



QuattroDent Help

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QuattroDent Manual

QuattroDent Dental Office Software

by QuattroDent Ltd

QuattroDent Help

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Publisher

QuattroDent Ltd

Special thanks to:

InterVations, Inc.

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Part



1 QuattroDent Ltd

1.1 About QuattroDent Ltd



QuattroDent Ltd is a UK based company founded in September 2008 by three dental practice owners with the express intention of commissioning InterVations to write a dental practice management application to replace their current ageing and unsupported system.

The three dentists, Mike Bostock, Chas Lister and James Mehta, have a wealth of experience both in general dental practice and in dental computing. Their practices are completely different in their approach thus they are able to offer entirely different perspectives to developing the software, encompassing a broad range of practice styles.

It is the intention of the company to continue to develop the software and embrace new ideas and technologies.

Registered Office:

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U.K.

Address for correspondence:

Company Secretary
QuattroDent Limited
Wistaria Dental Practice
Western Road
Crediton
Devon EX17 3LT
U.K.

email: office@quattrodent.com

1.2 Intervations

QuattroDent Ltd chose InterVations to develop the software as Simon Craythorn, the developer, had a previous history of involvement in Dental Practice Management Software. Although his involvement in dentistry ceased a while ago, his database programming skill and innovation has gone from strength to strength.

It took very little to refresh his memory of the demanding requirements of the dental profession as this product shows.

www.intervations.com

1.3 Technical Support

If you cannot find the solution to your problem in this help file, please see the [FAQ pages here](#)^[122] and on our [web site](#).

If this still does not provide a solution, please make contact, as appropriate, with our office: email: support@quattrodent.com

We guarantee a response to email support within 2 business days, however our response times are usually much quicker than this.

When requesting support please quote the version and date information in the **Help > About QuattroDent** window.

Also, please give as much information as possible about how the problem arose (just what were you doing at the time?) and details of any error messages displayed.

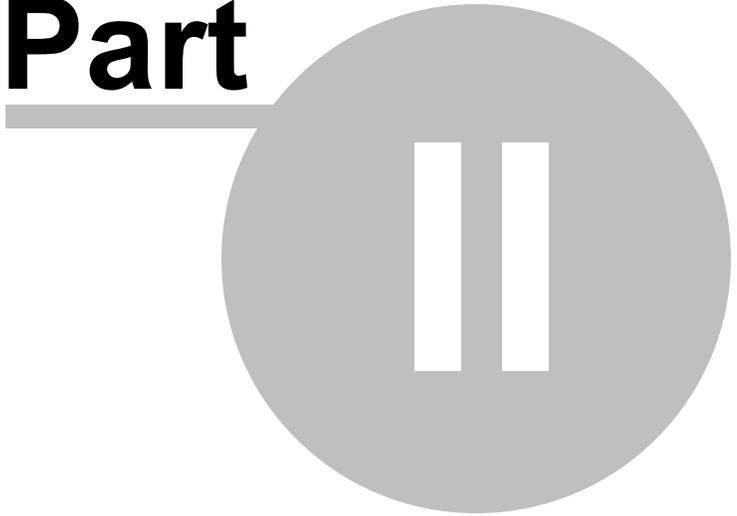
1.4 Registration

Enter topic text here.

1.5 Credits

Enter topic text here.

Part



2 QuattroDent Manual

2.1 Welcome

This Help File v 1.0 was compiled on Monday, June 24, 2013

Welcome to QuattroDent, a dental practice management suite that is compatible with Microsoft Windows 2000, XP, Server 2003, Vista, 2008 and 7. It is both 32 bit and 64 bit compatible.

QuattroDent has been designed to be as intuitive as possible, but if in doubt, right-click in an area of the screen and you will usually get a context menu with options relevant to the context.

This help file contains information about every area of QuattroDent:

1. Press **F1** at any time for context-sensitive help.
2. Select a page from the Table of Contents, to the left.
3. Select a word from the Index.
4. Search for a word or phrase from the search tab to the left.

Go to [About QuattroDent Ltd](#)¹²

Go to the [Credits page](#)¹³

2.2 Using the Help File

This Help File can be accessed in various ways:

1. From the **QuattroDent Help** menu
2. By pressing **F1** the Help File will open at a page relevant to the part of QuattroDent with which you are working - **Context Sensitive Help**

Menu Options are shown in the following way:

File > Print - This means select the File menu, then the Print Option.

Where a menu item opens a window selecting a particular tab on that window is shown with a vertical bar like this: **View > Toolbars > Customize | Commands**

Most images have hotspots that will take you to the relevant help section. The hotspots are present when your mouse pointer changes to a



2.3 What's new in QuattroDent

Everything!

