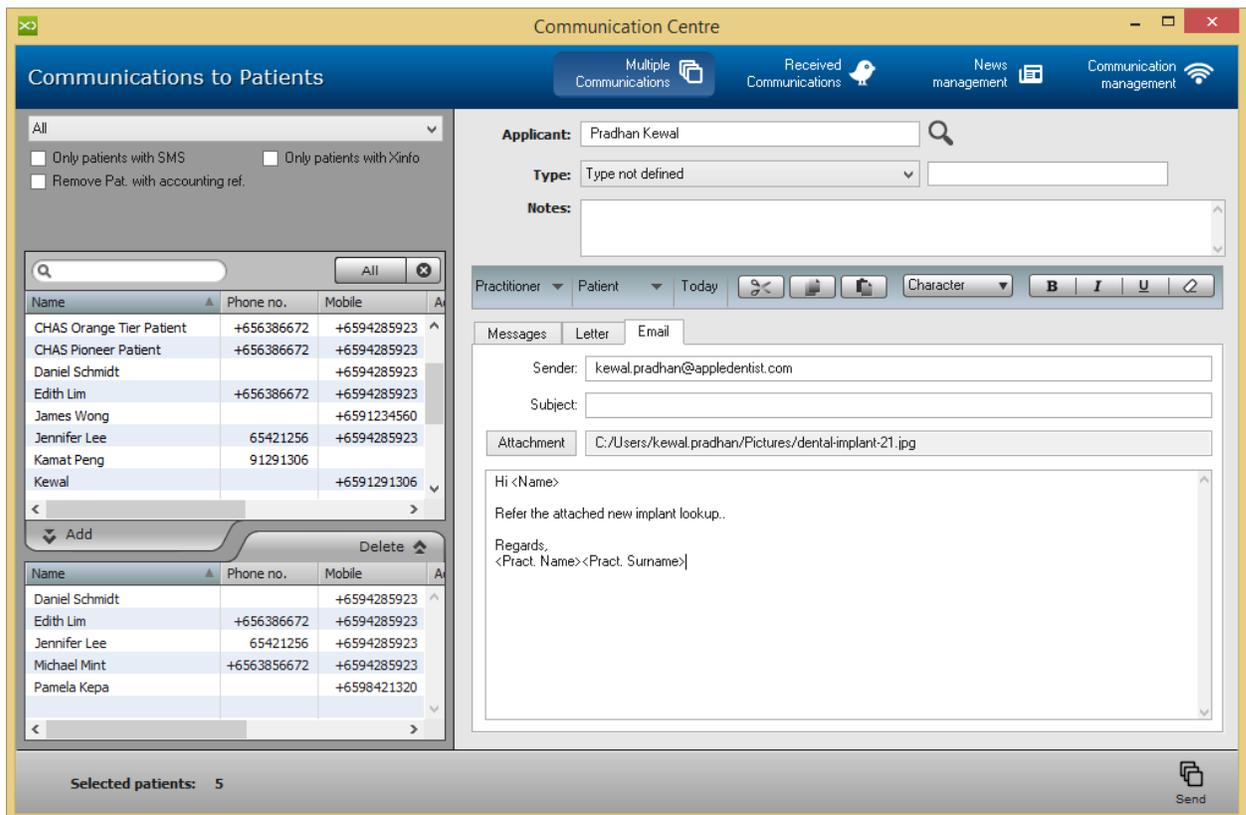
Once a group of patients meeting one of the above search conditions is identified, this selection can be further restricted. Selection can be made from the list and from Add button.

On the right side of the window, the type and mode of communication can be selected which can be extracted from the communication archive and pre-selected by the drop-down menu with the Type tag.

The communication can occur in different ways:

- Messages: used to send SMS and Notifications
- Letter: used to print letters
- Email: used to send e-mails

The send mode can be chosen to forward the communication to the selected users and selecting the send mode notification. By writing the text of the message, the communication can be sent via the notification system. In this way, the user will receive the notification with the message directly on his/her own mobile device, even when the XInfo app is off.



12.2. Received Notifications

How to Manage Received Notification in XDent via XInfo User?

Communication Centre > Received Communication

Receiving a notification function of XInfo service. Patients enabled to the service can use this method of communication with Smartphones.

Via XInfo, patients will be able to send two types of notifications to the Practice:

- Patient/Practice communication notifications
- Appointment requests

The Patient/Practice communication notifications are sent by the patients through the Contacts section in the XInfo app.

Patient	Phone Numbers	Type	Received	Notification text	Management notes
ZHENG SHUJUAN	Mob.: +6590017847		Received on 22/07/2016 at 20:10	Testing 22/8	
GOH AH KHENG CYNTHNIA	Mob.: +6598323133		Received on 21/07/2016 at 11:50	I shared the practice information with Alice Goh	
NG GUAN POON	Mob.: +6591863391		Received on 19/08/2016 at 05:56	Request for 26/08/2016 at 10:30 Further to my last telecom yesterday , please note I noted white plastic soft T ape alike material to drop off from my instant hole	
GEO'W MEI LIAN	Mob.: +6597398325		Received on 18/08/2016 at 19:54	Request for 26/08/2016 at 17:00 Requesting for an appt for my hubby- Loh Cher Y'ing. His no is 96772032.	
GAN NGA KOK JACOB	Mob.: +6598246530		Received on 17/07/2016 at 14:46	Request for 19/07/2016 at 09:00 The crown is a bit high and am unable to chew properly. need to grind it lower.	
Test K	Mob.: +6591291300		Received on 12/08/2016 at 09:41	Request for 14/08/2016 at 10:30 testing 2	
Test K	Mob.: +6591291300		Received on 12/08/2016 at 09:37	Request for 14/08/2016 at 10:30 etest emergency	
CHEN KEJIE	Mob.: +6582995926		Received on 04/07/2016 at 11:35	Hello	
KAREN SEOW PUI YU	Mob.: +6597920185		Received on 02/07/2016 at 14:43	hellooo shu juan. i dont seem to be able to see Megan's and Jack's appointments that were made earlier in this App now!? why sh? Karen	
KAREN SEOW PUI YU	Mob.: +6597920185		Received on 02/07/2016 at 12:14	hellooooo!	

Patients can write the text of the communication to be sent to the practice via XInfo. The notification will be then displayed in XDent under the “notifications received” window together with date, time, and name and telephone number of the patient. The appointment request notifications are instead sent from the XInfo

appointment section. The patient will enter the date and time of the desired appointment and will add any further notes.

When XDent receives a notification sent via XInfo, an alert badge is shown on the menu bar of XDent with the number of notifications received and not yet managed.

The following operations are available for each notification:

- Management by clicking manage
- Answer by clicking reply
- Appointment by clicking scheduling

By selecting the notification and by clicking the manage button, the notification can be ticked as managed and notes can be added. By selecting the notification and by clicking the reply button, an answer can be sent to the patient by just writing a message that will be received as a notification. By selecting an appointment request-type notification, the scheduling of the specific day as well as the reply or management function can be opened with the scheduling button.

12.3. News Management

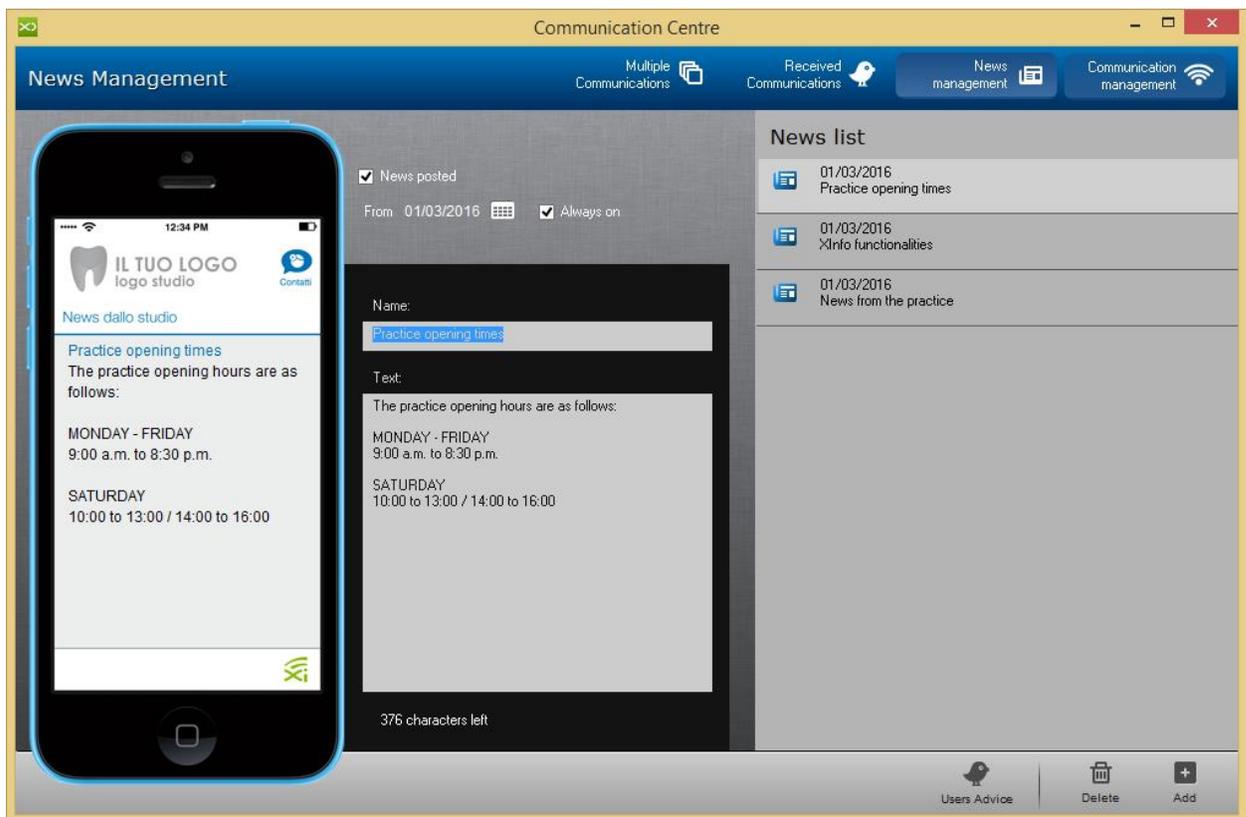
How to Manage Clinic News in XDent for XInfo User?

