

Dental Information System

QUICK GUIDE



Synchronizing Healthcare

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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:
			 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.

		XDent - Settings	
General	C	Clinical	
Hours	Scheduling Serv	verSQL Accounting Data Memo Communications VoIP Multimedia Patients Video Control Various	
	Opening hours an	Idefault duration of appointments From: 09:00 AM Image: to: 06:00 PM Image: to: 06:00 PM	
	Default duration of	of appointments and practitioner availability	
	Monday	Default duration of appointments Morning 15 🛊 min. Afternoon 15 🛊 min. Availability Time frequency	
	Tuesday	Default duration of appointments Morning 15 - min. Afternoon 15 - min. Availability Time frequency	
	Wednesday	Default duration of appointments Morning 15 ; min. Afternoon 15 ; min. Availability Time frequency	
	Thursday	Default duration of appointments Morning 15 ; min. Afternoon 15 ; min. Availability Time frequency	
	Friday	Default duration of appointments Morning 15 ; min. Afternoon 15 ; min. Availability Time frequency	
	Saturday	Default duration of appointments Morning 15 ; min. Afternoon 15 ; min. Availability Time frequency	
	Sunday	Default duration of appointments Morning 15 🖨 min. Afternoon 15 🖨 min. Availability Time frequency	
		Close	

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.

1	Availability detail of mo		Practitioner: DR. KEWAL					
-	Morning		O Open	Closed	Afternoon		O Open	Closed
	From: 08:30 AM 🜩	to: 02:00 PM	+	-	From: 02:00 PM	to: 08:30 PM	÷ I	
							Cancel	Confirm

Availability detail of thursday Practitioner: DR. KEWAL												
	January	February	March	April	May	June	July	August	September	October	November	December
First thursday	×	×	×	×	×	×	×	×	×	×	×	×
Second thursday	×	×	×	×	×	×	×	×	×	×	×	×
Third thursday	×	×	×	×	×	×	×	×	×	×	×	×
Fourth thursday	×	×	×	×	×	×	×	×	×	×	×	×
Last thursday	×	×	×	×	×	×	×	×	×	×	×	×
										Ca	ncel	Confirm

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.

					XDent - S	Settings					
General		Clinical									
Houro	Scheduling	Course OI	Association Dista	Mama	Communications	ValD	Multimodia	Dationto	Video Control	Variaus	7
Hours	Scheduling	Serversult	Accounting Data	Memo	Communications	VOIP	Multimedia	Fatients	Video Control	vanous	
Autoupdate plannings every 10 😴 seconds											
Practitioner Scheduling to be viewed in the workstation:											
Selected practitioner on the workstation: Practitioner list											
DR. KEWAL											
	i	Set the Pract of the Archiv	iitioners from the menu e menu.	item Practil	ioners		DR	I. PRISCILLA I. PAUL I. ELLIOT			
	4	A scheduling available for	template for the appoi each practitioner.	ntments is		DR	I. PETE I. KATELYN				
		Select the de	efault Practitioner from	Practitioner	s List						
											×
	Defining I	Practitioners o	groups and Practice	es to be d	splayed on the m	ulti-sche	duling of the	workstatic	n:		
		Practitioner gr	oups:			Gro	up practices:				
		SENIOR JUNIOR				T	REATMENT RO	DOM			
		Practitioners o	f the selected group:			Pra	ctices of the se	lected group:			
		DR. PAUL DR. ELLIOT DR. PETE DR. KATELY	'n		 ▲ ● ●	Si Si Si	aat 1 aat 2 aat 3				
											Close

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.

					XDent - S	ettings							
Gener	al	Clinical											
Hours	s Scheduling	I ServerSQL	Accounting Data	Memo	Communications	VolP	Multimedia	Patients	Video Control	Various]		
								If a detailed description is chosen, the automatic creation of invoices will indicate single performed treatments with their corresponding cost. If a concise description is chosen, the invoice will indicate a single entry including all performed treatments.					
-	Anvoicing type: Receipt Invoice Deduce stamp duty in the invoice Show rows in the invoice Do not allow non-treatment-related invoice Characters after invoice: (i.e. 147/A) CGM Singapore (Default issuer) There to be reported in the invoice:									elated invoices			
	Logo:				0	Sei	ect	You can a placed To -select th you don't The logo width). If the imag	add a logo and/or opRight on the prin le logo as a Jpeg, want to print any must cannot exce ge size is too large	text as an in nt form: Gif or Png fil logo. ed 110x250 e, it will be pro	nage file that will be e or empty the field if pts (height and oportionally resized.		
	St	amp Duty virtually p sment:	paid					Logo place	e on the print form:	: 🔿 Left	Bight		
	Profit	margin:	0.00 % Ris	k managem	ent: 0.00	Fi	xed 🗸	Tax	kation:	0.00	Fixed v		
											Close		

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)

						XDent - :	Settings						
Gen	eral		Clinical										
Hou	urs	Scheduling	ServerSQL	Accounting Data	Memo	Communications	VolP	Multimedia	Patients	Video Control	Various		
		Enabling	Communicatio	ons									
	✓ Workstation with Automatic Communications to be sent Days from last communication:												
	Vorkstation with Automatic Birthday Check												
	✓ Morkstation with Automatic XChat opening ²												
	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.												
	Default sender for SMS messages and emails created from XDent												
			SMS messag (11 charact	je sender CGM > ers max.):	DENT			Characters 2					
		Practice I	imail created l	by XDent									
			Office Emai	il address: ps.xde	nt@cgm.com			Email Sul	bject:				
		Defining 1	ſext with varia	ible data of the n	nessages fo	or appointments:							
			Mes (160 charact	sage text <name< th=""><th>>, your dentis</th><th>st reminds your</th><th>m></th><th>_ s</th><th>end remind</th><th>der 1 v</th><th>days before</th><th>e appointments</th></name<>	>, your dentis	st reminds your	m>	_ s	end remind	der 1 v	days before	e appointments	
			(appoint	unch on tou	nent dates at thirm		Clickate	Il Account				
								U	lsername:	Xdent CGM			
			Character	s 84				F	Password:	C102G23M07			
			Vəri	able data: Draal	ilionar Da	tiont Data	Time		API ID:	1301242			
			van				Time					Close	

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.

						XDent - :	Settings					
	General	_	Clinical									
	11	C I I I I	C	A	1	C	V-ID	M. Marson Par	Patianta	Vil. Control	Q	
1	Hours	Scheduling	Serversul	Accounting Data	Memo	Lommunications	VOIP	Multimedia	ratients	Video Control	Various	
		Patient r	ecord: manda	tory fields and field	ls that ma	ke this record in	complete	:				
			Descripti	on	Ma	ndatory field		Field that make	s the record	incomplete		
			DRN		1	Viandatory	[✓ Incomplete			^	
			Name		~	Mandatory		✓ Incomplete				
			NRIC #		1	Mandatory	[Incomplete				
			Passport	:#	1	Mandatory	[Incomplete				
			Title		1	Mandatory	[Incomplete				
			Birth date	e	L 1	Mandatory	[Incomplete				
			Sex			Mandatory	[Incomplete				
			Nationali	ity		Mandatory	[Incomplete				
			Religion		1	Mandatory	[_ Incomplete				
			Race			Mandatory	[Incomplete			~	
		Patient li	ist - Tabular v	iew:								
			Caluary	1			\					
			Loiumn in Not Activ	vame			View					
			Name	ve			Chow					
			DBN				Show					
			NRIC #			 	✓ Show					
			Passport	#		[Show					
			Birth dat	e		[Show					
			Birthplac	e		[~		Default values		
			L									
												Close

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

Seneral Clinical		XDer	nt - Settings	
Treatment plans Conservative Endodontic	Periodontal	Implant Orth	D Treatment Diary	
Colouring treatment status:				Colouring treatment symbols:
				Depending on treatment status
	In progress	To perform	Performed	
	۲	0	0	Preferred sorting of treatment plans
	0	۲	0	Treatment v
				Ascending 🗸
	0	0	۲	Save last used sorting
	0	0	0	
	0	0	0	Treatment plans from physical examination
	0	0	0	Show selection in case of a single treatment association
	0	0	0	
_				Treatments list
Show in the dental chart:	1	1		Show amounts and time
				Close

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

nent plans Conservative Endodonti	c Periodo	ntal Impla	ant Ortho	D Treatment Diary				
Fields to be used in the Conservative	Records bu	uild:						
automatic filling:	Diary Treatmen	Notes on te t and Tr. Dia	eth ry	automatic filling:	Diary Treatme	Notes on teeth ent and Tr. Diary		
 Physical examination 	✓		values	 Cementation material 	-		values	
✓ Diagnosis	-		values	 Adhesive system for cementation 	~		values	
 Performed exams 	-			 Indirect restoration pretreatment 	-			
 Restoration type 	-		values	 Dental restoration practice 	-		values	
✓ X-rays	-			 Set up lamp 	-		values	
✓ Risks	-			Anchor bolt	-			
 Magnification system 	-		values	 Anchor bolt ype 	~		values	
✓ Isolation - Clamp	✓		values	 Anchor bolt length 	~		values	
 Dental splintings 	-		values	 Anchor bolt diameter 	-		values	
 Direct restoration - Preparation type 	-		values	 Cementation type 	-		values	
 Adhesive system 	-		values	 Cementation material 	-		values	
 Composite system 	-		values	 Adhesive system for anchor bolt ce 	mentati 🗸		values	
 Used masses 	✓			 Anchor bolt pretreatment 	~			
 Finishing system 	✓		values	 Set up lamp 	-		values	
 Polishing system 	-		values					
 Intraoperative photos 	-							
 Polymerisation - Lamp 	-		values					
🖌 Set up lamp	-		values					
 Non-direct restoration 	~							
 Impression type 	~		values					
 Dental impression material 	~		values					
 Indirect restoration material 	-		values					
 Cementation type 	~		values					
				•				

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).

	XDent - Settings										
General Clin	ical										
Treatment plans Conservative	Endodontic Periodontal Implant Ortho Treatment Diary										
The values of	The values of Endodontic Records are automatically transferred to the Clinic Diary										
The values of	The values of Conservative Records are automatically transferred to the Clinic Diary										
The values of	The values of the ImplantRecords are automatically transferred to Clinic Diary										
✓ Transfer Appoint	tment-related Scheduled Treatment Stages in the Patient Clinic Diary automatically										
✓ Transfer Medical	Transfer Medical History risk data in the Patient Clinic Diary automatically										
✓ Transfer Periodo	antal record-related notes in the Patient Clinic Diary automatically										
✓ Transfer physica	al examination-related notes in the Patient Clinic Diary automatically										
✓ Transfer Patient	record-related notes in the Patient Clinic Diary automatically										
✓ Transfer Treatm	ent plan-related notes in the Patient Clinic Diary automatically										
✓ Transfer Treatm	ent related notes in the Patient Clinic Diary automatically										
✓ Transfer tooth-r	elated notes in the Patient Clinic Diary automatically										
Any treatment-r	elated condition change in a treatment plan will be automatically registered in the Clinic Diary of a patient										
	Close										

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.



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

×	Third-party Pa	yer Agreements	_ 🗆 🗙
[4 of 4			+ -
\gg D	_	Third-party Payer Agreement	S Third-party payer v Pinv Medisave CHAS
Third-party AIA		•	AIA
Tax code:	VAT No.:		
City:	Post Code: Address:		
Email:	Phone no	.: voip	
Various:		0	
Quotations Invoices Due dates			U
Date V Amount	Invoice ref.		
12/05/16 160.00	Inv. no. ref. 4	^	
12/05/16 130.00	Inv. no. rer. 3		
		Paument	
		- ayment	
Total T.P. quotas 310.00	Paid invoices 20.00 Balan	ce 290.00 Payment schedule	
			V
Print			

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

4				Third-party	Payer Ag	reements					_ □	×
I	▶ 3 (ot 4										+ -
$\langle \rangle$					Third-r	oarty Paye	r Agr	eemen	ıts	Third-party payer Pinv Medisave		
Thi	ird-party C	HAS					•			AIA		
	Tax	code:		VAT No.:			7					
City: Singap	ore	Po	st Code: 4	458158 Address:	2 College Road							
Email:				Pho	ne no.:			voi	D			
arious:									Ų.			
									Γ	1		
Quality	Invoices	No. datas										
Quotations	Invoices [Due dates			1 =							
Quotations Date	Invoices [Due dates Name			T.P. Quota	Total	Paid	T				
Quotations Date 19/09/16	Invoices [Number 75	Due dates Name Mr. James Wong			T.P. Quota 1,700.00	Total 2,717.90	Paid	v ^				
Quotations Date 19/09/16 16/09/16	Invoices [Number 75 74	Due dates Name Mr. James Wong Kamat Peng			T.P. Quota 1,700.00 1,700.00	Total 2,717.90 4,689.09 971.90	Paid No No	v				
Quotations Date 19/09/16 16/09/16 15/09/16	Number 75 74 73	Due dates Name Mr. James Wong Kamak Peng Kommkcalb			T.P. Quota 1.700.00 1.700.00 100.00 1.00.00	Total 2,717.90 4,689.09 971.98 2.029.45	Paid No No	▼				
Quotations Date 19/09/16 16/09/16 15/09/16 15/09/16 13/09/16 13/09/16	Number 75 74 73 73 72 70	Due dates Name Mr. James Wong Kamat Peng Konmkcalb Mr. Okies Citamitus			T.P. Quota 1,700.00 1,700.00 100.00 1,600.00 400.00	Total 2,717.90 4,689.09 971.98 2,028.45 1 937.00	Paid No No No	*				
Quotations Date 19/09/16 16/09/16 15/09/16 15/09/16 13/09/16	Number 75 74 73 72 70 69	Due dates Name Mr. James Wong Kamat Peng Komikcalb Komikcalb Mr. Okies Citamitua Test Merisave			T.P. Quota 1,700.00 1,700.00 100.00 1,600.00 400.00 150.00	Total 2,717.90 4,689.09 971.98 2,028.45 1,937.00 1,937.00 1,000.00	Paid No No No No	~				
Quotations Date 19/09/16 16/09/16 15/09/16 15/09/16 13/09/16 31/09/16	Number 75 74 73 72 70 69 86	Due dates Name Mr. James Wong Kamat Peng Komrkcalb Konmkcalb Mr. Dkies Citamitua Test Medisave Mr. Kewal			T.P. Quota 1,700.00 1,700.00 1,600.00 400.00 150.00 1,350.00	Total 2,717.90 4,689.09 971.98 2,028.45 1,937.00 1,000.00 3,175.00	Paid No No No No No No	~				
Quotations Date 19/09/16 15/09/16 15/09/16 13/09/16 10/09/16 31/08/16 31/08/16	Number 75 74 73 72 70 69 66 55	Due dates Name Mr. James Wong Kamat Peng Komrkcalb Komrkcalb Mr. Okies Citamitua Test Medisave Mr. Kewal Daniel Schmidt			T.P. Quota 1.700.00 100.00 1.600.00 400.00 150.00 1.350.00 1.350.00	Total 2,717,90 4,689,09 971,98 2,028,45 1,937,00 1,000,00 3,175,00 3,200,00	Paid No No No No No No No	×	•			
Quotations Date 19/09/16 15/09/16 15/09/16 13/09/16 10/09/16 31/08/16 31/08/16	Number Number 75 74 73 72 70 69 66 65 64	Due dates Name Mr. James Wong Kamat Peng Komnkcalb Mr. Okies Citamitua Test Medisave Mr. Kewal Daniel Schmidt Alan Kong			T.P. Quota 1.700.00 1.00.00 1.600.00 400.00 1.50.00 1.350.00 1.350.00 1.350.00	Total 2,717.90 4,683.09 971.98 2,028.45 1,937.00 1,000.00 3,175.00 3,200.00 3,275.00	Paid No No No No No No No No	~				
Quotations Date 19/09/16 15/09/16 15/09/16 13/09/16 13/09/16 31/08/16 31/08/16 31/08/16 31/08/16	Number 75 74 73 72 70 69 66 65 64 64 63	Due dates Name Mr. James Wong Kamak Peng Kommkcalb Mr. Okies Citamitua Test Medisave Mr. Kewal Daniel Schmidt Alan Kong Mary Mint			T.P. Quota 1.700.00 1.700.00 1.600.00 400.00 1.50.00 1.350.00 1.350.00 1.350.00 2.600.00	Total 2,717.90 4,689.09 971.98 2,028.45 1,937.00 1,000.00 3,175.00 3,200.00 3,275.00 3,275.00 3,141.75	Paid No No No No No No No No	4				
Quotations Date 19/09/16 15/09/16 15/09/16 15/09/16 13/09/16 31/08/16 31/08/16 31/08/16 30/08/16	Number 75 74 73 72 70 69 66 65 64 65 64 65	Due dates Name Mr. James Wong Kamat Peng Kommkcalb Konmkcalb Mr. Okies Citamitua Test Medisave Mr. Kewal Daniel Schmidt Alan Kong Mary Mint			T.P. Quota 1.700.00 1.700.00 1.600.00 400.00 1.50.00 1.350.00 1.350.00 2.600.00	Total 2,717.90 4,689.09 971.98 2,028.45 1,937.00 1,000.00 3,175.00 3,200.00 3,275.00 3,141.75	Paid No No No No No No No No No	V ~ V				
Quotations Date 19/09/16 15/09/16 15/09/16 15/09/16 13/09/16 31/08/16 31/08/16 31/08/16 30/08/16 30/08/16	Number 75 74 73 72 70 69 66 65 65 64 65 64 20,	Due dates Name Mr. James Wong Kamat Peng Komskcalb Konmkcalb Mr. Dkies Citamitua Test Medisave Mr. Kewal Daniel Schmidt Alan Kong Mary Mint 474.50 Paid i	nvoices	209.50 8	T.P. Quota 1,700.00 1,700.00 1,600.00 400.00 1,500 1,350.00 1,350.00 1,350.00 2,600.00 2,600.00	Total 2,717.90 4,683.09 971.98 2,028.45 1,937.00 1,000.00 3,175.00 3,275.00 3,141.75 0,265.00	Paid No No No No No No No No No Payment	t schedule				
Quotations Date 19/09/16 15/09/16 15/09/16 13/09/16 13/09/16 31/08/16 31/08/16 31/08/16 31/08/16 30/08/16	Number 75 74 73 72 70 69 66 65 64 65 64 63 20,	Due dates Name Mr. James Wong Kamat Peng Komkcalb Konmkcalb Mr. Okies Citamitua Test Medisave Mr. Kewal Daniel Schmidt Alan Kong Mary Mint 474.50 Paid I	nvoices	209.50 B	T.P. Quota 1,700.00 1,700.00 1,600.00 400.00 1,500.00 1,350.00 1,350.00 2,600.00 alance 2	Total 2,717.90 4,683.09 971.98 2,028.45 1,937.00 3,175.00 3,275.00 3,275.00 3,141.75	Paid No No No No No No No No Payment	× A A A A A A A A A A A A A				