2.4 General

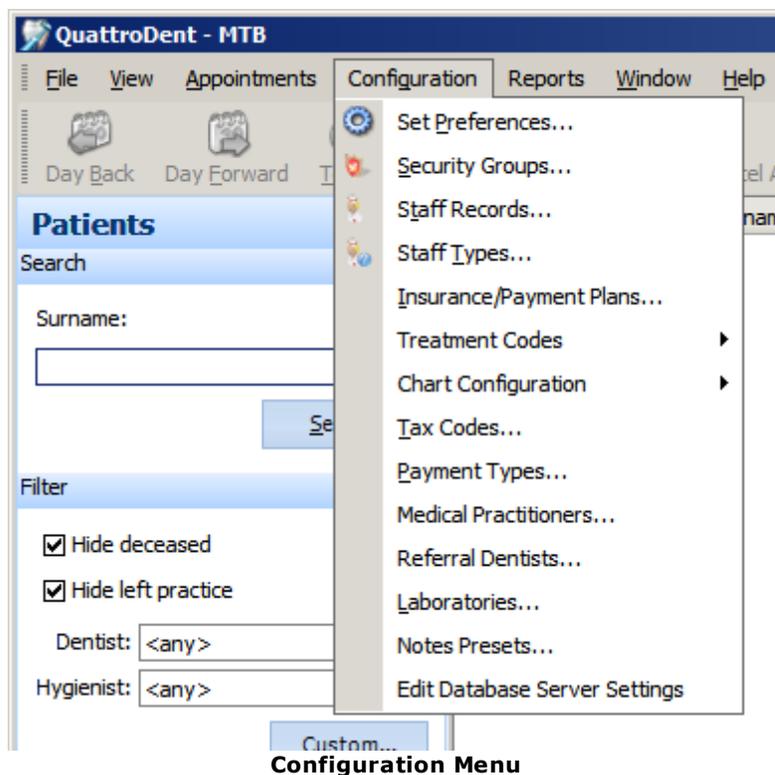
2.4.1 Backup your data

QuattroDent offers no guarantee in the event of data loss. The responsibility for backing up your data rests **entirely with you**.

There are a multitude of backup utilities available, chose one that suits you but please do backup your data on a regular (daily) basis.

The data for QuattroDent is, by default, stored in **\Documents and Settings\All Users\Application Data\InterVations\QuattroDent** (Windows XP) or **\ProgramData\InterVations\QuattroDent** (Windows 7). Provided this folder is backed up to a safe location (DVD ROM, Tape Drive, or even just another computer [off-site]) then should you suffer a catastrophic server hard-drive failure or your data gets scrambled due to a sudden power outage (if your server isn't protected by a UPS) then you will be able to get up and running again.

If you are absent-minded and prefer to have this task done automatically for you then QuattroDent has the ability to back itself up without user intervention.



Select menu [Configuration > Edit Database Server Settings](#) ¹⁰¹

Restoring

Should you suffer a catastrophic data loss you will need to restore your data. Bear in mind that this will be a snapshot of the data at the time the backup was made - so if you have entered more data since the backup then you have lost that data and will need to re-enter it. It helps to have a receptionist with a very good memory!

Make sure no computers are running QuattroDent.

Make a copy of your QuattroDent data directory.

Having successfully made that copy then delete the contents of the original data directory.

Then copy all the files from the backup location to the original data directory.

Then you will be back up and running.

Temporarily relocating

If your server does fail and you need to house the data on another machine then you will need to change the registry path on the clients to point to the new data source. This will require you to edit the registry. **Warning: only do this if you are competent to edit the registry as damage to the registry could break Windows® spectacularly ☹**

The registry key for a 32 bit OS is HKEY_LOCAL_MACHINE\SOFTWARE\InterVations\QuattroDent\Paths

and for a 64 bit OS is HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\InterVations\QuattroDent\Paths

It will just be the server path you need to edit as all other paths will point to the local machine.

2.4.2 Security Matters

It really does.