Communication Centre > News Management

All practice News can be managed. The News Management is implemented inside the XInfo service and allows you to deliver all news that the Clinic wants to communicate to the enabled patients. Each news notification is sent to all enabled patients that have XInfo on their Smartphone.

The Clinic can add new News by clicking the button “add”. Each News is identified by a title or a text and news can be written and published on the XInfo platform only when desired by clicking the checkbox “Published news”.

The publication dates of the news can also be scheduled by setting the desired period or by setting the News activation date and then selecting “always on” so to leave the news published for an indefinite period of time.



12.4. Communications

How to Manage Follow up Communication in XDent for XInfo User?

Communication Centre > News Management

When a new Communication Centre is opened, all inbound and outbound communications managed by the office are shown for a desired time range.

Among the communications, there will be the recalls automatically generated by the system after a treatment as well as the recalls of appointments sent via SMS or notifications resulting from the daily and weekly scheduling.

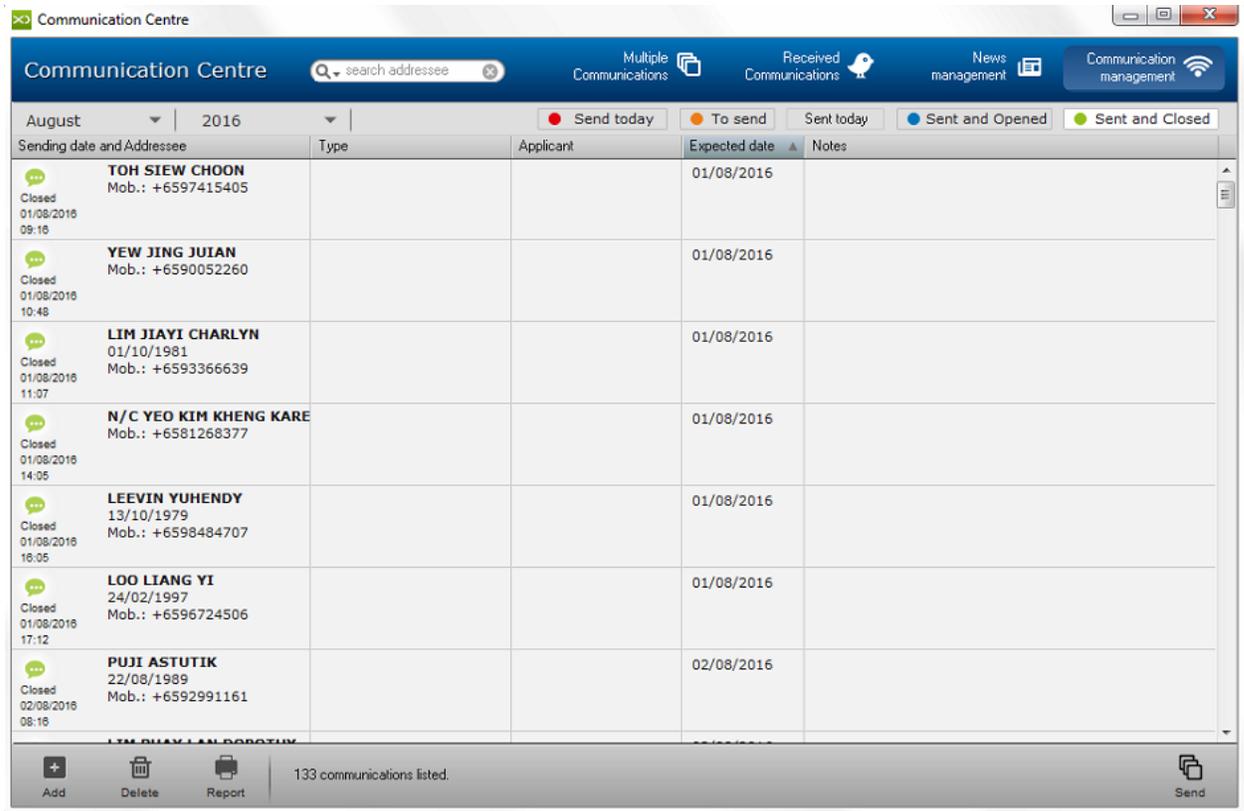
The send modes for each communication are the following:

- Letters: prints the communication
- E-mail: sends the communication by e-mail
- SMS: sends the communication by SMS
- Notification: sends the communication by the XInfo service if the practice is enabled and if the patient has enabled the service

The communications to be sent have to be selected and the send mode icon pushed. Once the communication has been sent, a management window will appear in which notes can be added to the communication and the following options selected: close communication, leave open (and optionally the reason why) or reschedule the communication to a specific date.

Eventually, the communication status can be the following ones:

- To be sent (no communication)
- Finished (communication finished)
- Open (communication to be managed as not finished)



Note: The SMS service is widely used, it lets you send a communication via SMS to the patient's number cell. XInfo, the patient App available will save you costs for SMS as messages are directly sent to the patients App at no charge.

13. DOCUMENTS

Documents Module allow to manage documents and Clinic can create own template in MS Word, Open Office or in XDent default template.

Form Library variable are available to auto select the field from the XDent Database.

Patients	Operator	Third Payer	Documents
Name	Surname Op.	Third Payer header	Date
Last name	Name Op.	Third Payer address	Payment
Common Birth	Qualification Op.	CAP-Common-Prov. Third Payer	Quote Number
Place of Birth	Address Op.		Dental Scheme
Date of birth	Op phones.		Amount Granted
Gender	Email Op.		Quotation
Tax code	Fiscal Data Op.		Franchise
Residential address	Operator		Location
Shared Residence			Title prev.
Capital Residence			Total Document
Province Residence			Total Patient
Phone (House)			Total Performance
Phone (Mobile)			Total Discounts
Phone (Office)			
E-mail			
Various			
Barcode			
Title			
Commercial Reference			
Medical Reference			
Complete Phrase			

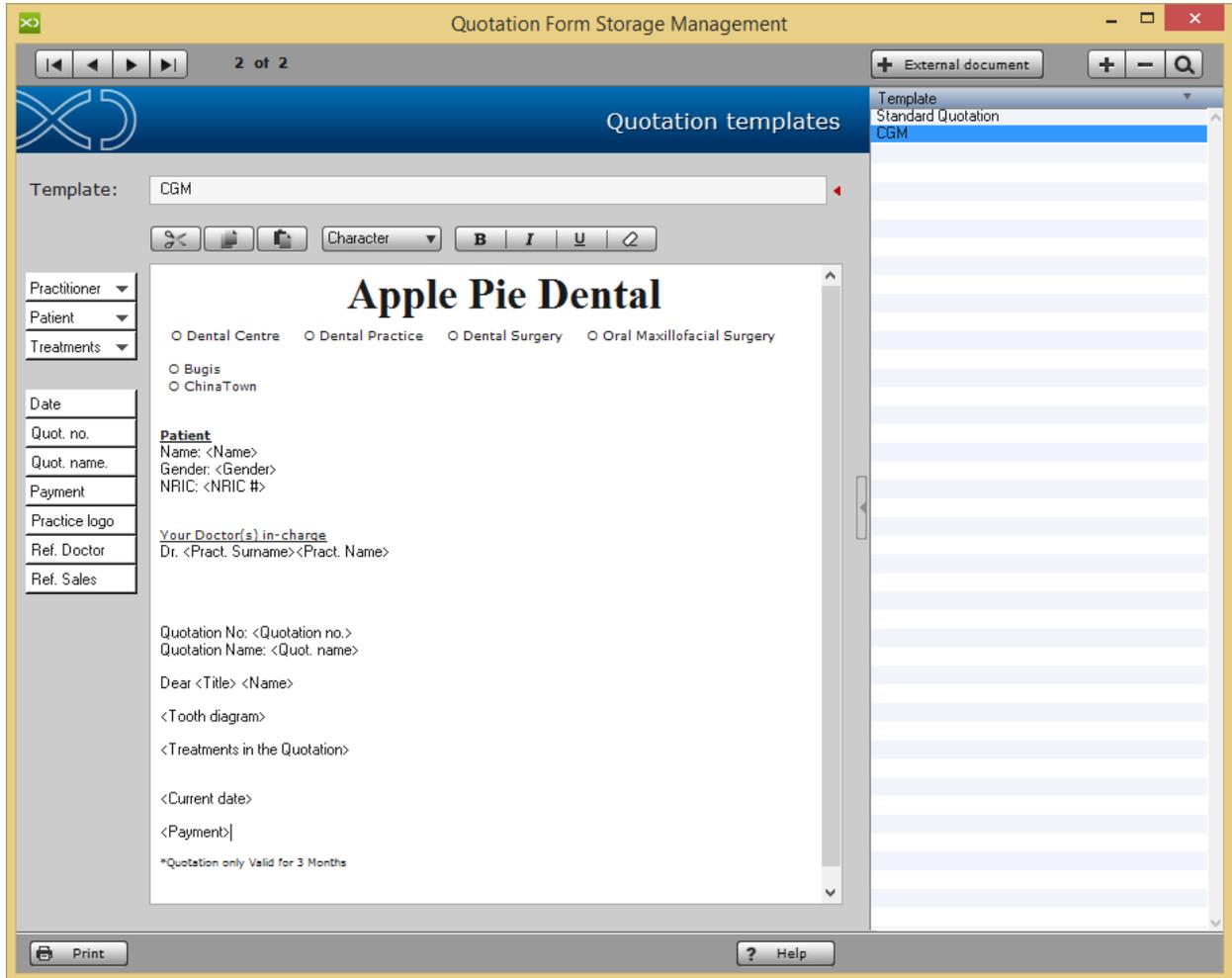
More info on How to create Form can be found in *Quick Reference Guide - Create Form (MS WORD_v2 and OPEN OFFICE_v2)*