×		Payment schedu	le		_	×	
Data re	elated to: CHAS		Issuer: A	lissuers			
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	\sim
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	
							~
Print	Export	1	Tota	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

×	Ту	rpes		- 🗆 🗙
	▶ 1 of 11			+ - Q
\gg		Types	Description Diagnostic Endodontics General Dentistry	* ^
Description:	Diagnostic	•	Medication Nuovo Oral Surgery Orthodontic Treatment Paradictic Damilian	_
Colour:	Colour code: Priority:	1 🗸	Pathology Periodontics Bestorative Dentistry	
Notes:			Thestonauve Denissity	
Print				<u>~</u>

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.

×		Pathologies and (Conditions		- 🗆 🗙
	▶ 3 of 52				+ - Q
			Group	Description	*
		Dathologies and Conditions	Condition	Apicoectomy	^
/		Facilologies and Conditions	Pathology	Attachment	
			Pathology	Buccal caries	
			Condition	Buccal filling	
			Condition	Buccal reconstruction	
Description:	Buccal caries	 ▲ 	Pathology	Caries	
			Pathology	Caries placed on more tooth surfaces	
	B 4 1		Condition	Clasp	
Group:	Pathology	$\mathbf{\diamond}$	Condition	Dental bridge	
			Condition	Distal / mesial crown bridge abutement	
			Londition	Distal / mesial crown bridge abutement	
Symbol:			Condition	Distal / mesial temporary bridge abutement	
			Condition	Distal / mesial temporary bridge abutement	
			Pathology	Exudate	
			Condition	Fibre post	
		The second standard in this sector and second the	Lonation	Filling on several surraces	
		The symbol related to this category cannot be	Pathology	Functional problems	
		viewed in the bar of the symbols of the physical	Pathology	Hypersensitive teeth	
		examination	Condition	Implant	
			Dathalage	Implant crown	
			Pathology	Mesial / distal carles	
Associated	treatments in the T	reatment Plan creation	Condition	Mesial / distal filling	
			Condition	Mesial / Distal menatrustion	
Amalgam (Simpl	e)	A	Condition	Mesial / Distal reconstruction	
Anterior Compos	site (Complex)		Bathology	mesial 7 Distai reconstruction	
Posterior Compo	osite (Complex)		Condition	NCCL / SP	
Posterior Compo	osite (Simple)		Pathology	Neck caries	
			Condition	Neck filling	
			Condition	Neck reconstruction	
			Condition	Neck reconstruction	
			Pathology	Occlusal caries	
			Condition	Occlusal filling	
			Condition	Occlusal reconstruction	
			Condition	On-lav	
			Condition	Over Implant Denture	
			Condition	Overdenture prosthesis	
			Condition	Plate	
		×	Condition	Reconstruction on several surfaces	
			Condition	Bemovable partial depture (BPD)	~
Print	🖶 Symbols 🐚 Exp	port ? Help)		

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 than 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.

×	Therapeutic Indica		_ □	×	
	▶ 3 of 4			+ -	٩
\gg	Therapeutic Indicatio	ons	Description Home bleaching Implant Extraction		*
Description:	Extraction	•	Oral Hygiene instruction		
Notes:	 Do not disturb the affected side Use pain medication as directed Eat and drink cold food (ice cream) Avoid hot and spicy food Bite on gauze if bleeding continues 				
	? Help	,			

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

▲ ▶ ▶ 1 ot 2			+ -	
S)	Users and P	rivileges	User Administrator User	
Username: Administrator	•	•	-	
Practitioner:		Q X		
	🖂 Enables all			
Function	Privilege			
Access to Preferences	🗹 Enabled	^		
User Administration and Management	🗹 Enabled			
Server Administration	🗹 Enabled			
Accounting	🗹 Enabled			
View Invoices	Enabled		_	
Create Invoices	🗹 Enabled			
Edit Invoice	🗹 Enabled		1	
Delete Invoices	🗹 Enabled	L.	_	
Advance payments management	🗹 Enabled		_	
Patients Document	🗹 Enabled			
Export / Import Archives	🗹 Enabled			
Third-party Payer Agreement Archive Management	🗹 Enabled			
Type Archive Management	🗹 Enabled			
List Archive Management	🗹 Enabled			
Practitioner Archive Management	🗹 Enabled			
Treatment Archive Management	🗹 Enabled		_	
Patient Reference Person Archives Management	🗹 Enabled			
Practices Archives Management	🗹 Enabled			
Communication Centre Management	🗹 Enabled			
Patient Medical History Template Storage Management	Enabled			
Document Model Storage Management	Enabled	~		

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.

Archive Edit Muthinedia Operations Documents Accounting Storg	Services <u>V</u> /rdows Help	Practitioner: DR. STEPHANIE SIM	Agenda	Resources	Treatments	Multimedia	CRM	Documents	Accounting	Stock	Report	X Services
Ur	nlock Current Session											
6		\times										
Username Kev	wal											
Password												
	Enter	ж										

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.

×	Usage log	- 🗆 🗙
\gg	\mathcal{C}	View Log
	Log activation allows the system administrator to check data entry, deletion and update operat by logged in XDent users.	ions carried out
	I o view Logs select the corresponding button. Usage log activated on some operations.	
	Logs on Appointment Scheduling procedures are ACTIVE	View
	Logs on Early Note Transaction procedures are ACTIVE	View
	Logs on Treatment Plan procedures are ACTIVE	View
	Logs on Stock procedures are ACTIVE	View
	Logs on Recalls and Communications procedures are ACTIVE	View
	Logs on Clinic Diary Records are ACTIVE	View
		Close

	A Time	User	Operation type		Prev. app. date	New App. Date	Patient name	
03/08/2016	16:54:29	AllyNg	ed	to .	04/08/2016	04/08/2016	SHEN LEN MING	
03/08/2016	16:54:06	leongsm	ed	1	03/08/2016	03/08/2016	SOH XIN YI	
03/08/2016	16.53:59	AlyNg	(1	og details	10.00.070	10.00	lct	
03/08/2016	16.48.51	Melody	1				1	
03/08/2016	16:48:43	Melody	1	User leongsm	erfit		Close	
03/08/2016	16:48:35	Melody	1	on 03/08/2016	at 16:54:06			
03/08/2016	16:44:19	AlyNg						
03/08/2016	16:44:06	AllyNg		Transaction details:				
03/08/2016	16:39:24	AlyNg		Description	Values before change	Values after chang	ie	
03/08/2016	16:37:32	Lee'rH	6	Appointment Date	03/08/2016	03/08/2016	1	
03/08/2016	16:33:06	Melody	4	Start time	1615:00	16:15:00		
03/08/2016	16:32:25	leongam	1	End time	16.25.00	16:25:00		
03/08/2016	16:31:53	TeoSJ	4	Patient	SOH XIN YI	SOH XIN YI		
03/08/2016	16:30:45	LeeYH	1	Treatment	C 2/8 TY UPLOADED 2/8	C 2/8 TY UPLOA	DED 2/8	
03/08/2016	16.30.37	LeeYH	1	Practitioner	DR LEONG	DR LEONG		
03/08/2016	16:28:33	LeeVH	1	Seat	EC - Room 3	EC - Room 3		
03/08/2016	16:28:17	LeeYH	4	App. status	App. start	App. start		
03/08/2016	16:28:15	LeeYH	1	Appointment Type	Oral Surgery	Oral Surgery		
03/08/2016	16:28:11	LeeYH	4	Present	Yes	Yes		
03/08/2016	16.27.48	Lee'rH	del					
03/08/2016	16.25.48	LeeYH						
03/08/2016	16:24:00	Lee'rH	1					
03/08/2016	16:20:18	Melody	4				-	
03/08/2016	16:20:01	LeeYH	ni	e				

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.

<u>Operations</u>	<u>D</u> ocuments	Acc <u>o</u> untir		
Search Delete	Appointments Appointments	Ctrl+7		
Communication Centre				
Video (Control			
Change	e User			
Usage	log	>		
Backup)			
Restore	e from backup			

×	Backup	- 🗆 ×
	Backup	
Type of backup:	Full ¥	e Backup now
Email Address:		
Turn Off Automa	atic Backup Full	~
C:/xdent/backup		Path
S Time: 01:06	AM 👻 📅 Days: ✔ Sun ✔ Mon ✔ Tue ✔ Wed ✔ Thu	🖌 Fri 🕑 Sat
	Backup the table 'foto'	
		×

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.

×		LIs	t of Patients			×
Q+ }	Search patient by Text		(by Text)		+ - =	1
Late	gories: All 🛛 👻	 Active 	✓ Not Active	Only non	-complete record	ds
×	Name		DRN	NRIC #		
						_ ^
						× •
			_			
•	Print Labels	Export		Consult	Select	

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"

×	l	lst of Patients			×
Q.+ }	Search patient by Name	(by Name)		+ - #	
×	Name	DRN	NRIC #		
					^
					~
<	1			3	
8	Print Hill Labels 🕤 Expo	ort	Consult	Select	

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.

<u>×</u>	Patient record					- 🗆 🗙
voip ▼ ⊠ Send email □ Messages ▼					Family	group
Sam Sung	Clinical data	\geq) Арро	intments		
		Date	Time	Pr. (waiting tii▲	Practitioner	Treatment
36 years	Medical images T	Mon 12/09/16 Mon 08/08/16	17:00 (60 min.) 15:00 (45 min.)	Yes	DR. KEWAL PRADH DR. ALICE WONG	Root Canal
Q New Appoint DRN: 22 Residence: SINGAPORE Mobile:	Q. Physical Exam	Mon 11/0//16	14:00 (60 min. j	Tes	DR. DANIEL SCHMI	Extraction
Emergency: Phone: 91291306	Documents					
Created: 29/07/2016 🏢	Medical Certificate					
 Appointment recall by message 	✓ Active					
Comments:	ĵ					
Clinical notes:	Ĵ					
Record Personal data Other data	Family relationships					~
Print iPad Studio	Cancel Confirm					

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

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.

×2	Patient record – 🗖 🗙
voip 🔻 🖂 Send email	Q Messages ▼
DRN: Passport #:	22 • NRIC # \$8600000Z •
Name:	Sam Sung
Q New Appoint.	DEMOGRAPHICS
Date of birth:	01/01/1980 Gender: M
Nationality:	Singapore V
Religion:	Race:
	CORRESPONDENCE
City:	SINGAPORE
Post Code:	538982 Address: Bartley
Country:	Singapore V
Phone:	91291306 Mob.: Emergency:
Email:	Profession:
Record Persona	Il data Other data Family relationships
Print iPad Studio	Cancel

Patient record	-		×
voip ▼ Send email Messages ▼			
Sam Sung Category: VIP Contact mode:		~	
Mobile		V	
36 years Institution/ Comp.:			
Q New Appoint DR KEWAL PRADHAN		۷	
Social Insur./Sec.		_	
Self Payer		¥	
Assigned by practice New		~	
Rei, practioner: Dr. KEWALTMADHAN	<u> </u>	_	
Reference person: Jennifer Lee	Q	×	
Sales rep.:	Q	×	
Accounting ref.: Mary Mint	Q	×	
Price List: Standard Price List	q		
Price Category: Initial price V			
Record Personal data Other data Family relationships			
Print iPad Studio Cancel		nfirm	

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.

×	Patient record	- 🗆 🗙
voip 🔻 🖂 Send email	Q Messages ▼	Family group
	29 NRIC # \$86000002 Ap	opointments
Passport #	Title: V Time	Pr. (waiting time)
Name:	Test	
Q New Appoint.	DEMOGRAPHICS	
Date of birth:	Gender:	
Nationality:	Singapore Warning!	
Religion	A patient with this identification already exists	
City	SINGAPORE	
Post Code:	Address:	
Country	Singapore v	
Phone	Mob.: Emergency:	
Email	Profession:	
Record Person	al data Other data Family relationshins	
		~
Print iPad Studio	Cancel	•

×	Patient record			- 🗆 🗙
voip 🔻 🖂 Send email	🗋 Messages 🔻		Fai	mily group
	4 MyKad # 780213105688 •	\approx	Appointn	nents
Passport #	Title:	Date v	Time 12:15 (20 min)	Pr. (waiting time)
Name	HEW KWEE FAH	38(30/04/10	12.13 (30 min.)	163
Q New Appoint.	DEMOGRAPHICS			
Date of birth	Gender: Birth place:			
Nationality	Malaysia Warning!			
Religion	A patient with this identification already exists			
City				
Post Code	Address:			
Country	Malaysia v			
Phone	Mob.: Emergency:			
Email	Profession:			
Record Person	Il data Other data Family relationships			~
Print iPad Studio	Cancel Confirm		Į-	

×	Patient record	- 🗆 ×
voip 🔻 🖂 Send email	Q Messages ▼	Family group
	29 NRIC #	Appointments
Passport #	E1324567882 Title:	me Pr. (waiting time)
Name:	•	
Q New Appoint.	DEMOGRAPHICS	
Date of birth:	Gender:	
Nationality:	Singapore Warning!	
Religion	A patient with this identification already exists	
	CORRESPON	
City:	SINGAPORE	
Post Code:	Address:	
Country:	Singapore V	
Phone:	Mob.: Emergency:	
Email	Profession	
Record Person	al data / Other data / Family relationships	
		v
Print iPad Studio	Cancel	— ——

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.

×		Physical examination of Sam Sung – 🗖 💌	
Condition			
Apicoectomy	\uparrow	Drag symbols from the sidebar on the selected teeth	
Clasp	ä		Physical examination
Dental bridge	\ominus		
Distal / mesial crown bridge abutement	Ð	10171615171010	24 22 22 24 25 26 27 29
Distal / mesial crown bridge abutement	G	AN AN AN AN AN AN AN AN	
Distal / mesial temporary bridge abutement	\odot		
Distal / mesial temporary bridge abutement	θ	000000000	<u> </u>
Fibre post	\wedge	4847464544434241	<u> </u>
Filling		HHHHHHAAAA	A A A A A A A A A A A A A A A A A A A
Implant		V ~ V ~ V ~ V ~ V ~ V ~ V ~ V	$\bigvee_{x_{i}} \bigvee_{x_{i}} \bigvee_{x$
Implant crown	9		
NCCI / aB			
On-lay			00
Over Implant Denture	$\overline{\mathbf{O}}$		
Overdenture prosthesis	$\overline{\mathbb{W}}$	La o on a tooth to get more details	By Mult. selection
Plate	0	Notes	
Reconstruction		1	Create document
Removable partial	~ *		V C Clear Exam Cancel Confirm
Pathology			

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.