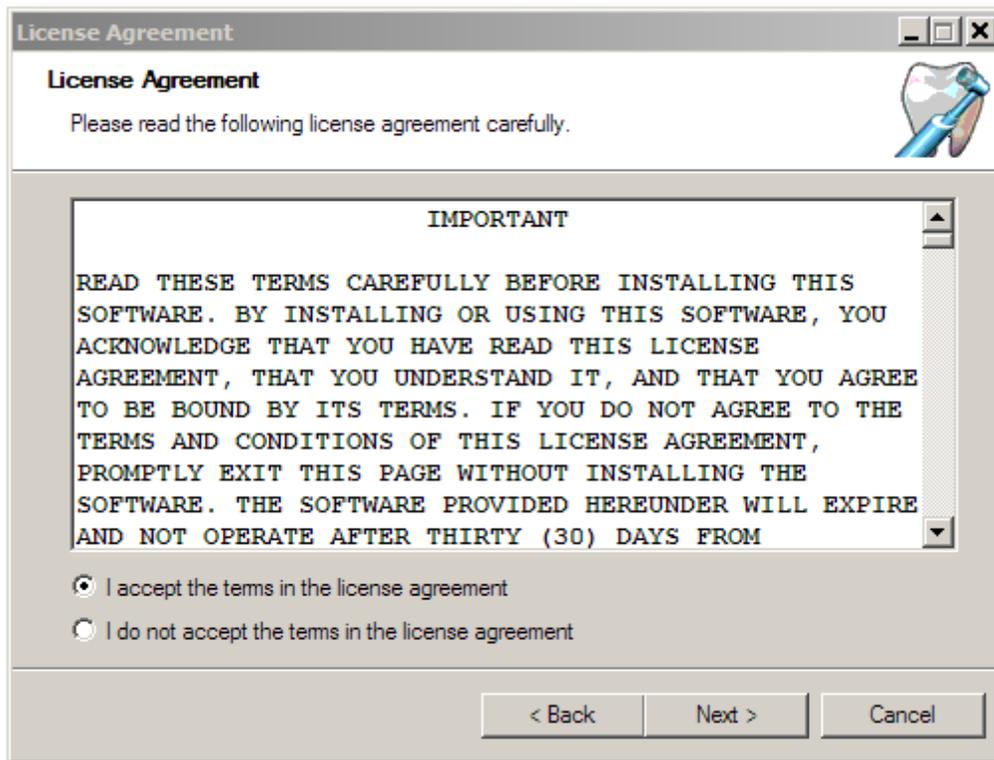
You are responsible for safeguarding your patients' data. QuattroDent is designed to help you do this. It is HIPAA compliant and the administrator has the power to limit access to each and every part of the data according to the "need-to-know" for each staff member.

Spend some time thinking about who you want to have access to the various parts of the patient data and your own practice financial information too. Then set up the restrictions accordingly in the configuration menu. It is easier to be too draconian to start with and then relax your grip rather than trying to "shut the stable door after the horse has bolted" when you find out one of your employees has made off with a complete patient address list and is using it to help the opposition down the road recruit your patients!