13.1. Quotation Forms

How to Create/Add/Edit/Delete Quotation Form in XDent?

Documents > Quotation Form

Clinic able to Create/Add/Edit/Delete quotation form in this form module, Form field variable are available to select the field from the XDent Database.



To refer on how to issue the Quotation (Refer #7.1.7)

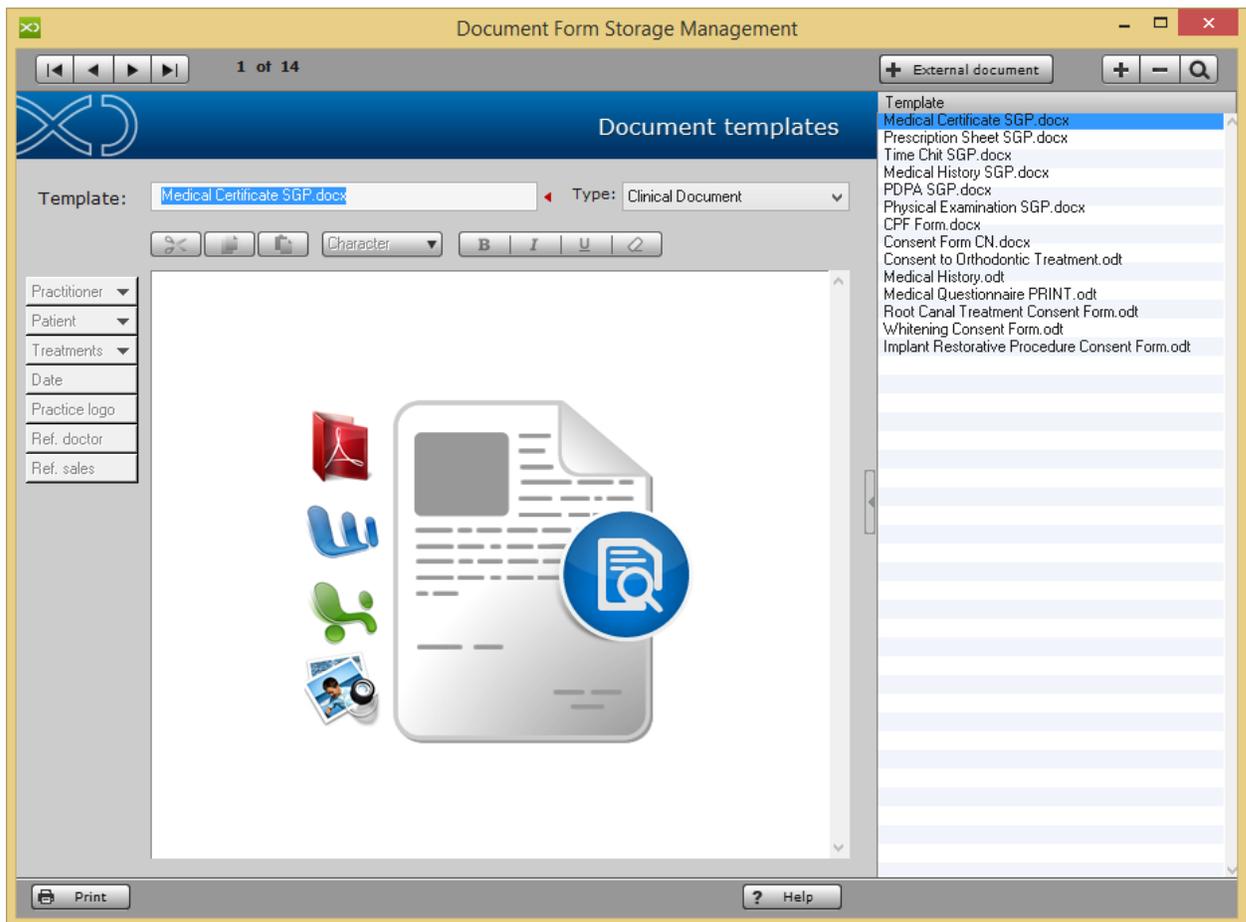
13.2. Document Forms

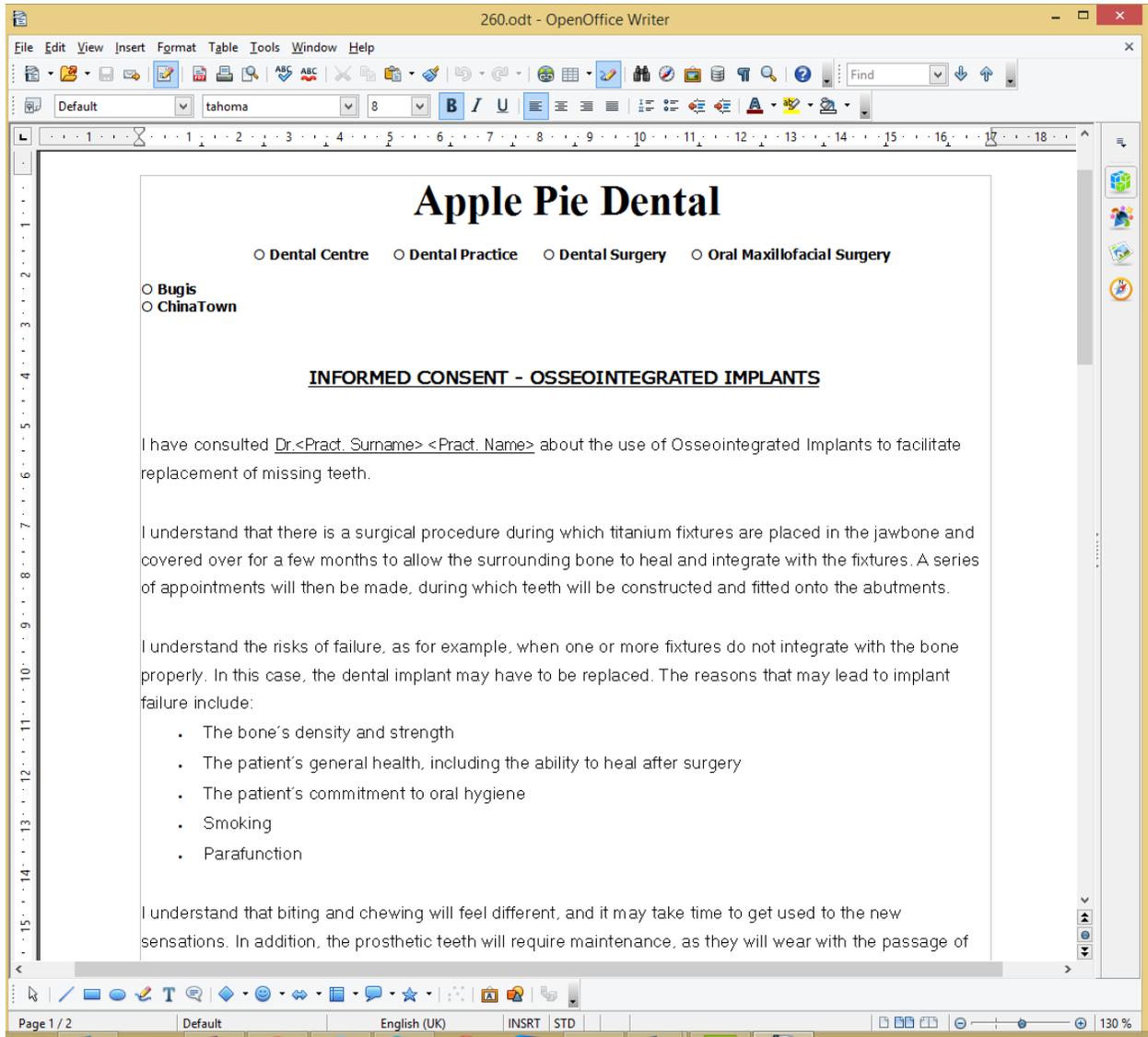
How to Create/Add/Edit/Delete Document Form in XDent?