 $\widehat{\textcircled{O}} \rightarrow Caries$ $\widehat{\textcircled{O}} \rightarrow Filing$ $\widehat{\textcircled{O}} \rightarrow Reconstruction$

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.


XR	CGM X-RAY demo version	- 🗆 🗙
<u>File H</u> elp		
CGM X-RAY		×) ¢
a circl		0
Patient		Q
Michael Mint		
Age: Gender: M		図
Acquisition		DÃ
Source		Ċ
RVG Twain		لې ا
	Imaging Management System	
		4
Exam Type	INTRAORAL	Cover
Category	General v	Save







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.

×		Clinic Data of Sam Sung
	Sam Sung	Add Treatment
•	36 years Clinic Diary Medical records	
	Conservative Conse	<u></u>
	Multimedia Status Recall	Deciduous teeth Deciduous teeth Deciduous teeth Deciduous teeth Deciduous teeth Deciduous teeth Deciduous teeth
	+ Treat. plan. Edit Treatment Plan	⇒ 12/08/2016 Default treatment proposal ^
	Treatment status Perform In Progress Performed	
?	Quotation 💌	E View leadment plans Cancel Cashim

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)

×		Clinic Data of Sam Sung	- 0	×
Þ	Sam Sung 36 years Clinic Diary Medical records	Dental Chart Dental Chart	Add Treatment	+
	Conservative Conservative Endodontic Implant Ortho Ceph Ortho Ceph Multimedia	Date: 15/08/2016 Plan name: New treatment plan Notes: Archives	✓ Available in Xinfo	
	Status Status Freat. plan. Edit Treatment Plan Status	Therapeutic indications: Treatments softed by reight	Practitioner	
	Treatment status Perform O In Progress O Performed O		Cancel Confirm	
?	Quotation Image: Help Report) View treatment plans	Cancel Confi	irm

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

×		Clinic Data of S	of Sam Sung – 🗖	×
Diagnostic Endodontics General Dentistry Medication Oral Surgery	ENT :>>> ntal Chart		Add Treatment	+
Ural Surgery Single tooth extraction (model in the intervence in the intervence in the intervence in	Image: A state of the stat	No treatment Date: Diagnosis date: Notes: Treatments:	Add Treatment for Sam Sung ent-related dental elements. Treatments on single teeth Multiply the amount by the associated elements ate: 15/08/2016 Diagnosis pract: DR. KEWAL PRADHAN Time: 30 ate: 15/08/2016 Status: to perform Confirm tes: Standard Price List Initial price Amount Medication Confirm Standard Price List Initial price Amount Medication Confirm Standard Price List Initial price Amount Medication Confirm Standard Price List Initial price Confirm Confirm Standard Price List Initial price Amount Medication Confirm Confir	
Prosthetic procedures Sinus lift procedures	708/2016 Dental Surgery treatment plat 08/2016 Default treatment proposal		Ural Surgery 10 management or post operative bleeding 95.00 Ural 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 lissue grafting procedure 3600.00 ✓ Add 1 Deduce 🕿	^
Surgical stent		Selected treatments:	ted Restorative Dentisti 4 Amalgam (Complex) Dral Surgery 5 single tooth extraction (primary posterior)	I
Guided bone regeneration			Number of selected treatments: 2 Cancel Confirm	
Periodonitics Restorative Dentistry Period Report) View treatment plans		Cancel Confirm	

$\mathbf{\Sigma}$	Clinic Data	a of Sam Sung		- 🗆 🗙
Diagnostic		•		
Endodontics General Dentistru				Add
Medication	Dental Chart			Treatment
Oral Surgery	4			
Single tooth extraction (anterior)	18 17 16 15 14 13	12 11 2	21 22 23 24 2	5 26 27 28
Single tooth extraction (posterior)		AAZ		
Complicated tooth extraction		$\otimes \otimes \in$	38899	
(primary anterior)	49 47 46 45 44 4 ¹ 2	12 11 2	4 20 22 24 2	5 26 27 20
Single tooth extraction (primary posterior)				AAAA
Surgical removal of impacted tooth		AAK	A A A A A	7 9 9 9 9
Biopsy and report		VVV	V V V V	V V V V V V V
Incision and drainage				
Post operative review per visit				
Management of post operative bleeding	Deciduous teeth			Plan treatments
Stage 1 implant bicon	Phys. Examination			Deselect
Prosthetic procedures	Pr. Type Tooth Treatment	Timing Amou	unt Status Date Practitioner	App. Date Diagn. pr.
	1 Oral Surgery 43 incision and drainage	120 96.00	0 9 15/08/20: DR. KEWAL PRADH	DR. KEWAL PRADE
Sinus lift procedures	2 Oral Surgery 12 Single Tooth Extraction (ant	erior) 30 78.00	0 🥯 15/08/20 DR. KEWAL PRADH	DR. KEWAL PRADH
Tissue grafting procedure	▶ 12/08/2016 Default treatment proposal			
Surgical stent				
Bone mapping				
Guided bone regeneration				
Computeraided implant				
Paediatric Dentistry				
Periodontics				
Restorative Dentistry				v
? Help Report	E View treatment plans			Cancel Confirm

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

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



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

+ 28
28
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ents
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v
1



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	y I
-		Description: night guard Q Tooth: 11	
	Sam Sung	Priority: 3 Status: In progress 13	
		Diagnosis date: 15/08/2016 Practitioner of the diagnosis: DR. KEW/AL PRADHAN 15	•
		Date: 15/08/2016 Treatment holder: DR. KEWAL PRADHAN 17	
		List 480.00 Account record Confirm 22	5
	36 years	Amount: 480.00 Reduction: 0.00 % Apply 23	R
	Clinic Diary	Costs: 480.00 ▶ Time: 60 ▶ ☐ Time and cost assessment done 25	1
	Madical records	Notes: 27 28 29	Q
			3
	Implant		ð
	Ortho Ceph	Treatment phases C Update	1
	Periodontal	Pr. Description & Time Amount Cost Status Date Practitioner Interval Previous phase V	1
		2 Issue 50 30 240.00 240.00 🥥 15/08/2016)R. KEWAL PRADHAN V 0 Impression Taking V	
	Co Multimedia		
	7 Status		
	+ Recall		
		Cancel Confirm	
	+ Treat. plan.	¬ 15/08/2016 Dental Surgery treatment plan Traine Annual Control Data Data Data Data Directory Traine Annual Control Data Data Data Data Directory Traine Annual Control Data Data Data Data Data Data Data Dat	^
	Edit Treatment Plan	2 ■ Restorative De 23 Anterior Composite (Simple) 15 150.00	
		3 General Dentis night guard 60 480.00 1/2 15/08/20 DR. KEWAL PRAD- DR. KEWAL PRAD- 1 Oral Surgery Single Tooth Evizaction (anterior) 30 28 00 9 15/08/20 DR. KEWAL PRAD-	
		12/08/2016 Default treatment proposal	
	Treatment status		
	Perform 🥥		
	In Progress		
	Performed 🤘		
	Quotation 💌		
			~
?	Help Report	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.

×		Clinic Data of Sam Sung	- 🗆 🗙
	Sam Sung	XDENT :>>> Dental Chart	Add Treatment
	36 years Clinic Diary Medical records		
	Conservative Endodontic Implant		
	Multimedia	Deciduous teeth	Plan treatments
	Treat. plan. Edit Treatment Plan	▼ 15/08/2016 Dental Surgery treatment plan Pr. Type Tooth Treatment Timing Amount Status Date Practitioner All 2 Restorative De Anterior Composite (Simple) 15 96.01 15/08/20 DR. KEWAL PRADH 1 Oral Surgery Single Tooth Extraction (anterior) Edit treatment 15/08/20 DR. KEWAL PRADH 1 12/08/2016 Default treatment proposal Delete treatment 15/08/20 DR. KEWAL PRADH	pp. Date Diagn. pr. DR. KEWAL PRADH DR. KEWAL PRADH
	Treatment status Perform In Progress	In progress Performed Edit practitioner	
	Performed 🥥	Treatment Diary	
	Quotation		
?	Help Report] Ciew treatment plans	Cancel Confirm

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

						Treatmer	nt deta	ails of Sam S	ung				
	Treatment Plan:	Dental Surg	gery trea	atment plar	1					¥			
	Description:	Anterior Co	omposite	e (Simple)						۹	Tooth:	11 ^	
	Priority:	2							Status: Perform			12 13 14	
	Diagnosis date:	15/08/201	16		Practitioner o	of the diagno	osis: D	R. STEPHANIE	SIM			15 16	
	Date:	15/08/201	16		Tr	eatment hol	der: D	R. KEWAL PRAI	DHAN			17 18	
	List	96	.00					Account record	Confirm			21 22	
	Amount	150	.00	Redu	uction: 0).00 %		Apply				23 24 25	
	Costs: Notos:	0.00	Þ		Time: 19	5		Time and cos	t assessment done			26 27	
	Notes.								· · · · · · · · · · · · · · · · · · ·			28 31	
												32 33	
												34	
Tre	eatment phases	C Upd	ate								Import phases	+	-
Pr.	Description		% ▼	Time	Amount	Cost	Status	Date	Practitioner	Interval	Previous phase	•	
													~
											Cancel	Con	firm

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.

	Treatment Diary						
Sam Sung (NRIC # S8600000Z)		0Z) Search treatment plans	Search treatmen	nts 🗸			
+	-						
	Date Practitio	oner Associated treatmen	t plan Associated tr	reatment			
	Phase Impression Taking : performed Phase 1. Impression Taking - Alginate U & L impression - Bite Registration - Lab : ABC	on 15/08/2016		,			
•	15/08/16 01:20 PM DR. KEW	AL PRADHAN Dental Surgery treatme	ent plan [23] Anterior	r Composite (Simple)			
	Treatment performed Simple Anteriro composite was performe	ed					
•	15/08/16 01:20 PM DR. KEW	/AL PRADHAN Dental Surgery treatme	ent plan Single Tooth F	Extraction (anterior)			
	Treatment performed Extraction due to: Complications: Follow up:						
	This is a standard text that appears in t	he diary always.					
•	12/08/16 12:43 PM DR. KEW	/AL PRADHAN					
	Default treatment proposal						
•	12/08/16 02:56 PM DR. KEW	/AL PRADHAN					
	Tooth 15 Caries						
•	29/07/16 02:40 PM DR. KEW	/AL PRADHAN					
	Default treatment proposal						
Text:		Date: Prac	titioner: 🗸 Too	oth:			

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

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

×		Clinic Data of Sam Sung	_	- 🗆 🗙
		Treatment Diary		
Sam Sung (NRIC # S8600000Z)	Search treatment pla	ans 🗸	Search treatments	~
+ -				
Date Practitioner	Associated treat	ment plan	Associated treatment	
 15/08/16 03:06 PM DR. KEWAL PRADH/ 	AN Default treatment	t proposal	Single Tooth Extraction (anterior)	^
	Practitioner:	DR. KEWAL PRADHAN		
	Treatment plan:	Default treatment proposal	~	Ð
Character v B I <u>U</u> 2	Freatment of the plan:	15/08/2016 Single Tooth Extraction (anterio	r) 🗸	History
Treatment performed Extraction due to: Pain		Clinic Diary Records Hi	story	^
Compleations: None Follow up: None Dr. KEWAL P Treatment Default treat Single Tooth	15/08/2016 03:06 PM RADHAN Plan ment proposal Extraction (anterior)	Treatment perfor Extraction due to Complications: No Follow up: None	ned Pain ne	~
Version 0 User Admin Action upda Previous v: Date 15/08/16 02:17 PM 15/08/16 02:17 PM Treatment Default treat Treatment Single Tooth	of 15/08/2016 at 15:06 istrator te alues 2016 r DR. KEWAL PRADHAN plan ment proposal Extraction (anterior)	6:21 Treatment perfor Extraction due to Complications: N Follow up: None This is a standar N	med : Pain one d text that appears in the diary always.	thodontic
Text:				

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)

- 🗆 🗡 \sim Clinic Data of Sam Sung _ 🗆 🛛 🕹 \times Conservative Records List Sam Sung Sam Sung Search treatment plans Search treatments + date practitioner treatment physical examination 🔺 diagnosis diagnosis - performed exams diagnosis - restoration type 36 vears 15/08/16 DR. KEWAL PRADHA Thermal hypersensitivity Primary caries Occlusal direct composite rest Clinic Diary Medical records Conservative record Conservative Practitioner: DR. KEWAL PRADHAN ¥ Date: 15/08/2016 V Endodontic Treatment plan: ¥ Implant Treatment of the plan: v Ortho Ceph Periodontal ✓ Diagnosis Physical examination Thermal hypersensitivity Primary caries 💦 Multimedia Performed exams Restoration type Occlusal direct composite restoration T v X-rays Risks • 7 Status 212 Magnification system Galilean glasses 2x Isolation - Clamp ¥ ¥. Direct restoration - Preparation type Dental splintings Minimum cavity ¥ + Recall Gluma comfort bond Venus Diamond Adhesive system Composite system v Used masses Finishing system Multi-blade ¥ + Treat. plan. Polishing system Diamond tips Intraoperative photos Polymerisation - Lamp Bluephase LED Set up lamp Incremental encoder 16s ¥ Y Edit Treatment Plan Non-direct restoration Impression type Total ¥ 1 2 / 2 Polyether IMPREGUM-PERMADYNE Dental impression material Indirect restoration material Ceramis v Cementation material Cementation type Traditional Auto-photo Multilink v ¥ Excite DSC Adhesive system for cementation ¥ Indirect restoration pretreatment Treatment status Dental restoration practice Lab. Barabanti ¥ Set up lamp Incremental encoder 23s v Perform Anchor bolt Anchor bolt ype Fiber post 3M v In Progress Anchor bolt length 13mm Anchor bolt diameter v Performed Cementation material Multilink Cementation type Adhesive auto-photo v v Adhesive for anchor bolt cementation Multilink A+B Anchor bolt pretreatment ¥. Set up lamp HIP 20s v Quotation 🔻 Cancel Confirm ? Help Report Ciew treatment plans Cancel Confirm

Conservative Record

Endodontic Record

	Endodo	ntic record	
Practitioner	DB. KEWAL PBADHAN		Date: 15/08/2016
Treatment plan:		~	
Treatment of the plan:		×	
	Physical examination	Throbbing pain	v
	Diagnosis	Periodontitis	~
	Completed tests		
	No. of canals	1	~
	Canal length		
	Apex locator		
	Preparation system	Protaper	¥
	Used tools	20	¥
	Apex diameter		
	Tightening system	Thermafil	~
	Last tool used	F2	~
	Intermediate medication	Calcium hydroxide	~
	Draining canal		
	Dental cement used	PCS	~
	Rinsing time	10"	~
	Hypochlorite temperature	preheated 40i	~
	Chelate type	T environment	~
	Needing anchor bolt		
	Anchor bolt preparation	Palatal post-space	~
	Post-space length		
	No. of Radiographies		
	Magnification System	Galilean glasses 2x	¥
	Cancel	Confirm	

Implant Record

	Implant	t record	
Practitioner:	DR. KEWAL PRADHAN		Date: 15/08/2016
Treatment plan:	Dental Surgery treatment plan	~	
Treatment of the plan:		¥	
	Brand	Straumann	v
	Template	Connect system	¥
	Connection	Internal hexagon implant	~
	Length	8	¥
	Diameter	5	¥
	Diameter code	WD	¥
	Implant lot		
	Tightening	manual	~
	Tightening torque		
	Immediate load		
	One Stage		
	Months before reopening		
	Regenerative		
	Filling used	Autologous bone	*
	Membrane	Bio-Gide	*
	Cancel	Confirm	

Ortho Ceph Record



\sim	Orth.	record	- 🗆 🗙	
Compilation date: 15/08/2016	Practitioner: DR. KEWA	AL PRADHAN V		
Analysis Cephalometrics				
Biotype Mesial V	*	Included	Z	A V
Dental class Class I 🗸	* *	Thumb sucking	2	* *
OVB Normal V		Lower lip entrapment	2	<u>+</u>
0VJ Normal V	* *	Atypical swallowing	×	* *
Transverse diameter Normal V	A	Mouth breathing		* *
Upper dental midlines Centered V	* *	Labial incompetence		* *
Lower dental midlines Centered V	* *	Bruxism		* *
Leeway space Normal V	* *	Articular symptomatology		*
Rotations 🔽	* *	Skeletal class	Class I prov. V	*
Dental crowdings	* *	Material	Clay	* *
				¥
			Cancel	Confirm

×			Orth.	record				- 🗆 🗙
Compilation date: 15/08/2016	Practitione	er:	DR. KEWA	L PRADHAN	۷			
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			2			
- DENTAL REPORTS								
Molar relationship	3 mm	±3.00						
Canine relationship	2 mm	±3.00						
Incisor overjet (DVJ)	2.5 mm	±2.50						
Incisor overbite (DVB)	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 1; molar	3 mm	±2.00						
Maxil. incisor protrusion	4 mm	±2.00						
	+ ^	0.00		-				~
							Can	cel Confirm