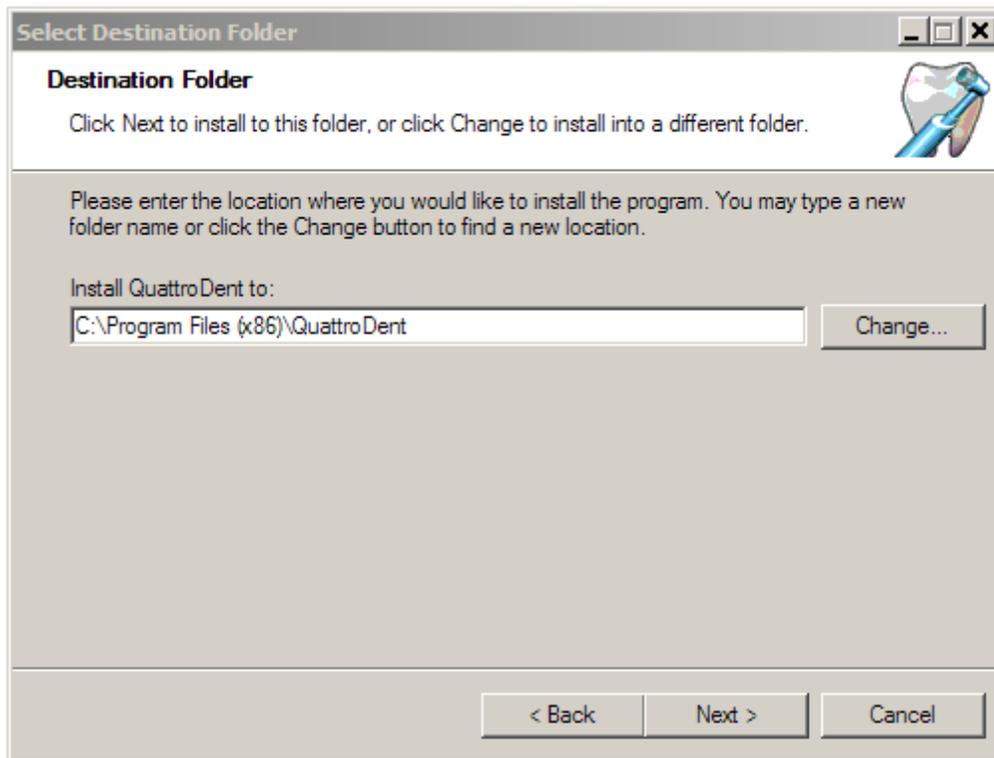
2.5 Installation



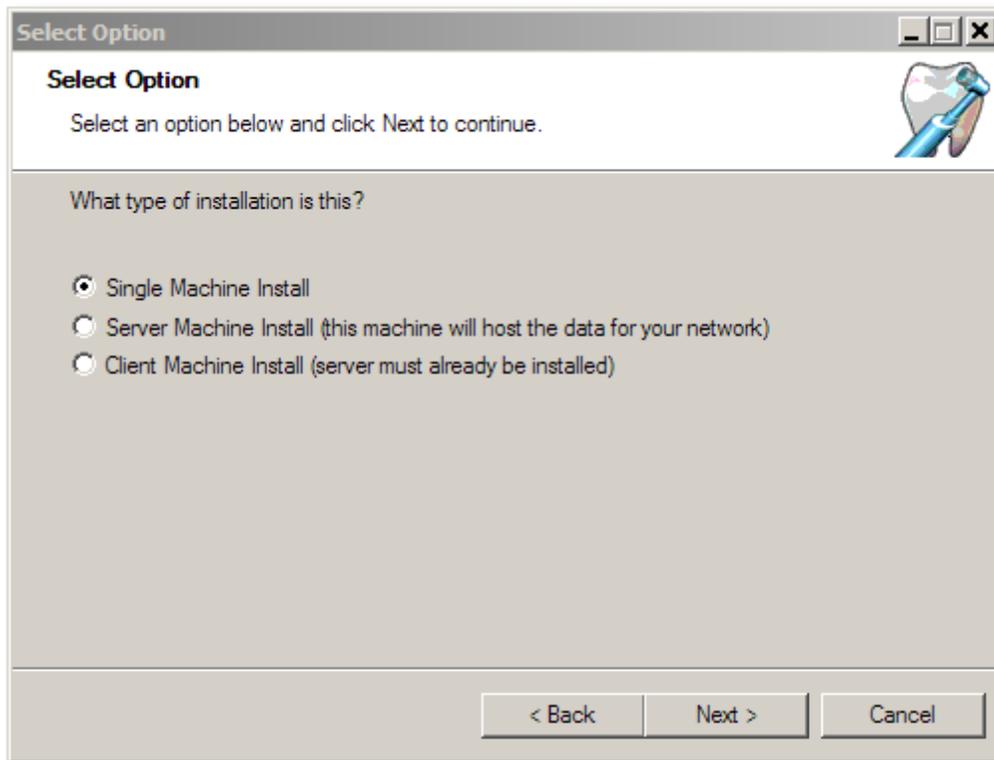
First window displayed on installation



License agreement



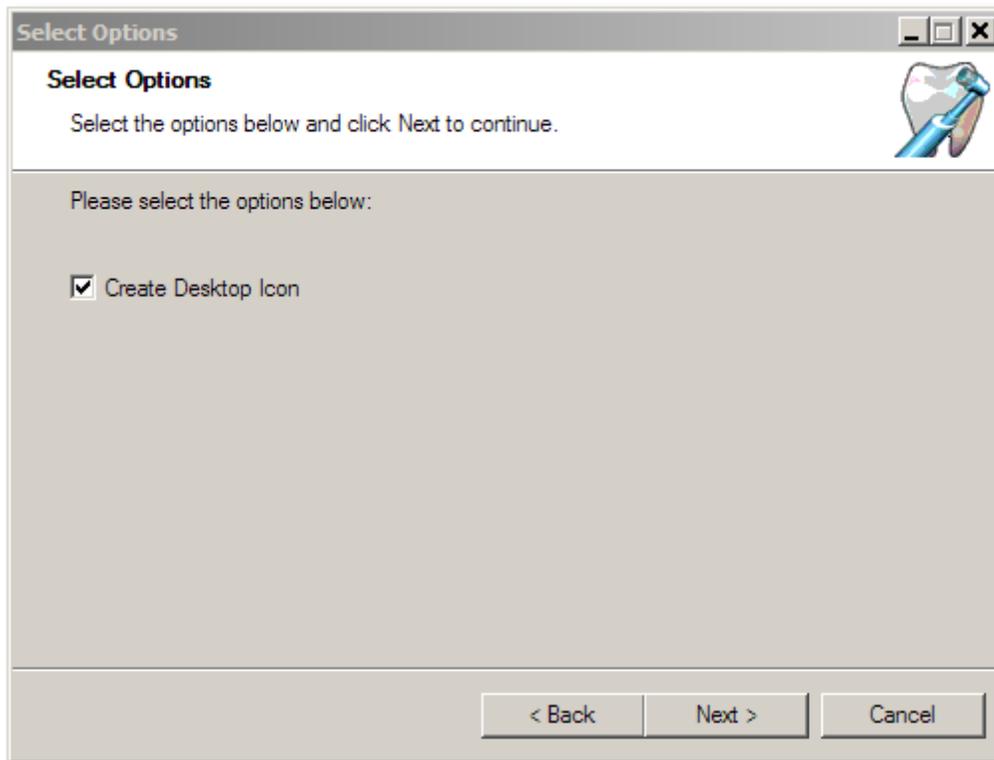
Select the destination folder or press "Next" to accept the default.