Documents > Document Form

Clinic able to Create/Add/Edit/Delete document form in this form module, Form field variable are available to select the field from the XDent Database.

Document Form will consist all the form related to Patient like Content form, Time Chit, PDPA content, etc..





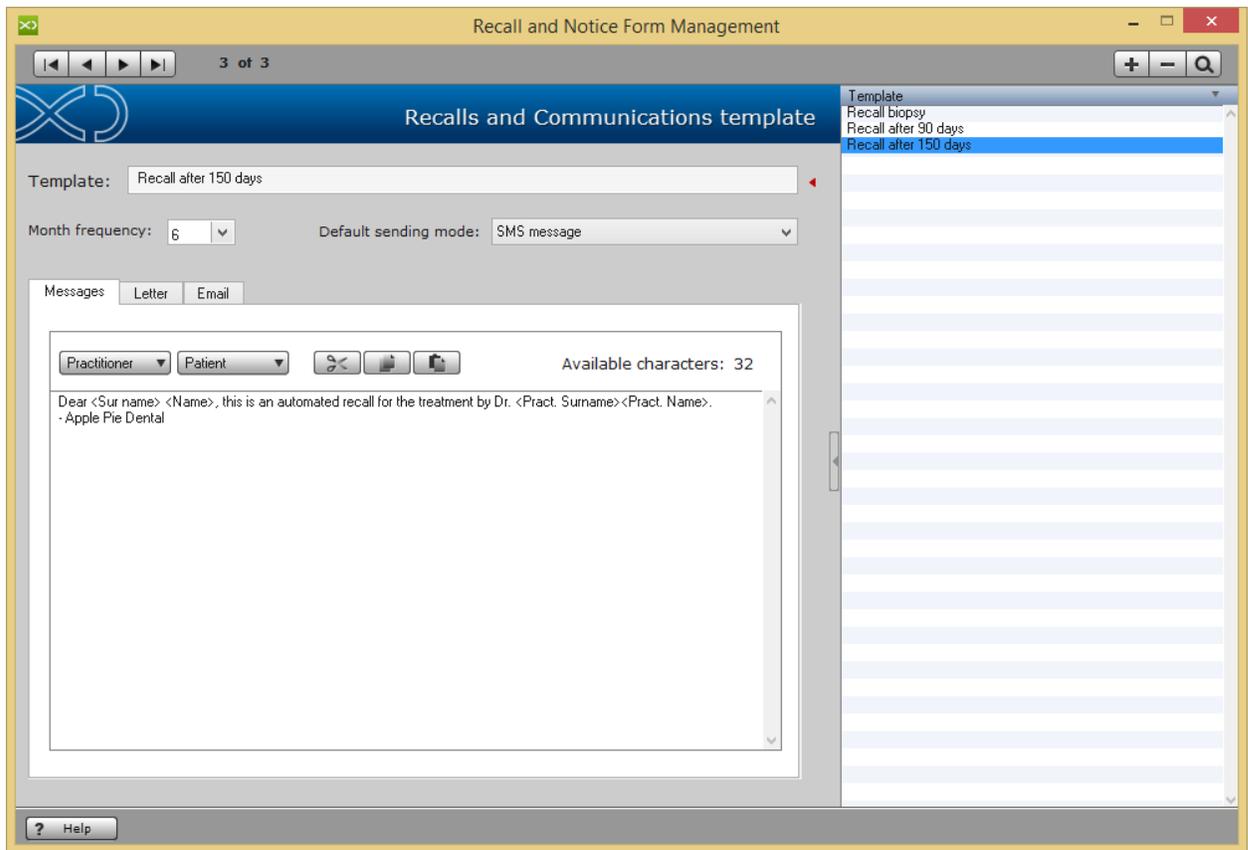
13.3. Communication Forms

How to Create/Add/Edit/Delete Communication Form in XDent?

Documents > Communication Form

Clinic able to Create/Add/Edit/Delete communication form in this form module, Form field variable are available to select the field from the XDent Database.

Communication Form consist of reminder/recall message and email template.



13.4. Medical History Questioners

How to Create/Add/Edit/Delete Medical History Questioners in XDent?

Documents > Medical History Questioners Form

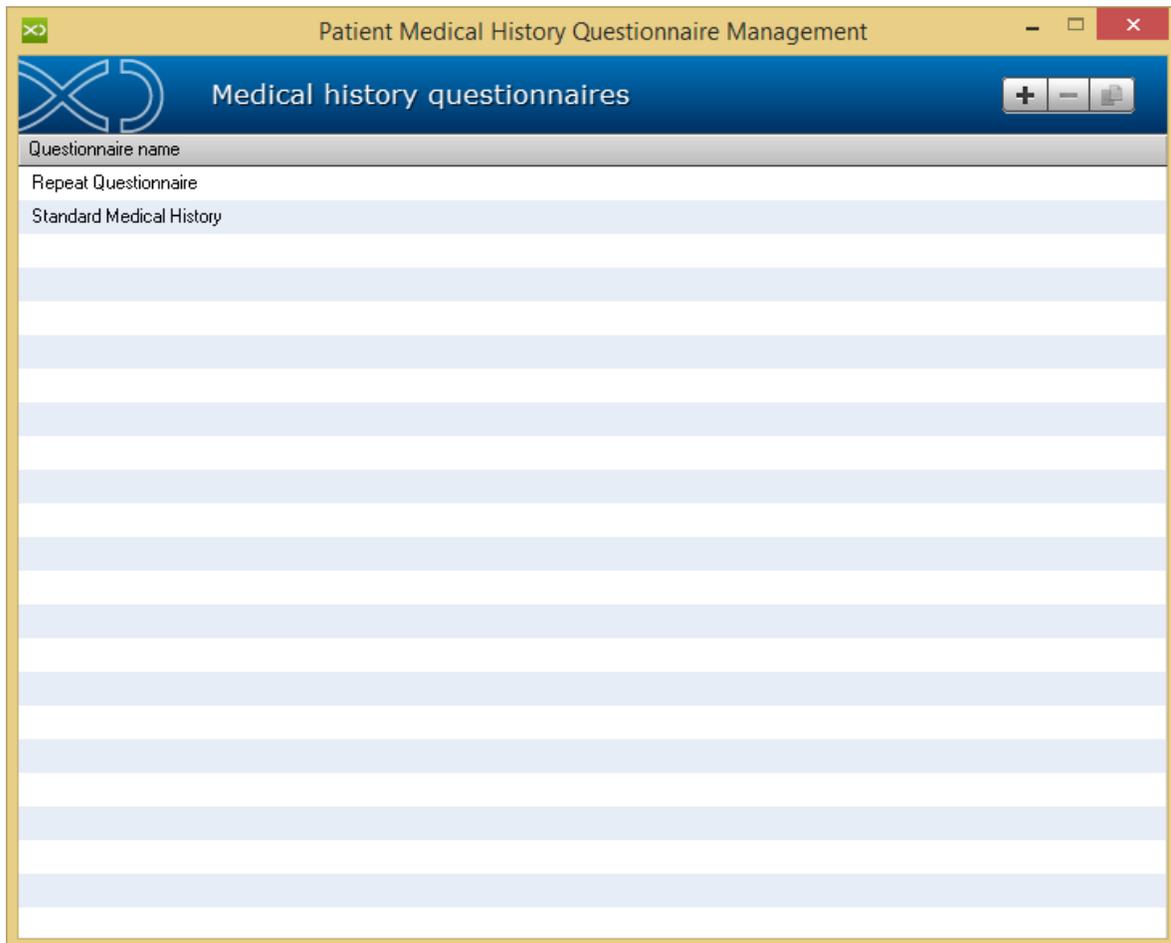
Clinic able to manage by Create/Add/Edit/Delete medical history questionnaires in this form module.

The management of medical history consists of two phases:

- preparing the questionnaire
- filling out the questionnaire

Setting medical history questionnaires gives you the chance to classify the medical histories by general data and/or by medical specialties of your practice.