Periodontal Record

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



×						Per	riodontal r	ecord: San	n Sung							- 🗆 🗙
XDENT'×) Practi	tioner: DR.	KEWAL PRAD	HAN	×	Descri	ption:					Not	es:			÷
?		Date: 1	5/08/16	Risk: 🧕	0	Diag	nosis:			~		~	FMBS	0 %	FMPS	
upper dental arch	18	17	16 % 4	15 % 4	14 % 4	13 % 4	12 % 4	11 % 4	21 %	22 % 4	23 % 4	24	25 % 4	26 %	27	28 % 4
vestibular view	4		ł	ł	8	ł	8	0	6	6	-	ł	8		B	B
Probing (PPD)			1 2 3	123	1 3 2	1 1 3	2 1 2	3 1 3	2 1 2	3 1 1	3 2 1	3 1 1	2 1 2	3 1 3	2 1 2	121
Recession (REC) Furcations Bleeding (BOP) Purulent exudate Plaque index (PI) Loosening Keratinised tissue Migrat,/Turmed/Extruded					2 1 3 3 2 0 0 0								3 3 2 1 3 0 0 0 0 0			
palatal view	4	8	8	8	6	6	6	6	6	6	6	6	t	6	8	8
Probing (PPD) Recession (REC) Bleeding (BOP) Purulent exudate Plaque index (PI)			1 1 3 1 3 2	2 1 2 3 3 2 0 0 0	1 2 1 2 3 2	2 1 2 3 2 1	3 1 3 1 3 1 0 0 0 0 0 0	1 2 1 3 1 3 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	2 1 1 1 2 1 0 0 0 0 0 0	1 3 2 2 3 2	1 3 2 3 2 3 0 0 0	1 3 2 1 2 1 0 0 0	1 2 1 2 2 3 0 0 0	2 1 2 2 3 1 0 0 0	1 3 2 2 1 2	
lower dental arch	48 % 4	47	46 % 4	45 % •	44 % 4	43 % 4	42	41	31 % 4	32 % 4	33 % 4	34	35 % 4	36 % 4	37	38 %k ⊈
lingual view	8	8	8	ÿ	P	Y	Y	Y	ł	ł	Y	Ŷ	P	R	R	R
Probing (PPD)	2 1 3	2 1 2	3 1 3	2 1 2	1 3 2	1 2 3	1 3 2	1 2 1	2 3 1	1 1 2	1 2 3	1 2 1	2 1 2	1 2 1	2 1 2	123
Recession (REC)	7 2 1	o 1 o ular	212	217	1 7 2	127	1 2 1	2 1 2 Export	1 2 2 🔚 St	1 7 1 immary	212	1 2 1	212	1 2 1 Can	cel	Confirm

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)

×		Clinic Data of Sam Sung	_ 🗆 🛛
-	Sam Sung	XDENT'X) Dental Chart	Add Treatment
•	36 years Clinic Diary Medical records Conservative Con	Communication Detail Expected date: 15/08/2016 Addressee: Sam Sung Pradhan Kewal Type: Type not defined Guard Phase 2 Hi Sam Sung, See you soon for your Phase 2 Regards, Apple Dental	Plan treatments Deselect
	+ Treat. plan.	Available characters: 94 tus Date Practitioner App. I	ADate Diagn. pr.
l	Edit Treatment Plan	Communication notes 15/08/20 DR. KEWAL PRADH 1/2 15/08/20 DR. KEWAL PRADH 15/08/20 DR. KEWAL PRADH 15/08/20 DR. KEWAL PRADH	DR. STEPHANIE SI DR. KEWAL PRADH DR. KEWAL PRADH
	Treatment status		
l	Perform	Communication status Send and Close Cancel Confirm	
2	Quotation V	View treatment plans	Cancel

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.

×		Patient record		- 🗆 🗙
voip 🔻	🖂 Send email 🔲 Messages 🔻]		
	Sam Sung		Clini	cal data
	36 years		Medi imag	cal v
×	Patient Medic	al History	- 🗆 🗙	Medical History
\gg	Sam Sung -		+ - 🖻	Quotations
Date	Questionnaire	V	iPad Studio	
			^	CRM
				Forms 👻
				^
				^
				~
-				
_				el Confirm
			×	
Print	iPad Studio		Fill in	

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.

×	Patient medical history compilation			×
\gg	Medical History Sam Sung -			
Standard Me	dical History	Date of compilation:	16/08/2016	
	- Are you fit and healthy?			^
) Yes 💿 No			
✓ Risk	Medical History risk			^
2	Arc Au seeing any doctor for any condition currently or within the last 3 mon	ths?		
	Yes Q No			
Bisk				
				~
3	Do you sməke?			
	Yes 📥 No			\sim
🗌 Risk	Periodontal risk			1
	Have you been hospitalized before?			
				ה
🗌 Risk	Periodontal risk			$\hat{}$
5	o - Are you taking any medication?			
	Yes O No			1
Print -		Cancel	Confirm	

×	Patient record	- 🗆 🗙
voip 🔻 🖂 Send email	Messages 🔻	
Sam Sung	ci	inical data
36 years	Me	edical vages
DRN: 22	🕗 Physical Exam	Medical History
Residence: SINGAPO Mobile:	RE	Quotations
Emergency:		
Phone: 9129130	5 Documents	CRM
Created: 29/07/20	16 III	Forms
Appoin	ment rec 16/08/2016 - Medical History risk	
Comments:		^
Clinical notes:		× ~ ~
Record Personal	data Other data Family relationships	
Print iPad Studio		Cancel Confirm

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

×		Clinic Data of Sam Sung
1	Sam Sung	Add Hreatment
	36 years	
	Conservative Endodontic Implant	
	Multimedia	Deciduous teeth Image: Constraint of the sector of the s
	Treat. plan. Edit Treatment Plan	▼ 29/07/2016 Quotation 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
	Treatment status Perform In Progress Performed	
?	Quotation	v ↓ View treatment plans Cancel Cancel Confirm

Select the Quotation template and Edit the Treatment (Amount, Discount) Quotation Calculation

		Q	iotation calculation					
Quotation	Calculation			A	pply Discour	its	Reductions:	Initial price
Tooth	Trea	tment	T.P. payer quota	Patient quota	Reduct.	Reduce	d patient quota	Total an
	Consultation (Complex)		0	120.00	0.00	120.00		120.00
	surgical endodontics		0	1,440.00	0.00	1,440.00		1,440.00
Edit		Total quotation:	0.00	0.00	0.00	1,560.00		1,560.00
	_							_
Enter payn	nent type: Deposit:	0.00 Instalments no.: 1	Due date: completed tr	eatment 🗸 🗸	Due dates	When	treatment plan	is completed:
Edit total a	mount I reatment amounts ca proportionally value-re	in be changed with fixed or lated amounts	 Proportional redu 	iction	Tota	l:	1,560.00 🖒	Update
			 Fixed reduction 					
Reduction	rate to be applied on each treat	ment amount	Red	uction %: 0.00	Apply		000	Margins
						_		
Quotation T	emplate 🚽 CGM							
	can can							
							Cancel	Create
		Qı	uotation Calculation					
								1.25.1.2
uotation	Calculation				Apply Discou	nts	Reductions:	Initial price
Tooth	Trea	tment	T.P. payer quota	Patient quota	Reduct.	Reduo	ed patient quota	a Total a
	Consultation (Complex)		0	120.00	0.00	120.00		120.00
	surgical endodontics		U	1,440.00	0.00	1,440.00		1,440.00
		Edit Patien	t Treatment amount	tSam Sung				
	Description: Consultation	n (Complex)						
	Patient List 120.0							
	quota: List. 120.0							
	Amount: 120.0			onfirm				
	Finioune. 120.0	U						
		<u> </u>						
_	Reduction rate: 0.00 %	Apply						
	Reduction rate: 0.00 %	Αρρίγ						
	Reduction rate: 0.00 %	Apply						
	Reduction rate: 0.00 %	Apply						

<u>s</u>												
Enter	Treatment phases	lecalculate								Import phases	+ -	:1,560.00
	Description	%	Time 🔻	Amount	Cost	Status	Date	Practitioner's name	Interval	Previous phase		
Edit t											~	
Dedu												
Redu												
											× .	
Quot	treatment in a	quotation							(Cancel C	Confirm	
		_	_	_	_	_	_			Lancel	Lieare	<u> </u>

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



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.





×				Clinic Dat	ta of San	n Sung							- 1	×
	Sam Sung	XDENT X										Ad Tr	ld eatment	+
•	36 years		AA		12	\bigotimes	21 8	22 8	23 8	24	25 4	M	M	
	Conservative Endodontic Implant Ortho Ceph Periodontal			Ø	8	8	8	8	Ø	Ð	Ð			$\overline{\mathbb{R}}$
	Multimedia	Deciduous teeth	R R										Plan treat	ments
	+ Treat, plan,	→ 29/07/2016 Quotatio	n 1 - Quotation No. 8	l										^
		Pr. Type T	ooth Treatment	- L \		Timing	Amount	Status	Date Pr	ractitioner	App. ()ate D	liagn. pr.	
	Edit Treatment Plan	2 Endodontics	surgical endoc	complex) lontics		45 60	1,440.00		12/08/20 DF 12/08/20: DF	R. KEWAL PR R. KEWAL PR	ADH LADH	D	R. KEWAL P R. KEWAL P	RADH
	Treatment status Perform In Progress Performed													
l	Quotation 💌													
?	Help Report	🔚 View	reatment plans								(Cancel	Cor	nfirm

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.

×	Document Archive	of Sam Sung		- 🗆 🗙
	▶ 1 of 1		+ External document	+ - Q
\gg	Doc	uments Archive	Title New Document	^
Title:	New Document	Available in Xinfo		
	S Character V B I U 2			
Variable Entry	16/08/2016	^		
Practitioner 💌 Patient 💌				
Date Practice lage	Dear Sam Sung,			
Ref. Pract.	Have a Good rest, if you required to visit do buzz Apple Dental.			
Ref. Sales	Regards, Dr. Kewal		Π	
			<	>
Print	Send email			

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.

Document Archive of AARON CHAN KAI	a company to a literature of the second seco		
to III		+ External document	+ - Q
\gg	Documents Archive	Title	~
Title: New	Available in Xinfo		
Character V B .			
Variable Entry Practitioner Patient Date Practice logo Ref. Pract. Ref. Sales			
		4	
🖶 Print 🖾 Send email 💽 Import			

Documents existing in the remote workstations								
Remote documents list		×						
Document title	Remote practice	Size						
Connect remote clients								



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)

×		Recall list				- 🗆 🗙
Communication Centre	Q 🗸 Sam Sung 🛛 🛞	Multiple Communications	Red Communic	ceived 🔶	News management	Communication 🛜
All months 🔻 All years	▼ All	Send today	😑 To send	Sent today	Sent and Opened	Sent and Closed
Sending date and Addressee	Туре	Applicant	Expected date	Notes		
Sam Sung 01/01/1980 15/08/2016 14:05	Guard Phase 2	Pradhan Kewal	15/08/2016			^
SMS message To send SMS message	Recall after 90 days	Pradhan Kewal	15/11/2016			
						~
Add Delete Report 2	communications listed.					Send

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.

					Account	ing recor	d						
Kamat Peng						A	ccounting s	tatement:		108.00	Total full p	ayments	
🕈 Debits			🖖 Credi	s									
Treatments perform	ned: 108.00)	Paid documer	its:	0.00		Treatments	in progress:		0.00	Du	e dates:	0.00
Service and product	ts 0.00)	Adv. paymer	ts to invoice:	0.00		Treatments	to perform:		0.00	Past Du	e dates:	0.00
Tatal Dakita	100.00		Tabal Cuada	_	0.00		in contente	Total	_	0.00	, abcou		0.00
	108.00	,	Total Credi	u	0.00			Total.		100.00			
0/07/202			CCRD-II 10								27.4	✓ Available	n Xinfo
Date: 23/0//201 Tooth Treatm	16 Derault treatmen	t proposal or :	SGP Dollar Tu	8.00	Status	Price List	Amount	T.P. Quota	Deposits	Invoice	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Account	ng notes
Consult	tation (Simple)		DR	STEPHANIE SIN	1 16/08/2016	30.00	30.00	0.00	0.00	0.00		<u> </u>	
Single 1	Tooth Extraction (anter	ior)	DR	STEPHANIE SIN	1 16/08/2016	78.00	78.00	0.00	0.00	0.00			
Documer				Edit Pat	ient Treatm	ent amo	unt Kama	t Peng					
Num.	Description	Consultation	n (Cimple)) Tool	h: 11 A	
	Description.	Consultation	n (ainipie)								~ 1000	12	
	Perform	ance Date:	16/08/2016									14	
	List	30.0	00									16	
	Amount	30.0	10				Confirm					18	
	Costs:	10.00	Þ		Time: 15	Þ	Time and	cost assessm	nent done			21 22	
		0.00	(Arabi	_								23 24	
	Heduction rate:	0.00 %	Apply									25 26	
												27	
												20 V	
											[]		
	Treatment phases	CRecalcu	late								Import phas		2
Des	scription	>	% lime i	Amount I	Lost Stati	us Date	Prac	titioner's name	e Ir	nterval	Previous phase		
Print													firm
													~ II.
	Doposite	to ho invoic	adi0 00 Tax	nicod Amount	- 0.00	-					General	C. Carlor	
	Deposits	to be invoid	.cu.0.00 111	oiceu Amouni	. 0.00						Cancel	Confirm	
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.

					Accounti	ng record	d						
Kamat Pen	ıg					Ac	counting s	statement:	1	08.00	Total ful	ll payments	-
🕈 Debits			🖓 🖓	edits							1		
Treatments pe	rformed:	108.00	Paid do	cuments:	0.00		T			0.00		Dura dataas	
Service and pro	oducts	0.00	Adv. pa	yments to invoice:	0.00		rreautents in progress.			0.00		Due dates:	0.00
							Treatments	s to perform:		0.00	Past	Due dates:	0.00
Total Debit:		108.00	Total (Credit:	0.00			Total:	1	08.00			
99	9 8		1	+ -								🗸 Availab	le in Xinfo
	7/2016	Default treatment proposal o	f SGP Do	lar 108.00							0	^ Accou	nting notes
Tooth T	reatment			Practitioner	Status	Price List	Amount	T.P. Quota	Deposits	Invoices			^
Ci Si	onsultation	(Simple) Extraction (anterior)		DR. STEPHANIE SIM	16/08/2016	30.00	30.00	0.00	0.00	0.00			
		Extendedori (arteriory								0.00			
Num.	S Date	Amount Dep. in	v. Paid		ate A	be invoice mount	a	Date Date	Amoun	tes t			
			N	ew Deposit			+			^	*		
							-	-					
								_		- 8			
		Deposit da	ite: 16/	08/2016 🛔 🔳						\sim			
	_	Deposit amou	int:	108.00			_						
		Deposit amou											
			Receipt	issue									
		•	Receipt	13500									
		Accou	int: 3-B	ank		~							
	_												
		Payment ter	m: Che	que		~			_	_		~	~
Print							tment pla	ns	Other do	cuments		Cancel	Confirm
				Cancel	Confirm								
				22.1001									

		Accountir	ng record							
Kamat Peng			Acc	ounting sta	atement:		58.00	Total full p	ayments	-
♠ Debits	🕂 Credits									
Treatments performed: 108.00	Paid documents:	0.00	т	reatments in	progress:		0.00	Du	e dates:	0.00
Service and products 0.00	Adv. payments to invoice:	50.00			o porformi		0.00	Post Du	o datas	0.00
				reautients o	o perioriti.		0.00	Past Du	e uates:	0.00
Total Debit: 108.00	Total Credit:	50.00			Total:		58.00			
	″ 🖻 🕂 🗕								🖌 Available in Xi	nfo
Date: 29/07/2016 Default treatment proposal of	of SGP Dollar 108.00							~ E9	Accounting	notes
Tooth Treatment	Practitioner	Status	Price List	Amount	T.P. Quota	Deposits	Invoices			^
Consultation (Simple) Single Tooth Extraction (anterior)	DR. STEPHANIE SIM	16/08/2016	30.00	30.00	0.00	13.89 36.11	0.00			
olingie roour exadeatin (untertory	Did Die Hade Dirt	10/00/2010	70.00		0.00	00.11	0.00			_
Documents	ny Paid D	eposits to b	be invoiced		Payment Date	t due dat	tes			
Hum. Date Andune Dep. in		5/08/2016 50	0.00		Date	Anoun	^	6		
							6	9		
				Ø			_			_
	~						~			_
										_
										_
								~		~
🖶 Print 🛛 🕞 Full Paym. In	v.		Treat	ment plans		Other do	cuments		Cancel C	onfirm

How to Issue an invoice in Accounting Record?