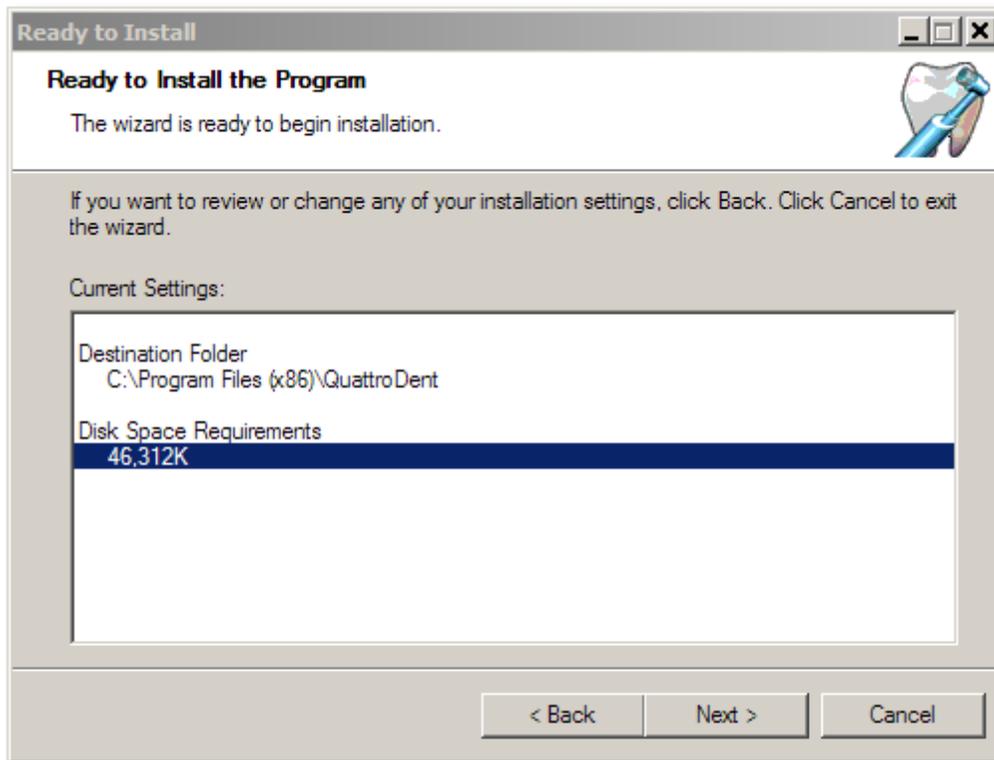
Decide on your type of installation. Here showing Single Machine installation

On a networked system first install on the server before installing on the client

Once installed on the server and the application run for the first time on that, then install on the client.



Check this check box (on by default) if you wish to have a desktop icon.



Summary screen.



You are done.

2.5.1 Single Machine

Choose **Single Machine** if you are installing in a non-networked environment and wish only to access the data on one computer. The sort of surgery set-up to which this would probably apply would be a small mobile surgery using a laptop to enter patient data or a very small practice with no separate reception facilities.

2.5.2 Server Machine

Choose **Server Machine** if you are planning on accessing the data over a network from multiple terminals.

This can be a simple peer to peer network where one computer acts as the server (normally reception with the receptionist entering data on the server machine) and a separate client (computer) in the surgery (operatory) for the dentist to enter data.

Or you may decide to dedicate one computer as the [server only](#)^[26] and have any number of clients using that server. The simplest of these examples being a three computer network where one is the server, another is in reception and the third in the surgery.

WARNING! If a machine is being configured as a server IT MUST HAVE A STATIC IP ADDRESS. The rest of your network may have dynamic IP addressing but any server (mail, web, or QuattroDent) MUST have a fixed IP address.

Once the installation on the server has been completed and the program **run for the first time on that machine** then, and **only then**, can you proceed to install the client

versions.