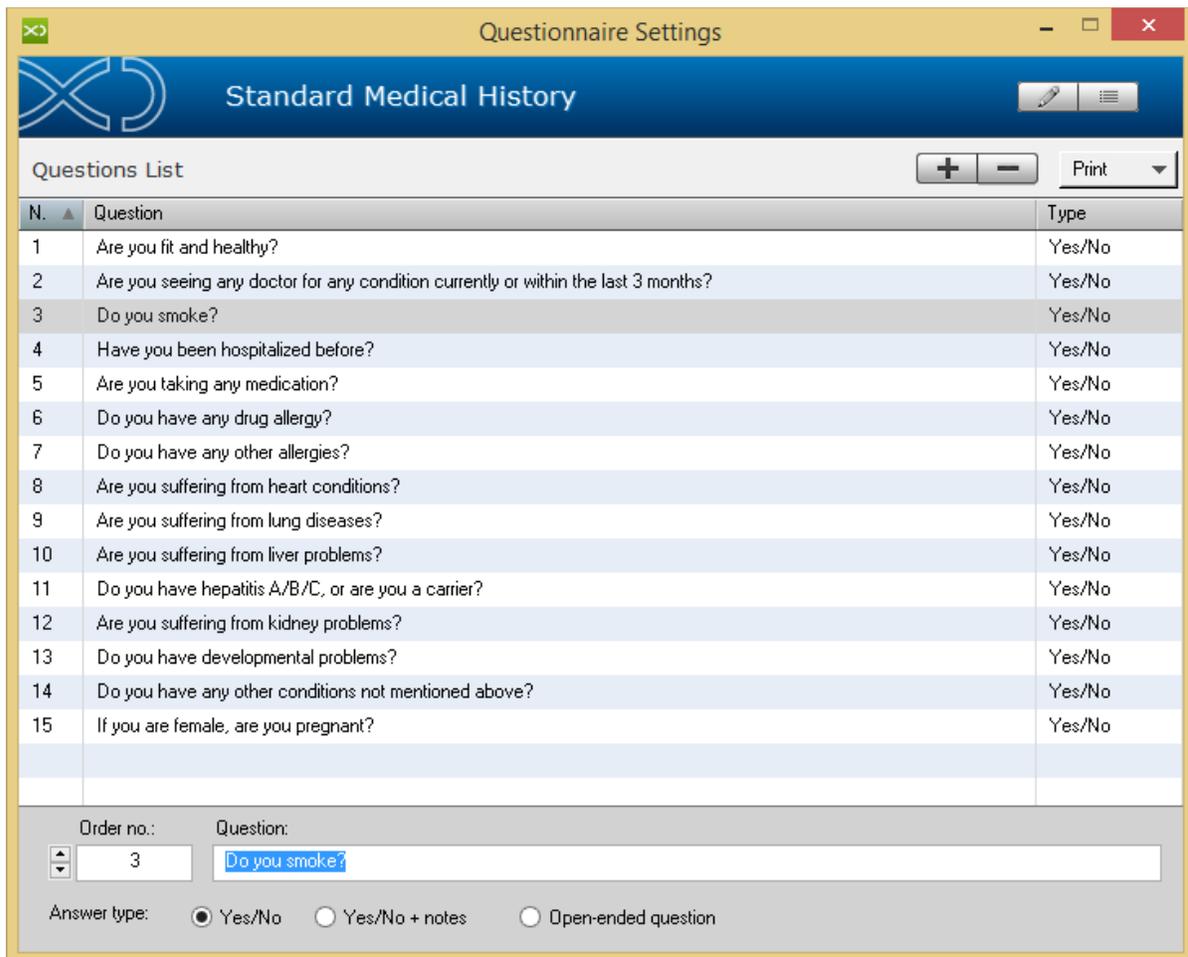
To set your practice questionnaire from Documents menu, open Medical history Questionnaire.



Each questionnaire is identified by its unique name and to edit the questions of a questionnaire double-click on the name of the questionnaire in the list.

All questions can have only type of single answers and answer type Yes/No with note allows to set questions that include your patient single answer or an answer with notes. For example “Do you smoke? How many cigarettes per day?” or >“Do you take prescribed drugs on a regular basis? Which one?”

You can edit the order of the questions by using the buttons (Up and Down) placed next to the order number of the questions.



On how to activate the selected Medical Questionnaires for the Patient in iPad Studio setup, (Refer #7.1.6)

13.5. Medical Certificates

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 #:S8600000Z)	DR. KEWAL PRADHAN	
17/08/2016	6	Sam Sung (NRIC #:S8600000Z)	DR. KEWAL PRADHAN	17/08/2016
26/07/2016	5	Edith Lim (NRIC #:S7952214E)	DR. KEWAL PRADHAN	
21/07/2016	4	Michael Mint (NRIC #:S7989894E)	DR. KEWAL PRADHAN	
20/07/2016	3	Kewal (NRIC #:S8600000Z)	DR. KEWAL PRADHAN	
20/07/2016	2	Kewal	DR. KEWAL PRADHAN	20/07/2016
20/07/2016	1	Kewal	DR. KEWAL PRADHAN	26/07/2016

Medical Certificate

Issuer: CGM Singapore

Document #: 7 Date of visit: 17/08/2016

Patient: Sam Sung (NRIC #:S8600000Z) Date of birth: 01/01/1980

Start date: 13/08/2016 Day(s) taken: 3

End date: 15/08/2016

Reason: Wisdom Tooth Extraction

Practitioner: DR. KEWAL PRADHAN

Dr. Kewal Pradhan

Print

How to Delete Medical Certificate in XDent?

Medical Certificate cannot be deleted from XDent, only voided and once an MC is issued, it cannot be edited.

To Void MC, select the Patient and click Void button.

The screenshot shows a window titled "Medical Certificate" with the following fields and values:

- Issuer: CGM Singapore
- Document #: 7
- Date of visit: 17/08/2016
- Patient: Sam Sung (NRIC #:S8600000Z)
- Date of birth: 01/01/1980
- Start date: 13/08/2016 (with a calendar icon)
- Day(s) taken: 3
- End date: 15/08/2016
- Reason: Wisdom Tooth Extraction (dropdown menu)
- Practitioner: DR. KEWAL PRADHAN
- Signature area: Dr. Kewal Pradhan

At the bottom of the form, there is a red button labeled "Void 28/09/2016" and a "Print" button.

On how to issue Medical Certificate to the Patient, (Refer #7.1.12)

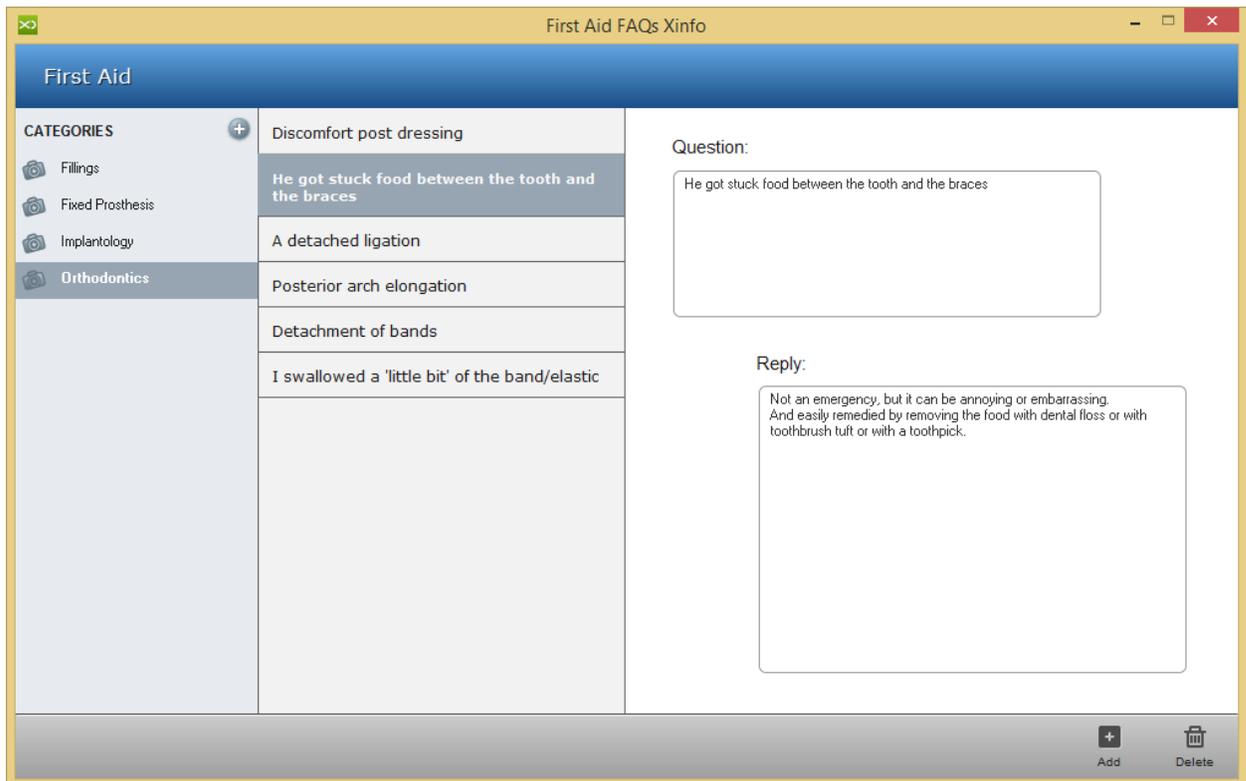
13.6. First Aid FAQs

How to Manage First Aid FAQs notes in XDent?