To invoice performed treatments, select the treatments to invoice from the treatment plan in the Accounting Record and click "Full Paym. Inv."

	Accounting record										
In	voice creation										
Tooth	Treatment		Practitioner	Performed	Treat. amount	Deposits to inv.	Inv. amounts	Amount to inv.			
	Consultation (Simple)		DB STEPHANIE SIM	16/08/2016	30.00	13.89	0.00	30.00			
	Single Tooth Extraction (anterior)		DR. STEPHANIE SIM	16/08/2016	78.00	36.11	0.00	78.00			
ser.	Edit		То	tal amounts:	108.00	50.00	0.00	108.00			
Edit	total amounts										
Trea	tment or invoice amounts can be changed	Proportional reduc	tion Total	treatments	108.00	CRecalculate	Total amount	108.00			
with	fixed or proportionally value-related amounts			creatinents.		Circuitorita	Total amount.				
		 Fixed reduction 									
Rec	luction rate to be applied on each treatn	nent amount:	Reduction %:		Apply 🗌 Highl	ight the discount in the i	nvoice 🗌 Su	mmary invoice			
							Cancel	Create			

×		Invoice						-	×
Issued by: CGM Singa Type: Invoice	pore	Customer	Kama 171, Cl 16987	at Peng HIN SWEE RO 7 • SINGAPORE	AD (SAN CENTRE)			
Number 15	2 CGM	N	RIC #/Pa	ssport # S1	0000002		DRN 21		
		Payment	Cash					~	
Date: 16/08/20	016	Store							٩
Detail Footer									
DETAIL				Bar code:		+	-	+ Free	e row
Code Descri	iption	Q.ty	M.U.	Price	T.P. Payer	% VAT	% Discount	Total	
PDC Consu	ultation (Simple)	1		30.0	0 0.00	0	3.00		27.00 ^
PDC Single	l ooth Extraction (anterior)	1		78.U	U U.UU	U	7.80		70.20
						ТА	XABLE INCOME		97.20
Print the following syn	thetic description in the document						VAT		0.00
	^					т	OTAL AMOUNT		97.20
						P	ATIENT TOTAL		0.00
						T.P.	PAYER TOTAL		0.00
	Ÿ							Rou	nd off
Print Send	email	oice creation o	omplete.	Please conf	rm or cancel ar	iy change	. Cancel		nfirm

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										
Inv	voice creation										
Tooth	Treatment		Practitioner	Performed	Treat. amount	Deposits to inv.	Inv. amounts	Amount to inv.			
	Consultation (Simple)		DB 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			
								v			
ø	Edit		То	tal amounts:	97.20	50.00	0.00	97.20			
				_							
Edit	total amounts										
Treat	ment or invoice amounts can be changed	Proportional reduction	on Tota	treatments:	97.20	CRecalculate	Total amount:	97.20			
with f	ixed or proportionally value-related amounts							,			
		Fixed reduction									
Red	uction rate to be applied on each treatm	ent amount:	Reduction %:	10	Apply 🖌 Highli	ight the discount in the i	invoice 🗌 Su	immary invoice			
							Cancel	Create			

	Treat	nent		Practitie	oner Perfor	med 😑 📔 Treat. amou	nt Depo	sits to inv.	Inv. amounts	Amount t
Consultati	ion (Simple) ath Eutraction (antorior)			DR. STEPH	NIE SIM 16/08/	2016 30.00	0.00		0.00	30.00
			Edit	Patient Treatm	ent amount	Kamat Peng				28.00
Patier quota R	Description: Consulta Performance Date to a List: 3 Amount: 2 eduction rate: 0.00	tion (Simple) 16/08/2016 0.00 0.00 % Apply	-		_ c	onfirm				
								Import p	hases + -	08.00
Treatn Description	nent phases CReca	lculate % Time	Amount	Cost Statu	s Date	Practitioner's name	Interval	Previous ph	ase	
Treatn Description	nent phases CReca	Iculate % Time	Amount	Cost Statu	s Date	Practitioner's name	Interval	Previous ph	ase	08.00

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.

						Accountir	ng record	ł			
Kamat Peng							Ac	counting statement:	0.00		
Kamat Peng Debits Treatments performed: Service and products Total Debit: Document type Invoice Invoice	195 0 195 0ther accour No. 15/CGM 16/CGM	5.20 5.20 Atting docume Date 16/08/16	Cred Paid docum Adv. payme Total Cred ents of SGP Dolla Amount 97.20 98.00	its ents: ents to invoice iit:	Paid 97.20 98.00	195.20 0.00	<u>Q</u>	Counting statement: Treatments in progress: Treatments to perform: Total: Pending delivery orde Date Amouni	0.00 0.00 0.00	Due dates: Past Due dates: Availat Accor	0.00 0.00 Dele in Xinfo Inting notes
Print				Documents	issue	Invoic: Delive Deferr Credit	Tre: ce any Note red invoice note	atment plans	Other documents	Cancel	Confirm

For more detail (Refer #14.4)

×		New document	issue		- 🗆 🗙
Issued by: CGM Singapore Type: Credit note		Customer	Kamat Peng 171, CHIN SWEE ROAD (SAN CENTRE) 169877 - SINGAPORE ()		۵0
Number: 18 / CGM 🗸		NR	IC #/Passport # S1000000Z	DRN 21	
Date: 22/00/2016		Payment	Cash	~	
Date: 22/06/2016		Store			۹
Detail Footer					
			Bar code:	+ - /	Free row
DETAIL Code Description		Free Row Deta	ail	WAT % Discount To	stal
Description	Description:		^	SVAT % Discount To	Aan
			~		
	Unit price:				
	0.00				
	Reduction %:				
	0.00		VAT rate		
	Reduced price:		Measure unit: PCS		~
	0.00			TAXABLE INCOME	0.00
Print the following synthetic description	Quantity:			VAT	0.00
		.		TOTAL AMOUNT	0.00
	Total: U.UU	l otal including V.	AT: 0.00	PATIENT TOTAL	0.00
	Practitioner DR. NG JING JIN	G	۵ 🛚	T.P. PAYER TOTAL	0.00
					Round off
			Cancel Confirm		
Print Send email				Cancel	Confirm

						Account	ing rec	ord					
Kamat Peng								Accounting stat	tement:	-50.00			
Debits			🔶 Cree	dits									
Treatments performed:	195	5.20	Paid docur	nents:		195.20					_		
Service and products	-50	0.00	Adv. paym	ents to invoic	e:	0.00		Treatments in p	progress:	0.00	Du	e dates:	0.00
								Treatments to	perform:	0.00	Past Du	e dates:	0.00
Total Debit:	145	5.20	Total Cre	dit:		195.20			Total:	-50.00			
												🖌 Availab	le in Xinfo
	Other accou	nting docume	ents of SGP Dol	lar							^	Accou	nting notes
								Pending delin	very orders	5			^
Document type	No.	Date	Amount	Dep. inv.	Paid			Date	Amount				
Credit note	18/CGM 15/CGM	22/08/16	50.00 97.20	No	97.20	^				<u>%</u>		L	
Invoice	16/CGM	16/08/16	98.00	No	98.00					-			
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												L	
											~		~
Print				Documents	issue 🕻	-		Treatment plans		Other documents		Cancel	Confirm

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 t	to be collecte	ed								
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/LbM of 16/08/2016							
17/06/16	380.00	Andrew Lim	Dutstanding balance invoice no. 33, of 17/06/2016 - Instalment							
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							
			v							
	Q Filter:		Select all							
		Total selected due of	date amount: 47.20							
Payment de	tails	T I	4 1 2 20							
D	ate: 16/08/20	ib Type: cash	Amounc 47.20							
No	tea:									
NU	les.									
	Account	:	۵ ۵							
			Payment entry							
		Due dates to be cashed	- 🗆 🔀 Receipt							
			Issuer: CGM Singapore							
ayments to be col	ected		Number: 61 Date: 16/0							
e date Amount /07/16 30.00	Alan Kong	Description Invoice no. 55 of 11/	Ref. no.: 15/CGM - 16/08/2016							

×		Due dates to	be cashed -		× Receipt	- 🗆 🗙
Due date 11/07/16 15/07/16 15/07/16 15/07/16 12/07/16 20/07/16 21/07/16 22/07/16 22/07/16 22/07/16 22/07/16	 to be collect Amount 30.00 78.00 102.00 98.00 380.00 0.00 0.00 0.00 199.80 300 50.00 	Due dates tr ed Customer Alam Kong Mr. Michael Mint K. Michael Mint K. Michael Mint K. Michael Mint K.	Deccashed - Description - Invoice no. 55 of 11/07/2016 - Instalment 1 of 1 - Invoice no. 58 of 15/07/2016 - Instalment 1 - Invoice no. 59 of 15/07/2016 - Instalment 1 - Dutatandrig basen invoice no. 36 of 13/07/2016 - Instalment 1 - Dutatandrig basen invoice no. 36 of 13/07/2016 - Instalment 1 - Invoice no. 15/07/2016 - Instalment 1 - Invoice no. 15/07/2016 - Instalment 1 - Invoice no. 20/07/4016 - Instalment 1 -	1 of 1 16 - Instalmer of 1 of 1 of 1 of 1	Receipt Issuer: CGM Singapore Number: 61 Date: 16/08/2016 Ref. no.: 15/CGM - 16/08/2016 Kamat Reng 171., CHIN SWEE ROAD (SAN CENTRE) SINGAPORE () DRN: 21 NRIC # \$1000000Z DRN: 21 Description CENTRE CENTRE CENTRE	Amount
30/06/16	450.00 450.00	Maly Mirk Andew Lin	Itsue invoice no. 37 of 30/08/2016 - Instalment 1 of 1 Invoice no. 37 of 30/08/2016 - Instalment 1 of 1	, v	Consultation (Simple) Single Tooth Extraction (anterior)	13.11 ^ 34.09
Payment o	letails Date: 16/08/20 Notes: Account	16 Type: Cheque	v Amount 0.00			
			Payment	entry	Total Receip	t: 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)

×	Patient record		- 🗆 🗙
voip 🔻 🖂 Send email 🗍 Messages 🔻]		
Sam Sung		Clinic	al data
36 years		Medie imag	es 🔻
DRN: 22 Residence: SINGAPORE		Physical Exam	Medical History
Mobile: Emergency: Phone: 01201206		Accounting record Documents	CRM
Filoner 91291300		Medical Certificate	Forms
Created: 29/07/2016	message	✓ Active	Clinical Document Other Physical Examination
Comments:			Questionnaire History
Clinical notes:			× ^
Record Personal data	Other data Fa	amily relationships	
Print iPad Studio		Can	cel Confirm

\mathbf{x}	Document Archive of Sam Sung	-	. 🗆 🗙
	▶ 3 of 4	+ External document	- a
\gg	Documents Archive	Title prescription sheet SGP.docx of 16-08- time chit SGP.docx of 16-08-2016 13: CPF Form.docx of 16-08-2016 13:52:3	2016 13:53:04 52:50 34
Title:	CPF Form.docx of 16-08-2016 13:52:34	New Document	
Variable Entry Practitioner V Patient V Date Practice logo Ref. Pract. Ref. Sales			
	M		~
Print	Send email	5	>

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.

×	Medical Certificate		- 🗆 🗙
Issuer:	CGM Singapore		
Document #:	6	Date of visit: 17/08/2016	
Patient: Sam Sung (N	NRIC #:S8600000Z)	Date of birth: 01/01/1980	
Start date:	\$ 10/08/2016	Day(s) taken:	\$ 3
End date:	12/08/2016		
Reason:			~
Practitioner:	DR. KEWAL PRADHAN		
	Dr. Kewal Pradhan		
		[Confirm

2	Creation new medical certificate:		
\bigcirc	Save	Save and Print	Cancel

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

CGM XDENT Software | Quick Guide

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

×	× List of Medical Certificates						
Issued cert	Issued certificates by: CGM Singapore						
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			
				¥			
Q- Patie	ent			Void Consult			

×	Medical Certificate		- 🗆 🗙
Issuer:	CGM Singapore		
Document #:	7	Date of visit: 17/08/2016	
Patient: Sam Sung (M	NRIC #:S8600000Z)	Date of birth: 01/01/1980	
Start date:	\$ 13/08/2016 ⅲ	Day(s) taken:	\$ 3
End date:	15/08/2016		
Reason:	Wisdom Tooth Extraction		*
Practitioner:	DR. KEWAL PRADHAN		
	Dr. Kewal Pradhan		
			Print

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

×	Medical Certificate		- 🗆 🗙						
Issuer:	CGM Singapore								
Document #:	6	Date of visit: 17/08/2016							
Patient: Sam Sung (N	IRIC #:S8600000Z)	Date of birth: 01/01/1980							
Start date:	\$ 17/08/2016 ⅲ	Day(s) taken:	\$ 1						
End date:	17/08/2016								
Reason:	Wisdom Tooth Extraction		~						
Practitioner:	DR. KEWAL PRADHAN								
	Dr. Kewal Pradhan								
Void 17/08/2016 Print									

To Void MC, select the Patient and click Void button

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.

×	Patient Reference person	- 🗆 ×
	▶ 1 of 1 🗟 Send SMS	+ - Q
\gg	Patient Reference Person	Name 🔺 Dr. Dell Tan 🧖
Name:	Dr. Dell Tan List of Patients	
Address:		
Town/City	Post code: District:	
Mobile:	Voip Phone: Voip	
Email:	Off. Phone: voip	
	VAT No.:	
	Reference person-related quotas on performed treatments: 19	
Notes:	^	
	× .	~
Print		

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

×			Weekly schedu	ling - Practitioner: DR	. KEWAL PRADHAN		- 🗆 🗙
2016		Monday 15 Aug 💌	Tuesday 16 Aug	Wednesday 17 Aug	Thursday 18 Aug	Friday 19 Aug	Saturday 20 Aug
August 15	08:30 08:45 09:00	09:00 🕨 Alex Tan	09:00 🕨 Kamat Peng	09:00 🕨 Jennifer Lee		08:45 Alex Tan	^
2016 August	09:30 09:45 10:00	09:45 🕨 Alan Kong	10:00 ► Michael Mint			09.15 Damer Schmidt	
20	10:15 10:30 10:45	10:45 Andrew Lim		10:15 🕨 Alan Kong		10:15 Pamela Kepa	
C Update	11:15 11:30 11:45		TI:00 P Alex Tall	11:15 ► Daniel Schmidt		11:30 Sam Sung	
< A >	12:00 12:15 12:30	12:00 > Daniel Schmidt	12:00 Mary Mint	12:15 ▼ Andrew Lim		12:30 Alex Tan	
Go to	01:00 01:15 01:30	01:00 ► Jennifer Lee 01:30 ► Edith Lim (VIP)	01:00 🕨 Kewal	01:30 Michael Mint		01:30 Jennifer Lee	
Waiting	01:45 02:00 02:15	02:15 Michael Mint	02:15 Þ Pamela Kepa		02:15 Alan Kong		02:15 Daniel Schmidt
Privacy	02:45 03:00 03:15	03:00 > Mary Mint	03:15 > James Wong		03:15 Pamela Kepa		03:15 Edith Lim (VIP)
	03:30 03:45 04:00	04:00 🕨 Sam Sung	04:15 Edith Lim (V/ID)		04:15 Kamat Bang		04:15 Alan Kong
	04:30 04:45 05:00	05:00 🕨 Pamela Kepa			04.15 Kallat Pelig		
	05:15 05:30 05:45 06:00	06:00 Kamat Perg	05:15 🕨 Alan Kong		05:15 Michael Mint		05:15 Andrew Lim
	06:15 06:30 06:45	Color P Kallat Pelig	06:15 🕨 Jennifer Lee		06:15 Daniel Schmidt		06:30 Michael Mint
Messages	07:00 07:15 07:30 07:45	07:00 > James Wong 07:30 > Kewal	07:15 🕨 Daniel Schmidt		07:15 Edith Lim (VIP)		07:15 Kamat Peng
	08:00 08:15 08:30						

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.