Note: If you have Windows Defender (or other anti-malware software) running when you install the server then you will need to permit access to the following ports:

7495 UDP

7492 TCP

7492 UDP

Firewalls

Most (sensible) people choose to firewall their server if it is dual homed with the Internet (WAN) on one side and their own network (LAN) on the other. Make sure that you haven't blocked access to the ports above on your LAN otherwise your clients will not be able to "see" the server.

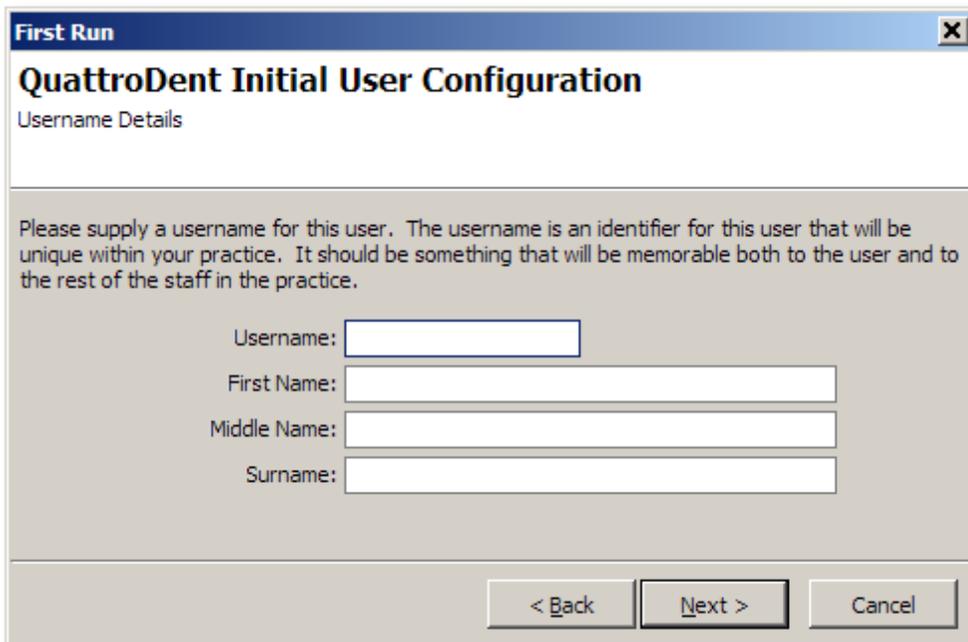
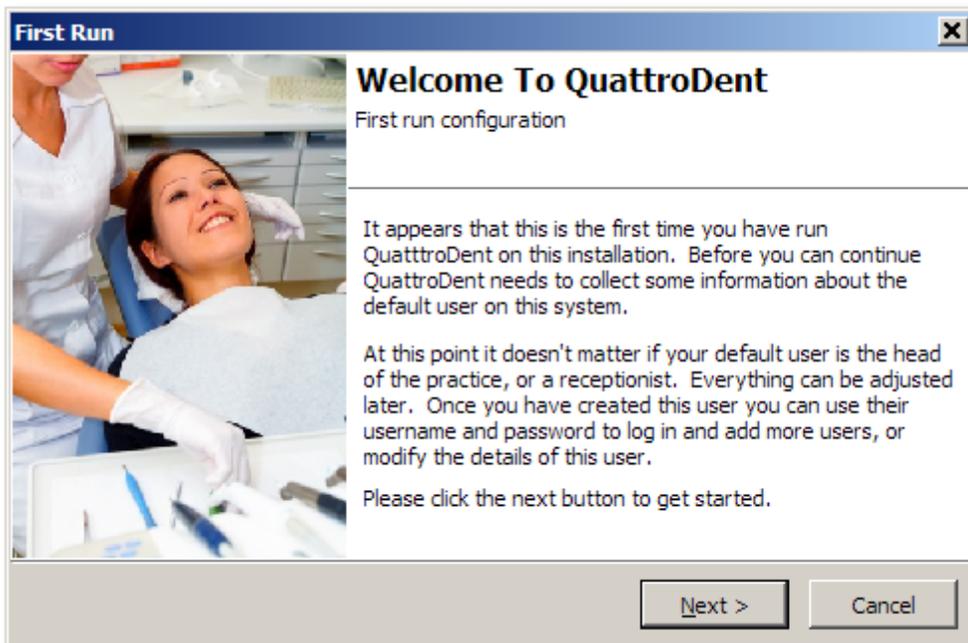
1. The advantage of having a dedicated server is that it is less likely to crash because of a user using any other application e.g. collecting their email, browsing the web etc. Obviously it is very inconvenient if your receptionist crashes the system whilst checking her Facebook entry and thus denies you access to the data whilst the reception computer is re-booted!

2.5.3 Client Machine

Once the [server installation](#)^[25] has been performed **and QuattroDent run for the first time on that server** then you can proceed to install the client versions.