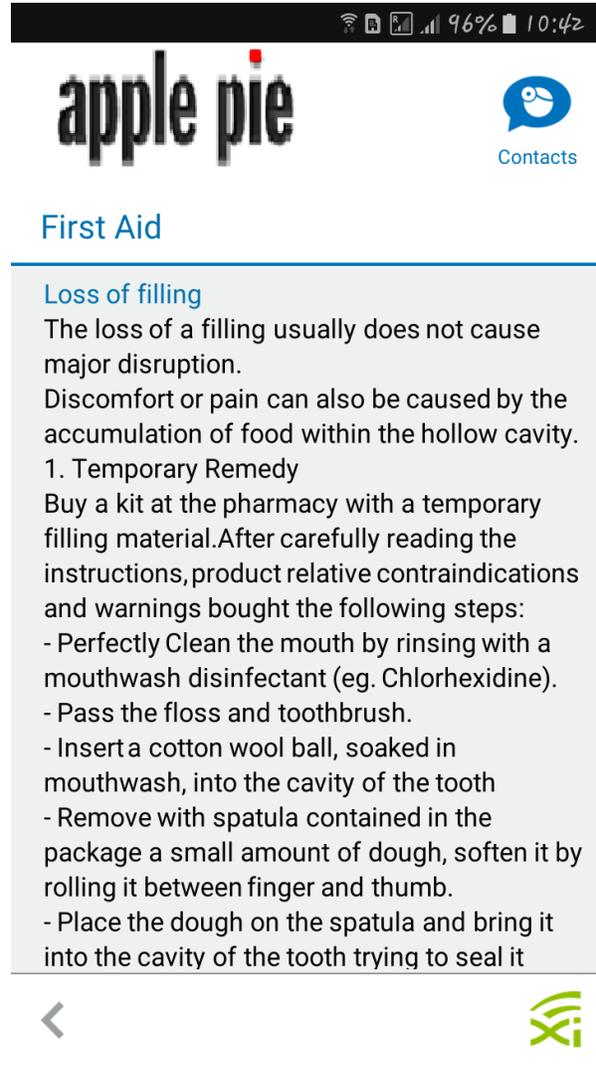
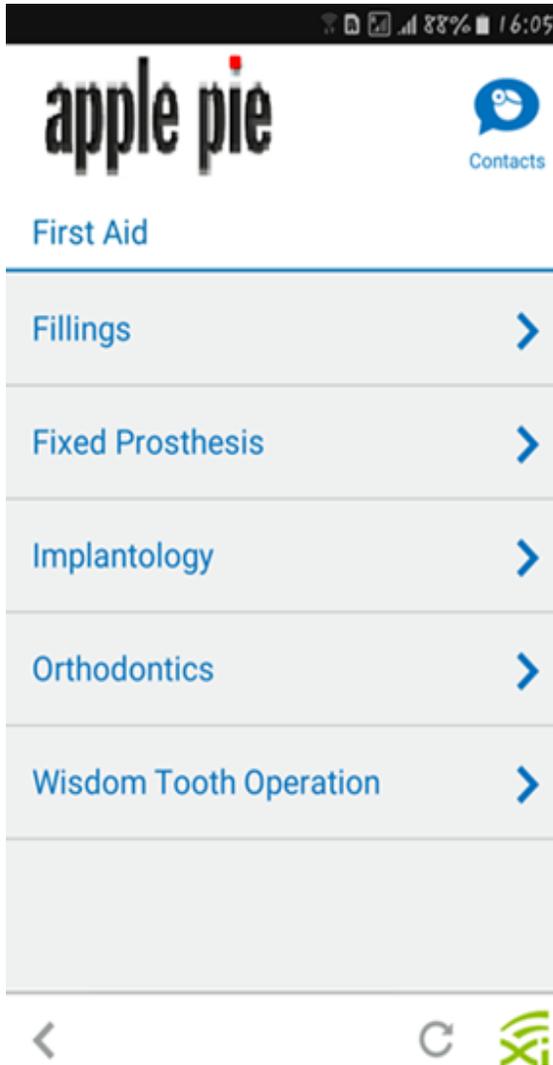
Documents > First Aid FAQs

Clinic able to Create/Add/Edit/Delete questionnaires for First Aid.

In First Aid FAQ, you can set frequent questions and answers, create Category and sub-category.



First Aid is a very useful function for XInfo users. This info can be accessed by the Patient from the XInfo Smartphone App. By clicking “First Aid”, the most frequent first aid-related questions can be accessed. The Patient could then consult anytime the doctor advice and the procedures to follow.



14. ACCOUNTING

Accounting record represents the main tool to obtain patient-related information in terms of profits and treatments provided at the practice.

For each treatment, the relevant total amount and collected amount are provided. The accounting situation of the patient is displayed against a blue background in the upper portion of the record. The total amount is displayed against a red background if the patient is in debt, otherwise against a green one in credits. All total amounts in the accounting record refer either to the treatment plan currently selected in the plan list, or to the accounting record in its entirety.

Nik Koh		Accounting statement: 0.00		Total full payments	
↑ Debits		↓ Credits			
Treatments performed:	266.00	Paid documents:	266.00	Treatments in progress:	0.00
Service and products	0.00	Adv. payments to invoice:	0.00	Treatments to perform:	0.00
				Due dates:	0.00
				Past Due dates:	0.00
Total Debit:	266.00	Total Credit:	266.00	Total:	0.00

Patient Debts can be found which are given by the sum of all the treatments performed and all the services and products bought by the patient. Credits are displayed in lists of total revenue, the record displays the total amount for treatments in progress, the total amount for treatments to be performed and the total balance of the treatment plan (or of the accounting record overall) when all treatments have been performed.

Tips: In Accounting Process

- ➔ To generate Accounting Record
 - Step 1 – Issue Invoice
 - Step 2 – Issue Receipt

- ➔ If issue wrongly or unwanted Account record
 - Step 1 – Issue Credit note
 - Step 2 – Issue new Invoice and Receipt

OR

- Step 1 – Delete Receipt
- Step 2 – Delete Invoice or Edit Invoice

14.1. Invoices

14.1.1. Issue Invoices

Where to find list of Invoice that has been issued in XDent?

Accounting > Documents to be Issued > Immediate Invoices

Clinic able to view the list of Invoice that has been issued to the Patient from the Clinic, also able to search directly by Patient Name; Year and also by Issuer Clinic.

Date	Number	Letter	Document type	Customer's name	Amount	Paid amount
12/10/2016	82		Invoice	Mary Mint	1200.00	1200.00
12/10/2016	81		Invoice	Mr. Kewal	1200.00	800.00
12/10/2016	80		Invoice	Mr. Kewal	1200.00	1000.00
06/10/2016	79		Invoice	Mr. Kewal	650.00	650.00
06/10/2016	78		Invoice	Mr. Kewal	300.00	300.00
29/09/2016	77		Invoice	Daniel Schmidt	912.00	912.00
21/09/2016	76		Invoice	Andrew Lim	1830.00	1830.00
19/09/2016	75		Invoice	Mr. James Wong	2717.90	1017.90
16/09/2016	74		Invoice	Kamat Peng	4689.09	2889.09
15/09/2016	73		Invoice	Konmkcalb	971.98	871.98
15/09/2016	72		Invoice	Konmkcalb	2028.45	428.45
13/09/2016	71		Invoice	Mr. Okies Citamitua	1974.00	3908.00
13/09/2016	70		Invoice	Mr. Okies Citamitua	1937.00	1537.00
10/09/2016	69		Invoice	Test Medisave	1000.00	850.00
31/08/2016	68		Invoice	Mr. Kewal	312.00	312.00
31/08/2016	67		Invoice	Mr. Kewal	288.00	0.00
31/08/2016	66		Invoice	Mr. Kewal	3175.00	1825.00
31/08/2016	65		Invoice	Daniel Schmidt	3200.00	500.00
31/08/2016	64		Invoice	Alan Kong	3275.00	475.00
30/08/2016	63		Invoice	Mary Mint	3141.75	541.75
30/08/2016	62		Invoice	Mary Mint	2975.00	1725.00
30/08/2016	61		Invoice	Kamat Peng	3524.25	1995.75
30/08/2016	60		Invoice	Mr. Kewal	1896.19	1896.19
15/07/2016	59		Invoice	Mr. Michael Mint	102.00	102.00

Total: 86,776.41

Immediate invoices Credit notes
 Delivery Note Deferred invoices

Customer's name Print Consult

Either double click on the Invoice or Select and click Consult button to view Invoice of that Patient.

14.2. Receipts

Where to find list of Receipt that has been issued in XDent?

Accounting > Documents to be Issued > Receipts List

Clinic able to view the list of Receipts that has been issued to the Patient from the Clinic, also able to search directly by Patient Name; Year and also by Issuer Clinic.

Receipt list is able to Export from XDent in HTML; Text; CSV and Excel format
Unwanted Receipt can be deleted

Date	Number	Reference No.	Name	Amount
11/07/2016	41	53	Alan Kong	240.00
11/07/2016	20	54	Test Patient Reference Person	630.00
11/07/2016	38	7	Daniel Schmidt	36.00
11/07/2016	43	8	Daniel Schmidt	51.20
04/07/2016	19	32	Andrew Lim	399.00
04/07/2016	18	33	Andrew Lim	48.00
30/06/2016	16	10	Daniel Schmidt	20.00
30/06/2016	17	40	Test Medical Records	250.00
20/06/2016	14	24	Daniel Schmidt	145.00
20/06/2016	15	34	Andrew Lim	108.00
17/06/2016	13	22	Daniel Schmidt	78.00
16/06/2016	8	13	Andrew Lim	745.20
16/06/2016	12	16	Andrew Lim	10,000.00
16/06/2016	9	29	Test Daniel	30.00
16/06/2016	10	30	Test Daniel	120.00
02/06/2016	7	14	CHAS Blue Tier Patient	209.50
26/05/2016	6	11	CHAS Blue Tier Patient	29.50
20/05/2016	5	9	CHAS Blue Tier Patient	682.00
16/05/2016	3	5	Mr. James Wong	20.00
16/05/2016	4	6	Mr. James Wong	29.50
12/05/2016	2	3	TNB Patient	80.00
12/05/2016	1	4	TNB Patient	200.00

Total: 66,934.41

On how to issue Receipt to the Patient, (Refer #7.1.10)

14.3. Delivery Note

Pending

14.3.1. Issue Delivery Notes

14.3.2. Incoming Delivery Notes

14.4. Deferred Invoice

Pending

14.4.1. Issue Deferred Invoice

14.4.2. Incoming Deferred Invoice

14.5. Credit Note

A credit note can be issued directly from the patient accounting record, however only with relation to the VAT-free treatments. The note will be associated to the treatment plan selected. Obviously, this could not be associated to the single treatment of the same. In the patient accounting record, the credit note is listed together with the treatment plan-related issued invoices. It is clear that the payment of the credit note decreases the total amount of the documents paid. The issue of a credit note generates a prime entry transaction with “Issuing a Credit Note” type and its payment generates a prime entry transaction with “Payment of Credit Note” type.