×		Da	ily scheduling - Practitioner: DR. KEWAL PRADHAN	- • ×
	Hour	Patient	Treatments	Daily notes
Wednesday 17	08:30 08:45 09:00	Jennifer Lee (Standard)		^
August				
2016	10:15	🔲 Alan Kong 🕨		
	10:45			
C Update	11:15	Daniel Schmidt		
	12:00 12:15	Andrew Lim V		
Go to	01:30	Michael Mint (Standard) <		
Weekly	01:45			
🔁 Waiting	02:15 02:30 02:45			
Privacy	03:00 03:15			
	03:30 03:45 04:00			
	04:15 04:30			
	04:45 05:00			
	05:30 05:45			
	06:00 06:15 06:30			
. Messages	06:45 07:00			
Print	07:15			
	08:00 08:15			
	08:30			< >

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)

×				Group (practice schedulir	ng			- 🗆 ×
	0	Monday 15 Aug				Tuesday 16 Aug			
2016	\odot	Seat 1 Bedok	Seat 1 Hougang	Seat 2 Bedok	Seat 2 Hougang	Seat 1 Bedok	Seat 1 Hougang	Seat 2 Bedok	Seat 2 Hougang
August	08:30								^
15	08:45 09:00	09:00 James Wong			09:00 🕨 Alex Tan		09:00 Sam Sung	09:00 🕨 Kamat Peng	
2016	09:15 09:30					09:15 Kamat Peng			
August	09:45			09:45 🕨 Alan Kong				10:00 Nichael Min	
20	10:15	10:15 Kamat Peng						10:00 P Michael Min	
20	10:30 10:45			10:45 🕨 Andrew Lim		10:30 Michael Min			
🖒 Update	11:00								
<u> </u>	11:30	11:30 Andrew Lim				11:30 Kamat Peng	11:30 Sam Sung		
	11:45 12:00				12:00 Daniel Schn				12:00 🕨 Mary Mir
1 Go to	12:15 12:30								
	12:45			13:00 lennifer Lee				13:00 🕨 Kawal	
C New App.	01:15			13.00 p Jennier Lee				13.00 P Kewai	
Privacy	01:30			13:30 Edith Lim (\					
🔁 Waiting	02:00	14:00 Kewal		14:15 Michael Min		14:00 Kewal		14:15 Demela Ken	
	02:30								
	02:45		15:00 Jennifer Lee (15:00 > Mary Mint (
rieaulient hoolii	03:15	♦15:15 Michael Min						15:15 > James Wong	
✓ 1 - Seat 1 Bed	03:45		16:00 Edith Lim (V/I	16:00 - Sam Sung		16:00 Kamat Pang			
🖌 2 - Seat 1 Hou	04:00		10.00 Editi Elin (VI	10.00 P Sam Sung		10.00 Kamat Peng	16:15 Sam Sung	16:15 🕨 Edith Lim (\	
✓ 3 - Seat 2 Bed	04:30 04:45	16:30 Pamela Kepa							
✓ 4 - Seat 2 Hou	05:00		17:00 Sam Sung	17:00 🕨 Pamela Kep				17:15 Alan Kong	
	05:30	17:30 Daniel Schmid				ALT: AT MICHAEL MICH			
	05:45			18:00 🕨 Kamat Peng		17:45 Michael Min			
	06:15		18:30 Andrew Lim					18:15 > Jennifer Lee	
	06:45			19:00 b lamos Mon					
	07:15			20.00 p Dames Wong				19:15 🕨 Daniel Schn	
	07:30				19:30 🕨 Kewal				~
	CO M-								,
Print	LU Me	ssages 3							

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".



_	×	List	of Patients		>	×		Thursday 18.08.2016 📾 🛊 🖉 🗣 🖬 💼
×	Q.		80)6	I	+ - @		KEWAL PRADI	
	⊳		(by Name)	, 			Thursday 18 Aug	Practitioner: DR. KEWAL PRADH V Seat: Seat 2 Bedok V
2016	*	Name	DRN	NRIC #		_		Time Duration Type Colour Status
15		Alex Tan	2	S8465454M		^		💠 04:15 PM 💠 15 min 🔻 🛇 🔻 📕 💌
15		Andrew Lim	10	S3685467L				
2016		CHAS Blue Tier Patient	3	S7952214E				Patients + No Patients
Augus		CHAS Orange Tier Patient	4	S7952214E				
20		CHAS Pioneer Patient	5	S7952214E				
		Daniel Schmidt	8	S7801121Z				Did not show up
C Ob		Edith Lim	6	S7952214E				
		James Wong	1	S87894730				Treatments + To be reserved
		Jennifer Lee	9	S7985124E				A
		Kamat Peng	21	S1000000Z				
		Kewal	19	\$8600000Z				
Q, New		Mary Mint	18	S7677585E				
The Marie		Michael Mint	17	S7989894E			02:15 Alan Kong	v
to war		Pamela Kepa	7	S6812112X			Ĩ	Scheduled treatment stage
C Priv		Sam Sung	22	\$8600000Z		v		A
	<		1		>		03:15 Pamela Kep	¥
	8	Print Labels 🕤 Export		Consult	Select		04:15	treatment stage - next appointment
		04:45 05:00 05:15 05:30 ► Pamela Kepa	15:15 🕨 Alan Kor	ng			05:15 Michael Mir	Image: Cancel Confirm

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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.

×			Weekly schedu	lling - Practitioner: [DR. KEWAL PRADHAN		- 🗆 🗙
2016		Monday 15 Aug	Tuesday 16 Aug	Wednesday 17 Aug	Thursday 18 Aug	Friday 19 Aug	Saturday 20 Aug
August	08:30 08:45 09:00	09:00 ► Alex Tan	09:00 🕨 Kamat Peng	09:00 🕨 Jennifer Lee		08:45 Alex Tan	Â
2016	09:15 09:30 09:45	09:45 🕨 Alan Kong	10.00 b Mishael Mist			09:15 Daniel Schmidt	
August 20	10:15 10:30 10:45	10:45 Andrew Lim	10:00 Michael Mint	10:15 ► Alan Kong		10:15 Pamela Kepa	
C Update	11:00 11:15 11:30		11:00 🕨 Alex Tan	11:15 Daniel Schmid		11:30 Sam Sung	
	11:45 12:00 12:15	12:00 ► Daniel Schmidt	12:00 Mary Mint	12:15 ▼ Andrew Lim			
9 Go to	12:30 12:45 01:00	01:00 > Jennifer Lee	01:00 🕨 Kewal			12:30 Alex Tan	
Q. New App.	01:30 01:45 02:00	01:30 ▶ Edith Lim (VIP)		01:30 ◀ Michael Mi	Check in	01:30 Jennifer Lee	
Waiting	02:15 02:30 02:45	02:15 Michael Mint	02:15 🕨 Pamela Kepa		App. start Check out		02:15 Daniel Schmidt
C Privacy	03:00 03:15 03:30	03:00 Mary Mint	03:15 > James Wong		Cut appointment Copy appointment		03:15 Edith Lim (VIP)
	04:00 04:15 04:30	04:00 🕨 Sam Sung	04:15 > Edith Lim (VIP)		Delete appointment		04:15 Alan Kong
	04:45 05:00 05:15	05:00 🕨 Pamela Kepa	05:15 ► Alan Kong		VOIP Call	-	05:15 Andrew Lim
	05:30 05:45 06:00	06:00 🕨 Kamat Peng					
Messages	06:30 06:45 07:00	07:00 > James Wong	00:13 F Sennifer Lee		06:15 Daniel Schmidt		06:30 Michael Mint
Print	07:15 07:30 07:45	07:30 🕨 Kewal	07:15 > Daniel Schmidt		07:15 Edith Lim (VIP)		07:15 Kamat Peng
	08:00 08:15 08:30						

×			Weekly sched	lul	ing - Practitioner: DR	. KEWAL PRADHAN			×
2016		Monday 15 Aug	Tuesday 16 Aug		Wednesday 17 Aug	Thursday 18 Aug	Friday 19 Aug	Saturday 20 Aug	
August 15	08:30 08:45 09:00 09:15	09:00 ► Alex Tan	09:00 🕨 Kamat Peng		09:00 🕨 Jennifer Lee		08:45 Alex Tan 09:15 Daniel Schmidt		
²⁰¹⁶ August	09:30 09:45 10:00 10:15	09:45 🕨 Alan Kong	10:00 ► Michael Mint		10:15 ► Alan Kong		10:15 Pamela Kena		
20	10:30 10:45 11:00	10:45 Andrew Lim	11:00 ► Alex Tan						
C Update	11:30 11:45 12:00	12:00 ▶ Daniel Schmidt	12:00 ► Mary Mint				11:30 Sam Sung		
 ▲ ▲ ▶ ⑤ Go to 	12:15 12:30 12:45 01:00	01:00 🕨 Jennifer Lee	01:00 🕨 Kewal		12:13 V Andrew Lim		12:30 Alex Tan		
Q. New App.	01:15 01:30 01:45 02:00	01:30 ▶ Edith Lim (VIP)					01:30 Jennifer Lee		
Waiting Privacy	02:15 02:30 02:45 03:00	02:15 Michael Mint	02:15 🏲 Pamela Kepa			02:15 Alan Kong		02:15 Daniel Schmidt	
	03:15 03:30 03:45 04:00	04:00 ► Sam Sung	03:15 > James Wong		03:30 Michael Mint	03:15 Pamela Kepa		03:15 Edith Lim (VIP)	
	04:15 04:30 04:45 05:00	05:00 🕨 Pamela Kepa	04:15 🕨 Edith Lim (VIP)					04:15 Alan Kong	
<u></u>	05:15 05:30 05:45 06:00	06:00 🕨 Kamat Peng	05:15 ► Alan Kong			05:15 Michael Mint		05:15 Andrew Lim	
Messages	06:15 06:30 06:45 07:00	07:00 > James Wong	06:15 > Jennifer Lee			06:15 Daniel Schmidt		06:30 Michael Mint	
Print	07:15 07:30 07:45 08:00	07:30 🕨 Kewal	07:15 > Daniel Schmidt			07:15 Edith Lim (VIP)		07:15 Kamat Peng	
	08:15 08:30								

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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.

×			Weekly sche	du	ling - Practitioner:	DR	KEWAL PRADH	IAN			- 🗆 ×
2016		Monday 15 Aug	Tuesday 16 Aug	•	Wednesday 17 Aug	Ŧ	Thursday 18 Aug	•	Friday 19 Aug	•	Saturday 20 Aug 🔻
August	08:30								08:45 Alex Tan		· · · · · · · · · · · · · · · · · · ·
15	09:00	09:00 🕨 Alex Tan	09:00 🕨 Kamat Peng		09:00 🕨 Jennifer Lee				00:15 Desid Seberid		
0040	09:30								09:15 Daniel Schmid	L	
August	10:00	09:45 🕨 Alan Kong	10:00 🕨 Michael Mint								
20	10:15 10:30				10:15 🕨 Alan Kong				10:15 Pamela Kepa		
20	10:45 11:00	10:45 🕨 Andrew Lim	11:00 > Alex Tan								
🖒 Update	11:15				11:15 Daniel Schmid	it			11:30 Sam Sund		
	11:45		12:00 b Mars Mint						The company		
	12:15	12:00 > Daniel Schmidt	12:00 Mary Mill		12:15 🔻 Andrew Lim						
	12:30 12:45								12:30 Alex Tan		
9 Go to	01:00	01:00 > Jennifer Lee	01:00 🕨 Kewal								
Q. New App.	01:30 01:45	01:30 Fedith Lim (VIP)			01:30 Michael Mint				01:30 Jennifer Lee		
ATS Waising	02:00	02:15 Michael Mint	02:15 Pamela Kena				02:15 Alan Kong				02:15 Daniel Schmidt
waiting	02:30										
Privacy	03:00	03:00 > Mary Mint					02.15 Decide Kee				
	03:15		03:15 F James Wong				03:15 Pameia Kepa	Chec	kin		03:15 Edith Lim (VIP)
	03:45	04:00 🕨 Sam Sung						App.	start		
	04:15 04:30		04:15 Edith Lim (VIP	P)				Chec	k out	-	04:15 Alan Kong
	04:45 05:00	05:00 > Pamela Kepa						Cutia	nnointment		
	05:15		05:15 🕨 Alan Kong				05:15 Michae	Сору	appointment		05:15 Andrew Lim
	05:45	06:00 b Kamat Bang						Delet			
	06:15	00:00 P Kamat Peng	06:15 🕨 Jennifer Lee				06:15 Daniel !	Delet	e appointment		
	06:30							VOIP	Call 🕨		06:30 Michael Mint
U Messages	07:00 07:15	07:00 > James Wong	07:15 > Daniel Schmid	t			07:15 Edith Li	Арро	intment to reassign		07:15 Kamat Peng
Print	07:30	07:30 🕨 Kewal								1	
	08:00										
	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.

×			Weekly sch	eduling - Practiti	ioner: Df	. KEWAL PRA	DHAN	١			×
2016	м	fonday 15 Aug	Tuesday 16 Aug	▼ Wednesday 1	7 Aug 🔻	Thursday 18 A	ug	 Friday 19 Aug 	•	Saturday 20 Aug]•
August	08:30	00 Alex Tan		Find I	Next Ava	ilable		×			
2016	09:15 09:30 09:45 09	145 Alan Kong	SEARCI	H AVAILABLE APP	OINTMEN	TS			nidt		
August	10:00 10:15 10:30		Practitioner: DR. KE	WAL PRADHAN 🗸	v 5	at: Seat 1 H	ougang	¥	a		
20	10:45 10: 11:00 11:15	:45 🕨 Andrew Lim	Patient settings: Any preference will be	considered only in acc	ordance wit	n practice opening	hours				
C Opdate	11:30 11:45 12:00 12:	:00 🕨 Daniel Schmic	Monday	All day	~	All hours	~	06:15 AM			
	12:15 12:30 12:45		✓ Tuesday	All day	*	All hours	× [05:00 AM			
Go to	01:00 01: 01:15 01:30 01:	:00 > Jennifer Lee :30 > Edith Lim (VII	☐ Wednesday ✓ Thursday	All day	~	All hours All hours	×	02:00 AM	-		
Waiting	02:00	:15 🕨 Michael Mint	🗌 Friday	All day	~	All hours	~	02:00 AM		02:15 Daniel Schmidt	
Privacy	02:45 03:00 03: 03:15	:00 🅨 Mary Mint	Saturday	All day	~	All hours	× [08:00 AM		03:15 Edith Lim (VIP	
	03:30 03:45 04:00 04:	:00 🕨 Sam Sung	Sunday	All day	~	All hours	~	02:00 AM			
	04:15 04:30 04:45		Duration of appoint	tment to be assigne	ed (minute	s): 30 🔺				04:15 Alan Kong	
	05:00 05: 05:15 05:30	:00 🕨 Pamela Kepa	Search an appointmen	t in the weekly schedu	ling:	·				05:15 Andrew Lim	
	05:45 06:00 06: 06:15 06:20	:00 🕨 Kamat Peng	in: 1 weeks	tarting from currer	tly viewe	1.		Search		06:20 Michael Mint	
. Messages	06:45 07:00 07: 07:15	:00 🕨 James Wong	07:15 Daniel Schm	idt		07:15 Edith Li				07:15 Kamat Peng	
Print	07:30 07: 07:45 08:00	:30 🕨 Kewal									
	08:15 08:30										

elect the desired hour from	rs for appointments. the list (this selection will hig	hlight the hour on sched	luling):				
ilter by available hours:							
) All 🛛 🔿 Only star	ting at X:30 O	nly starting at X:00					
Practitioner	Practice	Date	Time				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	08:30 AM	^			
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	08:45 AM				
DR. KEWAL PRADHAN Seat 1 Hougang 23/08/2016 09:00 AM							
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	09:15 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	09:30 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	09:45 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	10:00 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	10:15 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	10:30 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	10:45 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	11:00 AM				
DR. KEWAL PRADHAN	Seat 1 Hougang	23/08/2016	11:15 AM				
DR. KEWAL PRADHAN Seat 1 Hougang 23/08/2016 11:30 AM							

CGM XDENT Software | Quick Guide

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 rightclicking 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.





CGM XDENT Software | Quick Guide

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.

Emergencies - All dates	Emergencies - All dates 🔹
Emergencies Pending	Emergency management Thursday
+ - Manage DR. ALICE WONG	Sam Sung Patients
◀ H. 10:00 AM - 17/08/2016 🛛 🕒 🗴 45' 🔇	Date Time Duration
DR. KEWAL PRADHAN	
◀ H. 04:00 PM - 18/08/2016 🛛 🔳 ⊗ 30' 🕓	o4:00 PM Colour 📩 Type NO
	Practitioner
	DR. KEWAL PRADHAN
	Practice
	None
	Treatments
↓ II ■	Cancel Confirm

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 appoinments on: today: whole day V								
only patients	with SMS service enabled in	the pat	today: morning today: afternoon					
Sender:	XDENT		today: whole day tomorrow: whole day					
Message text	Message text <name>, your dentist reminds your appointment on Current date> at <hh:mm>. 160 characters ma> 84 available characters</hh:mm></name>							
0 SMS to s	0 SMS cent							
343 00 5	end SM3 Sent							
0		0						
Notificati	ions to send	Notif	fications sent					
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.



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.