2.6 First Run

Enter topic text here.





First Run [X]

QuattroDent Initial User Configuration

Password Details

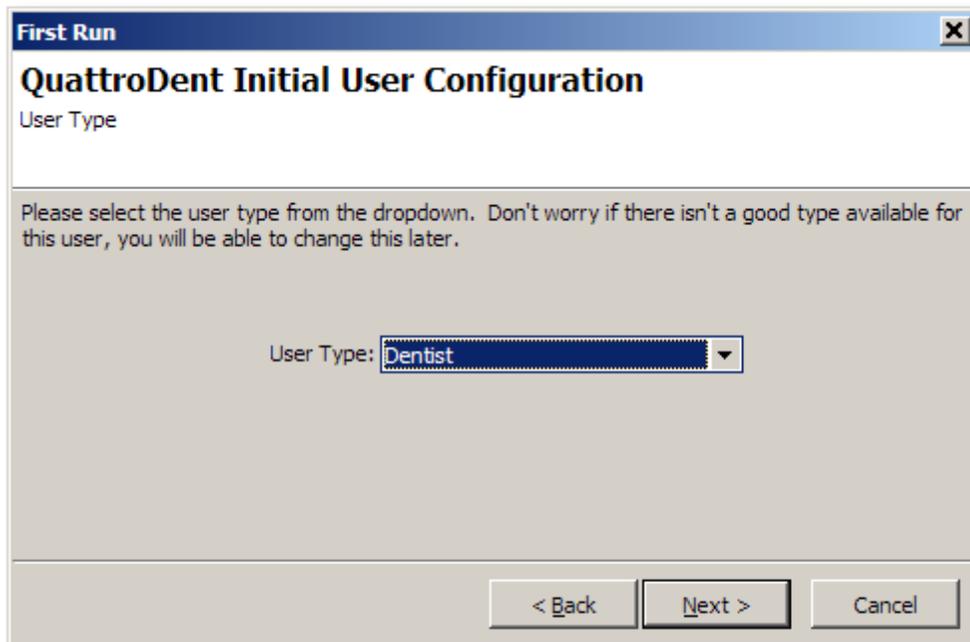
Please supply a password for this user. A password should be well chosen for your own security purposes. Passwords are case sensitive, so if you set the users password to "PassWord" then the user will not be able to log in by entering "password".

Make sure you do not forget the password you set or you will not be able to log into the system once this wizard has been completed.

Password:

Confirm password:

< Back Next > Cancel



First Run [X]

QuattroDent Initial User Configuration

User Type

Please select the user type from the dropdown. Don't worry if there isn't a good type available for this user, you will be able to change this later.

User Type:

< Back Next > Cancel

- Dentist
- Hygienist**
- Receptionist
- Practice Manager
- Dental Health Educator
- Dental Nurse