If a Credit Note is to be issued with relation to the VAT-based treatments, this could be done directly from Credit Note in the Issued Documents of the Accounting menu.

Pending

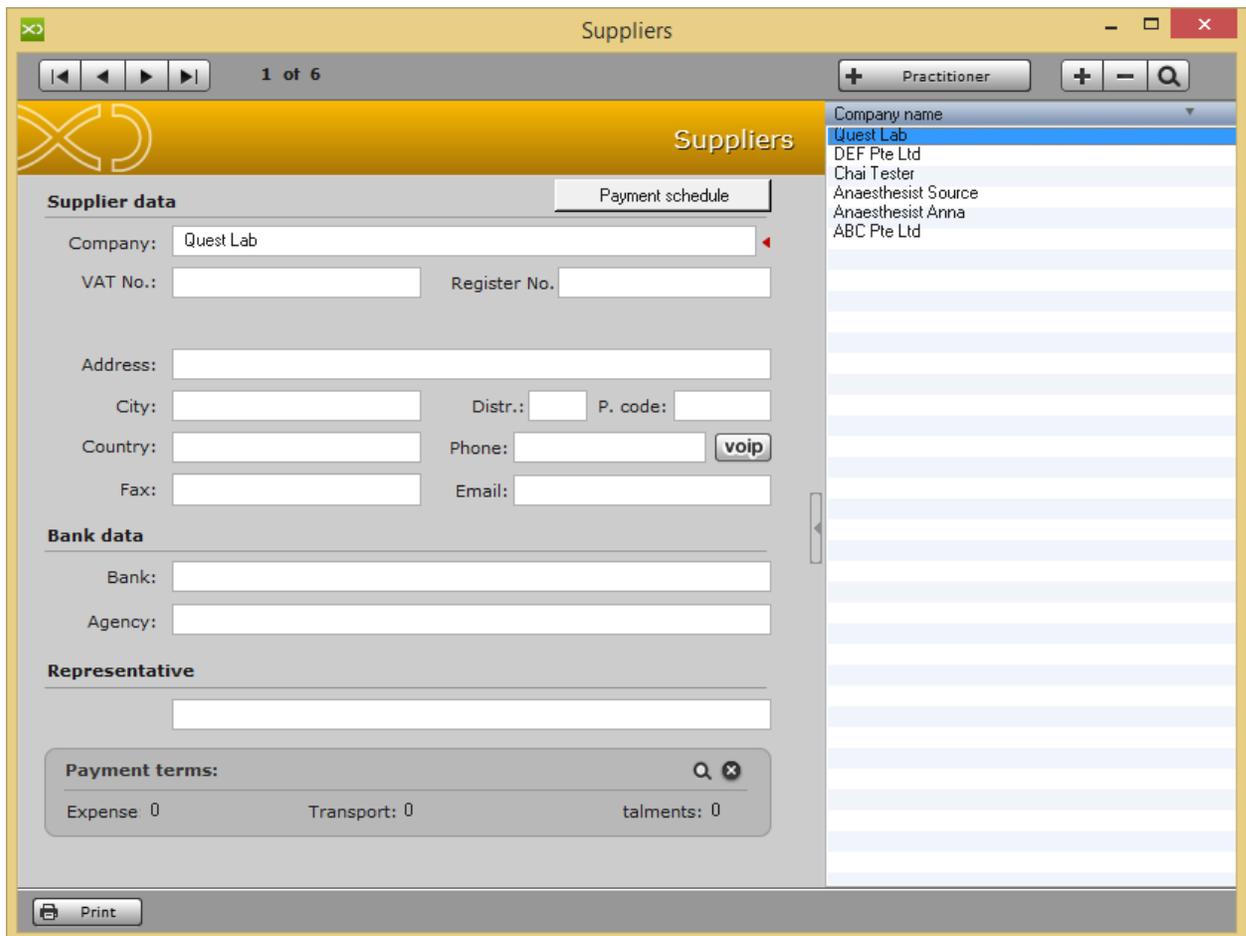
- 14.5.1. Issue Credit Notes
- 14.5.2. Incoming Credit Notes

14.6. Suppliers

How to Register a Supplier in XDent?

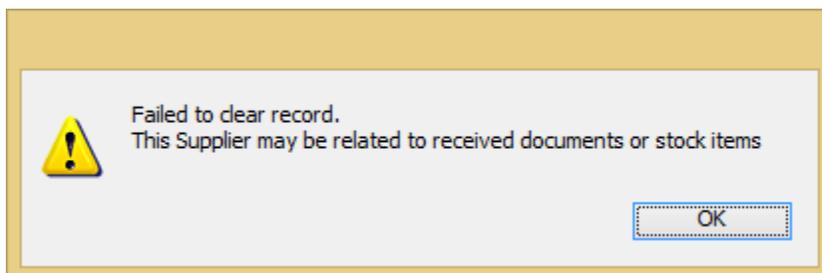
Accounting > Supplier

Clinic able to Create/Add/Edit/Delete supplier in accounting module.

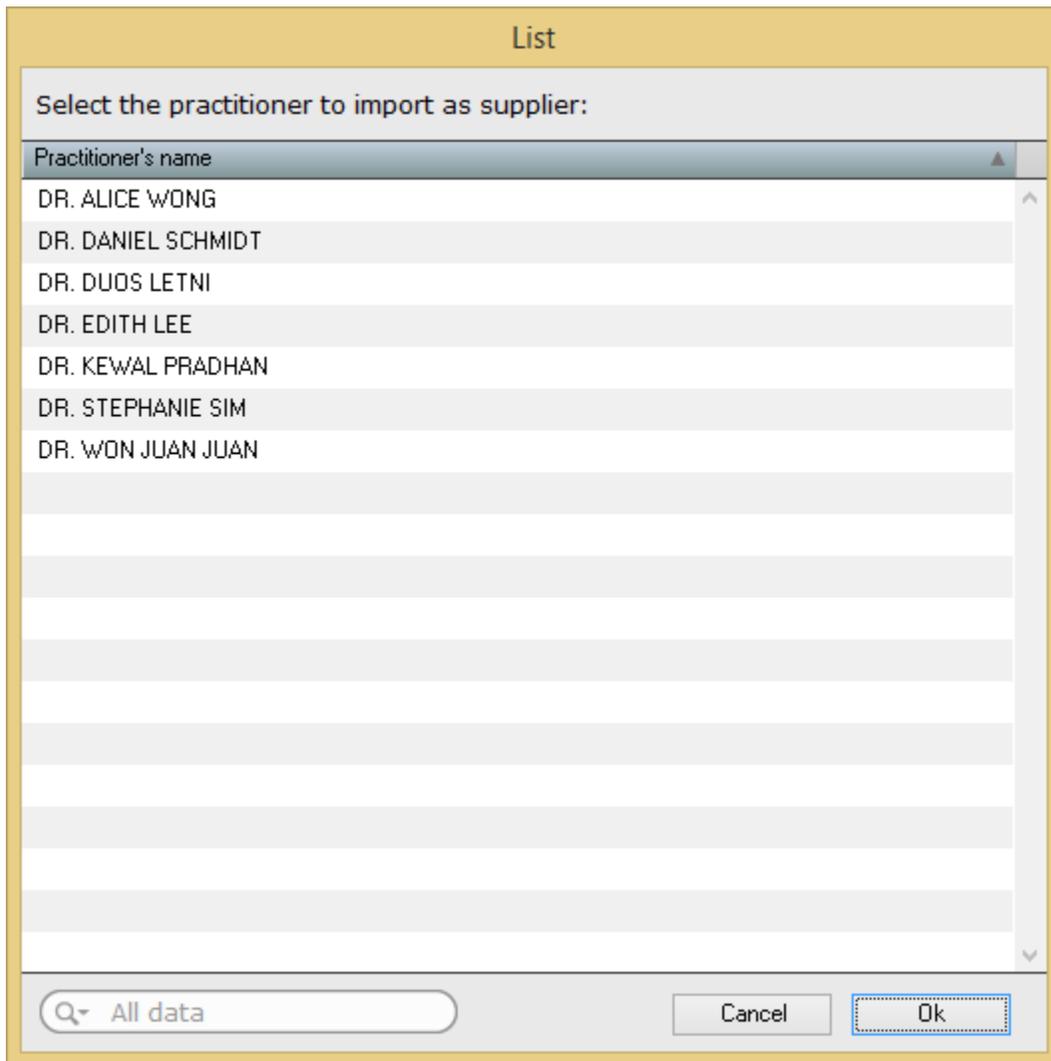


The screenshot shows a software window titled "Suppliers" with a yellow header. The window contains a form for editing a supplier and a list of suppliers on the right. The form is divided into sections: "Supplier data", "Bank data", and "Representative". The "Supplier data" section includes fields for Company (Quest Lab), VAT No., Register No., Address, City, Distr., P. code, Country, Phone (with a "voip" button), Fax, and Email. The "Bank data" section includes fields for Bank and Agency. The "Representative" section has a single empty field. Below the form is a "Payment terms" section with fields for Expense (0), Transport (0), and talments (0). The right-hand list shows a dropdown menu for "Company name" with the following items: Quest Lab (highlighted), DEF Pte Ltd, Chai Tester, Anaesthetist Source, Anaesthetist Anna, and ABC Pte Ltd. At the bottom left of the window is a "Print" button.