×		Practitione	rs Managemen	t		- 🗆 X
	1 of 7		Send SMS	🖂 Send email		+ - Q
\gg			P	Practitioners	ID DR. KEWAL PRADHAN DR. DANIEL SCHMIDT DR. EDITH LEE	^
ID:	DR. KEWAL PRADHAN	• <u>As</u>	ssociated patients	Active	DR. STEPHANIE SIM DR. WON JUAN JUAN DR. ALICE WONG	
	Reference pract.			0.0	DR. DUOS LETNI	
Surname:	Pradhan	Name: Kewal	🗌 to dis	splay in invoice		
Position:				^		_
Birthplace:		Date of birth:	(Gender:		
		VAT No.:	12345678901			
City:	MADRID	Post Code:	12345	Distr.: XX		
Address:	SINGAPORE	Phone:	91291306	voip		
Mobile:		voip Off. Phone:		voip		
Email:		DRN #:				
Notes:				*		
Cost per hour:	0.00		Daily output:	0.00		
Default practice:	Seat 2 Bedok	✓ Prace on prace	titioner-related q performed treatm	uotas nents: %		
Superviso	r			۵ ۵		
						~
Print				? Help		

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.

×		Practitioners Managemer	nt		– 🗆 🗙
	1 ot 7	🖬 Send SMS	Send email		+ - Q
			Practitioners	ID DR. KEWAL PRADHAN DR. DANIEL SCHMIDT DB. FDITH LEF	^
ID:	DR. KEWAL PRADHAN	Associated patients	Active	DR. STEPHANIE SIM DR. WON JUAN JUAN DR. ALICE WONG DR. DUOS LETNI	
	Nererence proce		~ •		
Surname:	Pradhan Name:	Kewal to d	isplay in invoice		
Position:			$\hat{}$		
Birthplace:		Date of birth:	Gender:		
		VAT No.: 12345678901			
City:	MADRID	Post Code: 12345	Distr.: 🗙		
Address:	SINGAPORE	Phone: 91291306	voip		
Mobile:	voip	Off. Phone:	voip]	
Email:		DRN #:			
Notes:			* *		
Cost per hour:	0.00	Daily output:	0.00		
Default practice:	Seat 2 Bedok 🗸 🗸	Practitioner-related o on performed treatm	nents: %		
Superviso	None Seat 1 Bedok Seat 1 Hougang Seat 2 Bedok Seat 2 Hougang V		Q 0		
Print			? Help		~

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.

×		Practices	– 🗆 🗙
	▶ 1 ot 6		+ - Q
\leq	_	Practices Seat 1 Bedok Seat 1 Hougang Seat 2 Bedok	A. ^
Description:	Seat 1 Bedok	 Seat 2 Hougang XRAY Bedok XRAY Hougang 	
Notes:			
		? Help	

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)

List	
Select a price list to view its related treatments:	
Description	
AIA Price List	\sim
CHAS Blue GST	
CHAS Blue Tier	
CHAS Orange Tier	
CHAS Pioneer Tier	
MediSave	
New Price List	
Standard Price List	

List							
List of Treatments:							
Description	Туре	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	¥		
Q- All data				Close			

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.

×			Treatr	nents - New	Price List		- 🗆 🗙
I of 94	L.						+ - Q
					Тире	No.	Description
			Tron	tmonte	Diagnostic	1	Consultation (Simple)
			nea	unents	Diagnostic	2	Consultation (Complex)
					Diagnostic	3	Periapical/ Bitewing
					Diagnostic	4	Cephalogram
Description: Consultation (Simple)				•	Diagnostic	5	Occlusal View
					Diagnostic	6	Dental Panoromic
Type: Diagnostic	✓ Code:		Order no	o.: 1	Endodontics	1	pulpotomy
					Endodontics	2	anterior root canal therapy
Symbol					Endodontics	3	premolar root canal therapy
					Endodontics	4	molar root canal therapy
	Show symbol in	the dental	record		Endodontics	5	surgical endodontics
	—				General Dentistry	1	acrylic base partial denture
	Account record	0	Description in	Xinfo	General Dentistry	2	cast base partial denture
					General Dentistry	3	each additional tooth
	Debit when in pi	ogress			General Dentistry	4	complete denture acrylic each jaw PHASES
					General Dentistry	5	complete denture acrylic both jaw
	45 1				General Dentistry	6	cast full per jaw
Costs: 10.00 F Ti	me: 15 🕨				General Dentistry	7	relining
					General Dentistry	8	rebasing
Default				~	General Dentistry	9	addition to existing denture per tooth
treatment					General Dentistry	10	repair denture or clasp
notes:					General Dentistry	11	temporary prosthesis
Deinen					General Dentistry	12	sports mouth guard
Prices					General Dentistry	13	night guard
12 C. Undata	De		occ Drofit	Not Drofit	General Dentistry	14	desenitisation
Ca O opuate		ce an	USS FIOIR	NetFIOIIt	General Dentistry	15	tooth whitening single tooth
	Basis:	30.00	20.00	20.00	General Dentistry	16	tooth whitening home
			_		General Dentistry	17	tooth whitening in office
% disc.: ⁸ Red. am.:	2.50 Silver:	27.50	17.50	17.50	General Dentistry	18	house calls
47	5.00	05.00	45.00	45.00	General Dentistry	19	court attendace fees
% disc.: 1/ Red. am.:	5.00 Gold:	25.00	15.00	15.00	General Dentistry	20	nonexpert witness
	D-1- 1/4	The state of the state		0	General Dentistry	21	expert witness
Phases	Rate VA	I-Inclusiv	ve price:	υQ	General Dentistry	22	attending dentist statement
					Medication	23	Amoxicilin
Phases					Medication	24	ibuprofen
					Medication	25	paracetomol
Deselle					Nuovo	1	New Circle Teach Estention (asterior)
Recalls					Oral Surgery	1	Single Looth Extraction (anterior)
Associated recall: Thir	d-party paver: 🕨				Oral Surgery	2	single tooth extraction (posterior)
					Oral Surgery	3	complicated tooth extraction
					Oral Surgery	4	single tooth extraction (primary anterior)
					Oral Surgery	0	single tooth extraction (primary posterior)
					Oral Surgery	7	surgicamentovarior impacteu tooth
					Oral Surgery	6	piopsy and report
					Oral Surgery	q	nosion and draffdge post operative review per visit
					orarodryely	3	
🖨 Print 🖨 Symbols 🗑 E	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.

Image: Process Profit Net Profit Ne	×	Treatments - New Price List	- 8 ×
Image: Treatments Image: Treatment Description: Index Bicon Type: Order Bicon Type: Order Dicon Open contraction Order no.: Image: Treatment Symbol Treatment Density, 2 Answar Console(Create) Particular Exclusion Treatment Density, 3 Answar Console(Create) Symbol Treatment Density, 3 Answar Console(Create) Open console Treatment Density, 3 Answar Console(Create) Open console Treatment Density, 3 Answar Console(Create) Open console Treatment Density, 3 Answar Console(Create) Prices Treatment Density, 3 Treatment Density, 3 Treatment Density, 3 Prices Description: Treatment 2 Open console Description: Prices Description: State Price Coost Output Time: 30 min. Initial price State VAT-inclusive price: O State Price Coost O State Price Prices Rest WAT-inclusive price: O State Price Open console Coost O State Price Price	I		(+ - Q
Description: Impact Block Impact Block Impact Block Processes Symbol	Treatments	Type No. Description Restorative Dentisty, 1 Anterior Composite (Complex) Restorative Dentisty, 2 Andgan (Smole) Restorative Dentisty, 3 Anterior Composite (Single) Restorative Dentisty, 4 Andgan (Complex)	^
Nybe: Order Hol: I of 5 Symbol Import phase Import phase </td <td>Description: Implant Bicon</td> <td>Treatment Phases</td> <td></td>	Description: Implant Bicon	Treatment Phases	
Show symbol in the dental record Account record Description in Xino Debit when in progress Costs: 1.040.00 Time: 240 Costs: Costs: 1.040.00 Time: 240 Costs: Costs: 1.040.00 Time: 240 Costs: Costs:	Symbol	1 ot 5	Import phases + - Q
Costs: 1.040.00) Time: 240) Default treatment notes:	Show symbol in the dental record Account record Description in Xirlo Debit when in progress	Treatment	Price * % 1 Evaluation 0 2 Implant Prep 0 3 Implant Setting 0 4 Post Implant 0 5 Report Phases 0
Default trastment: % of the treatment: 0 Cudate Priority: 1 Price Frice Gross Profit Net Profit Price Good and and and and and and and and and an	Costs: 1.040.00 🕨 Time: 240 🕨	Description:	•
Prices Cost: 0.00 Time: 30 min. % disc.: 8 Red. am.: 1550.00 \$10.00 <	Default treatment notes:	% of the treatment : 0 4 C Update Prior	ity : 1
Initial price: 450.00 Silver price: 234.00 Gold price: 118.50 % disc.: 17 Red. am.: 156.00 Silver: 774.00 754.00 Time interval: 0 days from the phase execution: no phase Image: secution: no phase Image: secution: no phase Image: secution: no phase Image: secution: Image: secution: no phase Image: secution: Image: secution: <td>Prices</td> <td>Cost: 0.00 Time: 30 min.</td> <td></td>	Prices	Cost: 0.00 Time: 30 min.	
% disc.: 8 Red. am.: 156.00 Silver: 1.794.00 754.00 % disc.: 17 Red. am.: 331.50 Gold: 1.518.50 578.50 Phases Rate VAT-inclusive price: 0 Q Phases Recalls Associated recall: Third-party payer: Associated recall: Third-party payer: Associated recall: Third-party payer: Third-party payer: Final Support Complex discussion C	Cil Opdate Price Gross Profit Net Profit Basis: 1.950.00 910.00 910.00 910.00	Initial price: 450.00 Silver price: 294.00 Gold price:	118.50
Phases Rate VAT-inclusive price: 0 Q. Phases Treatment with 5 phases Othornic Treatment 2 twod applances Recalls Othornic Treatment 2 twod applances Associated recall: Third-party payer: Image: Applances Ord Support 1 Image: Applan	% disc.: 8 Red. am.: 156.00 Silver: 1.794.00 755.00 755.00 755.00 754.00 754.00 754.00 754.00 754.00 754.00 754.00	Time interval: 0 days from the phase execution: no phase	
Phases Treatment with 5 phases Unreadnot i treatme 2 (unclond a plasmost) reed appandes (unclond a plasmost) Recalls Ord Surgey Index18 ison Index18 ison Associated recall: Third-party payer: Index18 ison Ord Surgey Index18 ison Ord Surgey Index18 ison Ord Surgey Index18 ison Ord Surgey Index18 ison Ord Surgey Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Ord Surgey Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Index18 ison Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Index18 ison Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Index18 ison Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Index18 ison Index18 ison Ord Surgey Index18 ison Index18 ison Index18 ison Index18 ison <	Phases Rate VAT-inclusive price: 0 Q		Close
	Phases Treatment with 5 phases Recalls Associated recall: Third-party payer:	Urrobotric Treatme 2 media appliances Othodotric Treatme 3 functional appliances Othodotric Treatme 4 relations Otal Suggey 2 Informat Bioon Otal Suggey 2 prosthetic procedures Otal Suggey 3 condicated tooth extraction Otal Suggey 4 single tooth extraction (primary praterior) Otal Suggey 5 single tooth extraction (primary praterior) Otal Suggey 7 biopsy and report Otal Suggey 7 biopsy and report Otal Suggey 9 post operative review per visit	

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 prioritymode 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.

			Treat	tment Phases						
	1 ot 5						Import phases	+	- Q)
\gg				Treatmen	t phases	Pr. 1 2 3	Phases Evaluation Implant Prep Implant Setting	*	% 0 0 0	^
	Implant Bicon					4	Report Phase		0	
Description:	Evaluation					•				
% of the treatment :	0 • C	Update		Pri	ority: 1					
Cost:	0.00	Time:	30 min.							
Initial price:	450.00	Silver price:	294.00	Gold price:	118.50					
Time interval:	0 days	from the phas	e execution:	no phase	~					
					Close]				

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)

×	Ту	/pes		- 🗆 🗙
	▶ 2 of 11			+ - Q
\gg		Types	Description Diagnostic Endodontics General Dentistry	* ^
Description:	Endodontics	•	Medication Nuovo Oral Surgery Orthodontic Treatment	_
Colour:	Colour code: Priority:	2 🗸	Paediatric Dentistry Pathology Periodontics Restorative Dentistry	_
Notes:				_
Print				,

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)

×		Pathologies and Co	onditions		- 🗆 🗙
	▶ 6 of 52				+ - Q
			Group	Description	*
		Dathologies and Conditions	Condition	Apicoectomy	^
/		Pathologies and conditions	Pathology	Attachment	
			Pathology	Buccal caries	
			Condition	Buccal filling	
- · · ·	Control		Condition	Buccal reconstruction	
Description:	Laries	•	Pathology	Caries	
			Pathology	Carles placed on more tooth surfaces	
C	Dathalaau		Condition	Liasp Danstel bridge	
Group:	Fathology	*	Condition	Distal Crossial accurs bridge abuters at	
			Condition	Distal / mesial crown bridge abutement	
Overhalt			Condition	Distal / mesial crown bridge abutement	
Symbol:	(Condition	Distal / mesial temporary bridge abutement	
			Pathology	Evidate	
			Condition	Eibre post	
			Condition	Filling on several surfaces	
			Pathology	Functional problems	
			Pathology	Hypersensitive teeth	
			Condition	Implant	
			Condition	Implant crown	
			Pathology	Mesial / distal caries	
Associated	treatments in the Treatme	nt Plan creation 🛛 🕂 🗕	Condition	Mesial / distal filling	
			Condition	Mesial / distal filling	
Anterior Compos	site (Complex)	A	Condition	Mesial / Distal reconstruction	
Anterior Compos	site (Simple)		Condition	Mesial / Distal reconstruction	
anterior root car	nal therapy		Pathology	missing tooth	
Posterior Compo	osite (Complex)		Condition	NCCI / aB	
Posterior Compo	osite (Simple)		Pathology	Neck caries	
			Condition	Neck ming	
			Condition	Neck reconstruction	
			Pathology	Declusal caries	
			Condition	Occlusal filling	
			Condition	Acclusal reconstruction	
			Condition	In-lay	
			Condition	Over Implant Denture	
			Condition	Overdenture prosthesis	
			Condition	Plate	
		¥	Condition	Reconstruction on several surfaces	
			Condition	Bemovable partial denture (BPD)	×
Print	Symbols Export	? Help			

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)

×	Therapeutic Indications	X
	▶ 3 of 4	+ - Q
\gg	Therapeutic Indications	Description Home bleaching Implant Extraction
Description:	Extraction	Oral Hygiene instruction
Notes:	Do not disturb the affected side Use pain medication as directed S. Eat and drink cold food (ice cream) Avoid hot and spicy food S. Bite on gauze if bleeding continues	
	? Help	

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.

×	Price Lists		×
[4 4 ▶ ▶] 6 ot 8		+ - (۹
\gg	Price Lists	Description AIA Price List CHAS Blue GST CHAS Blue Tier	•
		CHAS Orange Tier CHAS Pioneer Tier MediSave New Price List	
Description: Medisave	₹	Standard Price List	
Active	Π		-1
Default price list			
Create Treatments			
Assign			
Third-party payer CHAS	۵.0		
Print	? Help		V

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.

2	Di	agnostic images			- 🖻 🗙
Q Search	General Archive				
Acquisition :≡ ¥ Date Time ▲ 10 May 2016 17:25:13 ▲ 10 May 2016 17:57:24				<u>.</u>	Â
20 May 2016 0307-29 25 May 2016 11:59:45 26 May 2016 13:06:22 31 May 2016 19:20:27 31 May 2016 19:20:27 31 May 2016 19:21:29 31 May 2016 19:21:29 31 May 2016 31:21:29	, Alex 1 an > 10 aleg 2016 - 17:57:24				
Categories ※ :≡ ※ Name Q.ty CAT 5 General 22 Status 2				m	
	Alex Tan - 20 mag 2016 - 03:04:52	_		 	_
				Prove of	
				10	
				1.1.1	
	Alex Tan - 20 mag 2016 - 09:07:29			 	_
🇊 🗹 images					
📓 🗹 Video				Press.	
Status Archive					
	Anguintion Category A	Nore Save	Delete Full screen	Zoom	I C

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 CATrelated 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.



11.2. Video Capturing

How to Record Video for Patient in XDent?

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

Quick Time Player

	Video capturing related to patient:								
Q+ 8 }	Search patient by Name	(by Name))						
×	Name	DRN	NRIC #						
					^				
					~				
<				_	>				
			Cancel	Select					

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.