If the Supplier have pending receiving documents or stock item then supplier account is unable to delete unless clear those pending records.



Clinic also able to add Practitioners as a Supplier from the list of Practitioners.



14.7. Early Note

Pending

15. STOCK

Stock Module allow to manage stock inventory in the Clinic as Clinic can enter inventory items, consumable or any other sales items and also able to view the transaction of each item that has been loaded and unloaded from delivery and invoicing.

Tips: In Stock Process

➔ To Load New Stock Record from New Supplier in Warehouse

Step 1 – Create Supplier

Step 2 – Create Item Record

Step 3 – Add Stock Loading

15.1. Item

How to Add Item Stock in XDent?

Stock > Item > Records

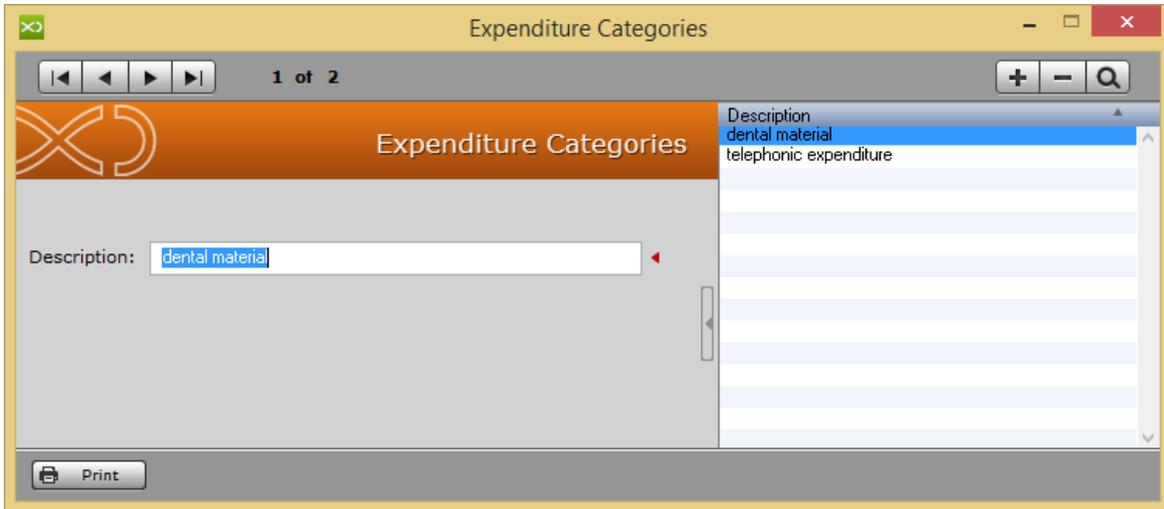
Clinic able to Create/Add/Edit/Delete item record in stock module.

When add item, required to state measuring unit, safety stock, selling price, VAT (GST) rate and link the item with Supplier. As clinic also able to select expenditure categories for grouping and reporting purpose.

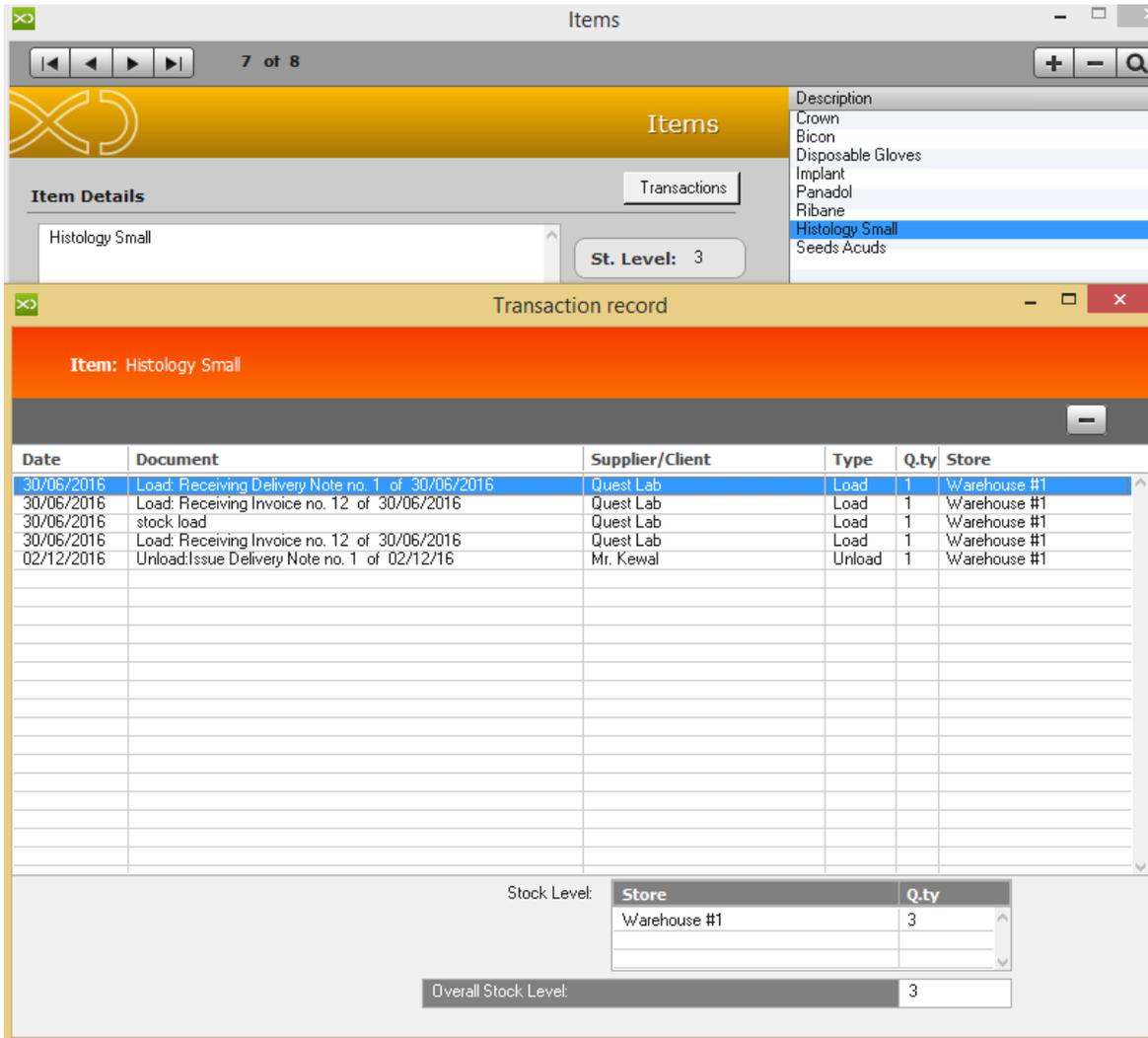
The screenshot displays the 'Items' window in a software application. The window title is 'Items' and it shows '5 of 7' records. The main area is divided into several sections:

- Item Details:** A text field contains 'Panadol'. Below it, 'Measur. unit:' is set to 'NR' and 'Safety stock' is '100'. 'Selling price (no VAT):' is '5.00' and 'Selling price incl. VAT:' is '5.00'. A 'Category' search field is present.
- Transactions:** A button labeled 'Transactions' is located to the right of the item name.
- VAT rates:** A section with 'Purchase: 0' and 'Sale: 0', each with a search icon.
- Technical record:** An empty text area for technical specifications.
- Suppliers:** A table with columns 'Code' and 'Company name'. One entry is visible: 'Pan' and 'ABC Pte Ltd'. There are '+', '-', and edit icons to the right, and an 'Archived prices' button below.
- Description List:** A vertical list on the right side of the window showing various items: 'Crown', 'Bicon', 'Disposable Gloves', 'Implant', 'Panadol' (highlighted in blue), 'Ribane', and 'Histology Small'.

To add new expenditure categories, go to Main Menu Accounting > Expenditure Categories



Clinic also able to view Transaction in detail for each item level.



15.2. Supplier List

Pending

15.3. Order Management

Pending

15.4. Inventory

Pending

15.4.1. Evaluation

15.4.2. Stock Level

15.5. Stores

Pending

15.6. Stock Loading

Pending

15.7. Stock Unloading

Pending

15.8. Stock Transfer

Pending

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. It is such tool 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

- 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

17. SERVICES

Pending

- 17.1. Xchat
- 17.2. Xinfo
- 17.3. Xsync
- 17.4. Xbackup

18. OPERATIONS

Pending