×	Communication Centre	- 🗆 ×
Communications to Patients	Multiple 🕞 Received 🦿 m	News 🗊 Communication 奈 anagement 💼 management 奈
All Birthdays Not reserved Patients with debts Unpaid due dates At least one Accepted Quotation	Applicant: Pradhan Kewal C Type: Type not defined V	
All Name A Phone no. Mobile	Practitioner 🔻 Patient 👻 Today 🔀 👔 Chara	cter 🔻 🖪 I U 🖉
Andrew Lim +659129130 CHAS Blue Tier Patient +656386672 +659428592 CHAS Orange Tier Patient +656386672 +659428592 CHAS Pioneer Patient +656386672 +659428592 Daniel Schmidt +656386672 +659428592 Edith Lim +656386672 +659428592 James Wong +65912356 +659428592 Jennifer Lee 65421256 +659428592 ✓ Add Delete Name Phone no. Mobile	A Messages Letter Email	Available characters:
Selected patients: 0		Send

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.

×	Communication Centre	- 🗆 ×
Communications to Patients	Multiple 🖻 Received 🦿 News Communications Communications 🕈 management 🖬	Communication 🛜
All Only patients with SMS Only patients with Xinfo Remove Pat. with accounting ref.	Applicant: Pradhan Kewal Q Type: Type not defined V Notes:	
	Practitioner - Patient - Today	I I <u>U</u> ⊘
Name Prone no. Mobile A CHAS Orange Tier Patient +656386672 +6594285923 CHAS Pioneer Patient +656386672 +6594285923 Daniel Schmidt +656386672 +6594285923 +6594285923 Edith Lim +656386672 +6594285923 James Wong +656386672 +6594285923 +6591225450 3ennifer Lee 65421256 +6594285923 Kamat Peng 91291306 +6591291306 Kamat Peng 91291306 +6591291306 Mame Phone no. Mobile A Delete <td>Messages Letter Email Sender: kewal.pradhan@appledentist.com Subject </td> <td></td>	Messages Letter Email Sender: kewal.pradhan@appledentist.com Subject	
Selected patients: 5		Send

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.

🗙 Communication Centre								• X
Notifications	٩		Multiple Communications	Received Communications	manag	News ement	Communic manage	ation 🛜
All months 💌 🛛 20	016 👻					All	• To	manage
Patient	Phone Numbers	Туре	Received	Notification text		Management no	tes	
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 Alic Goh	æ			
NG GUAN POON	Mob.: +6591863391	10	Received on 19/08/2016 at 05:56	Request for 26/08/2016 at 10:30 Further to my last telecom yesterday , plea note I noted white plastic soft Tape alike	sse			E
GEOW MEI LIAN	Mob.: +6597398325	10	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 Ying, His no is 96772032.				
GAN NGA KOK JACOB	Mob.: +6598246530	10	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.	ŕ			
Test K	Mob.: +6591291300	10	Received on 12/08/2016 at 09:41	Request for 14/08/2016 at 10:30 testing 2				
Test K	Mob.: +6591291300	10	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 PULYU	Mob.: +6597920185	۲	Received on 02/07/2016 at 14:43	hellooo shu juan i dont seem to be able t see Megan's and Jack's appointments tha were made earlier in this App now!? why sh? K asse	to the			
KAREN SEOW PULYU	Mob.: +6597920185		Received on 02/07/2016 at 12:14	helloooo!				
品					อ		•	0
Delete				Re	fresh	Scheduling	Reply	Manage

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)

× Commur	ication Centre						
Comm	unication Centre	Q 🗸 search addressee 🛛 🔕	Multiple (Communications	Communi	eceived	News 📼	Communication 奈
August	· 2016	▼	Send today	😑 To send	Sent today	Sent and Opened	Sent and Closed
Sending date	and Addressee	Туре	Applicant	Expected date	Notes		
Closed 01/08/2016 09:16	TOH SIEW CHOON Mob.: +6597415405			01/08/2016			4 III
Closed 01/08/2018 10:48	YEW JING JUIAN Mob.: +6590052260			01/08/2016			
Closed 01/08/2018 11:07	LIM JIAYI CHARLYN 01/10/1981 Mob.: +6593366639			01/08/2016			
Closed 01/08/2018 14:05	N/C YEO KIM KHENG KARE Mob.: +6581268377			01/08/2016			
Closed 01/08/2018 16:05	LEEVIN YUHENDY 13/10/1979 Mob.: +6598484707			01/08/2016			
Closed 01/08/2016 17:12	LOO LIANG YI 24/02/1997 Mob.: +6596724506			01/08/2016			
Closed 02/08/2016 08:16	PUJI ASTUTIK 22/08/1989 Mob.: +6592991161			02/08/2016			_
-							
+ Add	Delete Report	3 communications listed.					Send

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.

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			

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

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..



260.odt - OpenOffice Writer	- 🗆 🗙
Eile Edit View Insert Format Table Iools Window Help	×
🗄 • 😕 • 🖶 👒 📝 🖴 🖴 IX, I 🤝 🜿 📈 🐁 🛍 • 🏈 I ID • CI • I 😂 🎟 • 💋 I 🛍 Ø 🚊 🗑 🦷 🔍	🔞 🖕 🧄 Find 🔽 🖖 🍄 🖕
: 🐼 Default 🔍 tahoma 🔍 8 🔍 🖪 I U 📰 至 ☰ 표 హ 🤕 🧔 🔺	<u>*</u> 2 - <u>∞</u>
	13 · · <u>· · 14 · · · 15 · · · · 16 · · · · 17 · · · 18 · ·</u> ^ =
Apple Pie Dental	***
• Dental Centre • Dental Practice • Dental Surgery • Oral Maxil	lofacial Surgery 😥
O Bugis	
ChinaTown	
INFORMED CONSENT - OSSEOINTEGRATED IMPLA	NTS
I have consulted Dr. <pract. surname=""> <pract. name=""> about the use of Osseointegrat</pract.></pract.>	ed Implants to facilitate
replacement of missing teeth.	
I understand that there is a surgical procedure during which titanium fixtures are pl	aced in the jawbone and
covered over for a few months to allow the surrounding bone to heal and integrate	with the fixtures. A series
of appointments will then be made, during which teeth will be constructed and fitter	d onto the abutments.
თ	
I understand the risks of failure, as for example, when one or more fixtures do not i	integrate with the bone
properly. In this case, the dental implant may have to be replaced. The reasons that	at may lead to implant
Ihe bone's density and strength	
The patient's general health, including the ability to heal after surgery	
Ihe patient's commitment to oral hygiene	
• Smoking	
Paratunction	
i. I understand that biting and should be using usill feel different, and it may take time to get u	veed to the new
consistions. In addition, the precthetic teeth will require maintenance, as they will us	vear with the passage of
Sensarions, in addition, the prostnetic teen will require maintenance, as they will w	
k / = ● & T € ♦ • ◎ • ⇔ • = • ₽ • ★ • ∴ ם № 5	
Page 1 / 2 Default English (UK) INSRT STD	□ □□ □□ □

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.

×	Recall and Notice Form Management	- 🗆 🗙
I ■ ■ ■ 3 of 3		+ - Q
\gtrsim	Recalls and Communications templat	Template T Recall biopsy Recall after 90 days Recall after 150 days
Template: Recall after 150 days		
Month frequency: 6 v Default se	nding mode: SMS message 🗸 🗸	
Messages Letter Email		
Practitioner Patient Solution	Available characters: 32 the treatment by Dr. <pract. surname=""><pract. name="">.</pract.></pract.>	
? Help		V

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.

×	Patient Medical History Questionnaire Management	- 🗆 🗙
\gg	Medical history questionnaires	+-#
Questionnaire name		
Repeat Questionnaire		
Standard Medical His	tory	

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.

×	Questionnaire Settings	- 🗆 🗙				
\geqslant	Standard Medical History					
Ques	Questions List Print •					
N. 🔺	Question	Туре				
1	Are you fit and healthy?	Yes/No				
2	Are you seeing any doctor for any condition currently or within the last 3 months?	Yes/No				
3	Do you smoke?	Yes/No				
4	4 Have you been hospitalized before?					
5	5 Are you taking any medication?					
6	Do you have any drug allergy? Yes/No					
7	Do you have any other allergies?	Yes/No				
8	Are you suffering from heart conditions?	Yes/No				
9	9 Are you suffering from lung diseases? Yes/No					
10	10 Are you suffering from liver problems? Yes/No					
11	11 Do you have hepatitis A/B/C, or are you a carrier? Yes/No					
12	12 Are you suffering from kidney problems? Yes/No					
13	Do you have developmental problems?	Yes/No				
14	Do you have any other conditions not mentioned above?	Yes/No				
15	If you are female, are you pregnant?	Yes/No				
	Order no.: Question:					
-	3 Do you smoke?					
Ans	wer type: Yes/No Yes/No + notes Open-ended question 					

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

×		List of Medical Certifi	cates	- 🗆 🗙	
Issued cert	Issued certificates by: CGM Singapore				
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	
				×	
Q- Patie	ent			Void Consult	

×	Medical Certificate		-		×
Issuer:	CGM Singapore				
Document #:	7	Date of visit: 17/08/2016			
Patient: Sam Sung (N	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				
			P	rint	

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.

	То	Void MC	. select	the	Patient	and	click	Void	button
--	----	---------	----------	-----	---------	-----	-------	------	--------

×	Medical Certificate		- 6	×
Issuer:	CGM Singapore			
Document #:	7	Date of visit: 17/08/2016		
Patient: Sam Sung (N	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			
Void	28/09/2016		Pri	nt

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 F	AQs Xinfo –	□ ×
First Aid			
CATEGORIES Image: Control of the second s	Discomfort post dressing He got stuck food between the tooth and the braces A detached ligation Posterior arch elongation Detachment of bands I swallowed a 'little bit' of the band/elastic	Question: He got stuck food between the tooth and the braces Reply: Not an emergency, but it can be annoying or embarrassing. And easily remoded by removing the food with dental floss or with toothbrush tult or with a toothpick.	
		•	
		Add	Delete

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.

h. 🖬 🛙 🖗	88% 🗎 16:05	r 🖬 📶 96% 🖿 10:4z
apple pie	Contacts	apple pie 🔊
First Aid		First Aid
Fillings	>	Loss of filling The loss of a filling usually does not cause major disruption.
Fixed Prosthesis	>	Discomfort or pain can also be caused by the accumulation of food within the hollow cavity. 1. Temporary Remedy Buy a kit at the pharmacy with a temporary
Implantology	>	filling material. After carefully reading the instructions, product relative contraindications and warnings bought the following steps:
Orthodontics	>	 Perfectly Clean the mouth by rinsing with a mouthwash disinfectant (eg. Chlorhexidine). Pass the floss and toothbrush.
Wisdom Tooth Operation	>	 Insert a cotton wool ball, soaked in mouthwash, into the cavity of the tooth Remove with spatula contained in the
		раскаде a small amount of dough, soften it by rolling it between finger and thumb. - Place the dough on the spatula and bring it into the cavity of the tooth trying to seal it
<	с	<

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	Transferrate in an annual		Dura da tara	
Service and products	0.00	Adv. payments to invoice:	0.00	Treatments in progress:	0.00	Due dates:	0.00
				Treatments to perform:	0.00	Past Due dates:	0.00
Total Debit:	266.00	Total Credit:	266.00	Total:	0.00		
● ● ◎ ◎		/ 🖻 + -				🗸 Available	e in Xinfo

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.

List of Issued Documents – – ×								
Issued documents by: CGM Singapore					2016 🗸	+ - 0		
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 i	✓ Immediate invoices Credit notes						-	
Delivery Note		Deferr	ed invoices	Q- Customer's name	Print	Consult		

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

×			Invoice						- 🗆 ×
Issued by: Tupe:	yy. CGM Singapore		Customer Mr. Kewal 171, CHIN SWEE ROAD (SAN CENTRE) 169877 - SINGAPORE						
Number			NF	uc #/Pas	sport # S86	:00000Z		DRN 19	
Number:	Number: 81 / V		ment	Cash 🗸					v
Date:			Store					٩	
Detail Foo	oter								
DETAIL					Bar code:		+	- /	Free row
Code	Description	1	Q.ty	M.U.	Price	T.P. Payer	% VAT	% Discount	Total
PDC	complete denture acrylic each jaw PHASES		1		1,200.00	0.00	0	0.00	1,200.00 ^
TAYABLE THCOME 1 200 00									1,200.00
Print the	Print the following synthetic description in the document						0.00		
						TOTAL AMOUNT	1,200.00		
							0.00		
							0.00		
	\sim							Round off	
Print	Send email							Cancel	Confirm

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

14.1.2. Incoming Invoices

Pending

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

List of Receipts							
Issued documents by: CGM Singapore 2016							
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	v	
				Total:	66,934.41]	
Q- Name E					Consult		

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

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.

- 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.

×			Suppliers			- 🗆 ×
	▶ 1 ot 6				+ Practitioner	+ - Q
\gg			Suppli	ers	Company name Quest Lab DEF Pte Ltd Chai Tester	T
Supplier data	1		Payment schedule	_	Anaesthesist Source Anaesthesist Anna	
Company:	Quest Lab			•	ABC Pte Ltd	
VAT No.:		Register No.				
Address:						
City:		Distr.:	P. code:			
Country:		Phone:	voir	•		
Fax:		Email:				
Bank data						
Bank:					1	
Agency:						
Representati	ve					
				-		
Payment te	erms:		0.0			
Expense: 0	Transport: 0		talments: 0			
Print						

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.

List			
Select the practitioner to import as supplier:			
Practitioner's name	*		
DR. ALICE WONG	~		
DR. DANIEL SCHMIDT			
DR. DUOS LETNI			
DR. EDITH LEE			
DR. KEWAL PRADHAN			
DR. STEPHANIE SIM			
DR. WON JUAN JUAN			
	V		
Q- All data	Cancel Ok		

14.7. Early Note

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.

×	Items		- 🗆 🗙
[d d ▶ ▶] 5 of 7			+ - Q
\gg	Items	Description Crown Bicon Disposable Gloves	^
Item Details	Transactions	Implant Panadol	
Panadol	St. Level: 2058	Hibane Histology Small	
	VAT rates	_	
Measur. unit: NR Selling price (no VAT):	5.00 Purchase: 0 Q		
Safety stock 100 Selling price incl. VAT:	5.00 Sale: 0 Q		
Category	۵. ۲	П	
Technical record			
Suppliers			
Code Company name Pan ABC Pte Ltd	Archived prices		v

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

×	Expenditure Categories	×
[◀ ◀ ▶ ▶] 1 of 2		+ - Q
\gg D	Expenditure Categories	Description dental material telephonic expenditure
Description: dental materia	•	
Print		~

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

×>	It	ems			×
	▶ ▶ 7 of 8				+ - Q
\geq		Items	Description Crown Bicon Disposable Glo)ves	
Item Deta	ils	Transactions	Implant Panadol Ribane		
Histology S	imall	St. Level: 3	Histology Smal Seeds Acuds	I	
×	Transacti	on record			- 🗆 ×
Item:	Histology Small				
					-
Date	Document	Supplier/Client	Туре	Q.ty	Store
30/06/2016 30/06/2016 30/06/2016 30/06/2016 02/12/2016	Load: Receiving Delivery Note no. 1 of 30/06/2016 Load: Receiving Invoice no. 12 of 30/06/2016 stock load Load: Receiving Invoice no. 12 of 30/06/2016 Unload: Issue Delivery Note no. 1 of 02/12/16	Quest Lab Quest Lab Quest Lab Quest Lab Mr. Kewal	Load Load Load Unioad		Warehouse #1 Warehouse #1 Warehouse #1 Warehouse #1 Warehouse #1
	Stock Level	el: Store Warehouse #1		Q.ty 3	

How to check the Item that is about to Expired or already Expired in XDent?

Stock > Item > Expired

Clinic able to check the item that has been expired.

Able to select the Expiry limit from "today until next 180 days"

×		Item st	tatus	-	. 🗆 🗖	x
EXPIRED PRO	DUCTS	Expiry limit: 120	days 🗸	Stock:	All	~
Store	Description	Lot	Due date	Stock Level	S.I. Code	
Warehouse #1 Warehouse #1 Warehouse #2	Panadol Seeds Acuds Disposable Gloves	1 21 		978 8 100 	Pan 12 DGL 	
✓ Null expiry	dates				🖨 Print	:

How to check the item that is running below the Safety Stock Level in XDent?

Stock > Item > Below Safety Stock

Clinic able to check the item that is running lower than stated Safety Stock level.

\mathbf{x}	Item sta	itus	_ 🗆 🗙
PRODUCT	S BELOW SAFETY STOCK		Stock: Warehouse #1 🗸
DRN	Description	Minimum stock	Stock Level
	Lebion Seeds Acuds		
			~v
			🖶 Print

Clinic also able to see stock level of different warehouse.

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

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