First Run ✕

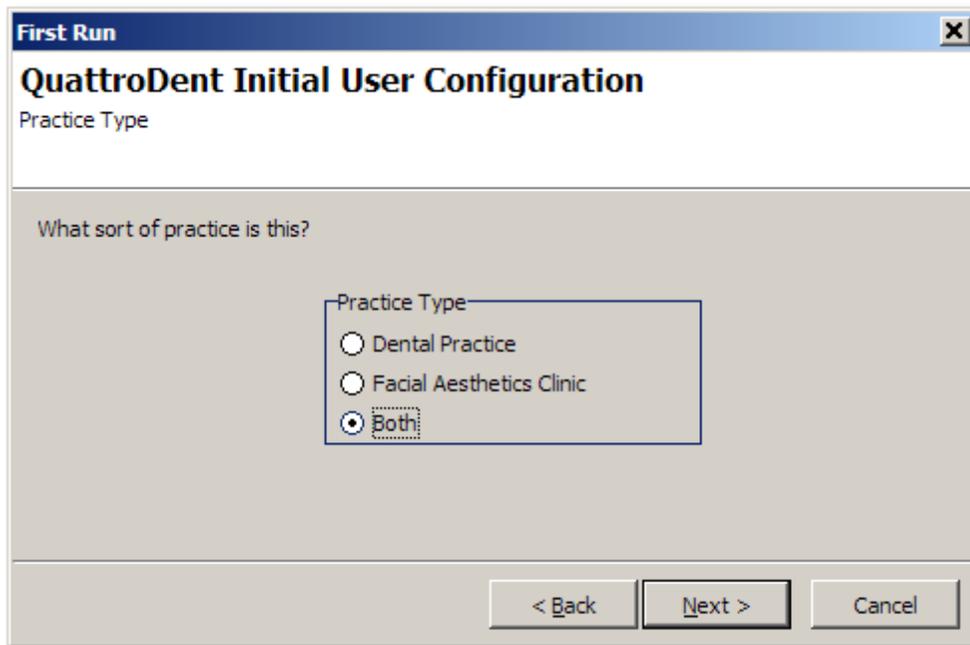
QuattroDent Initial User Configuration

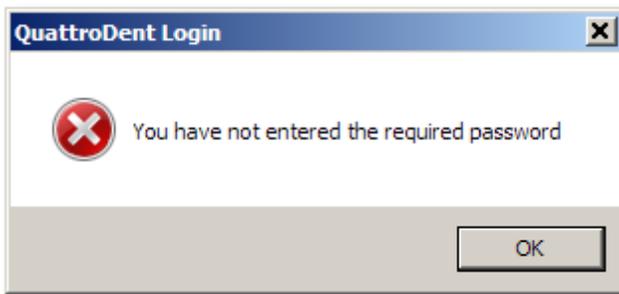
Diary Details

Will this user have a diary? If so please select the default diary interval. This is the minimum number of minutes an appointment with this user can last. Setting a good interval will make the users diary look less cluttered and make finding appointments easier. You can change this value at a later date if you change your mind.

Diary Interval:

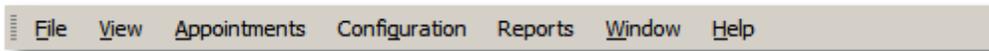
- This user will not have a diary ▲
- 1 minute**
- 5 minutes
- 10 minutes
- 15 minutes
- 20 minutes
- 30 minutes
- 45 minutes ▼





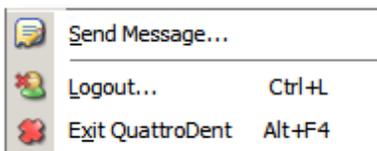
2.7 Menus

The menu bar



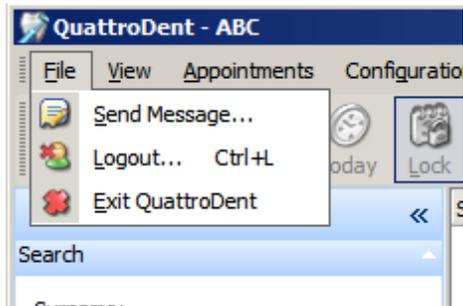
Click on a menu item to go to the relevant help.

2.7.1 File Menu



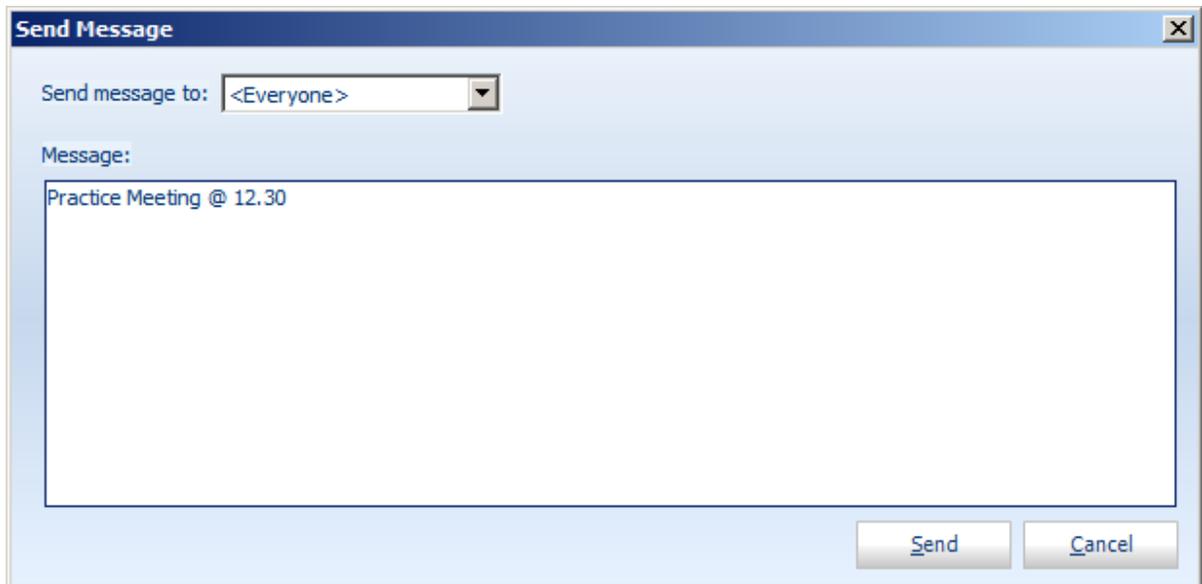
File Menu

2.7.1.1 Send Message



File Menu

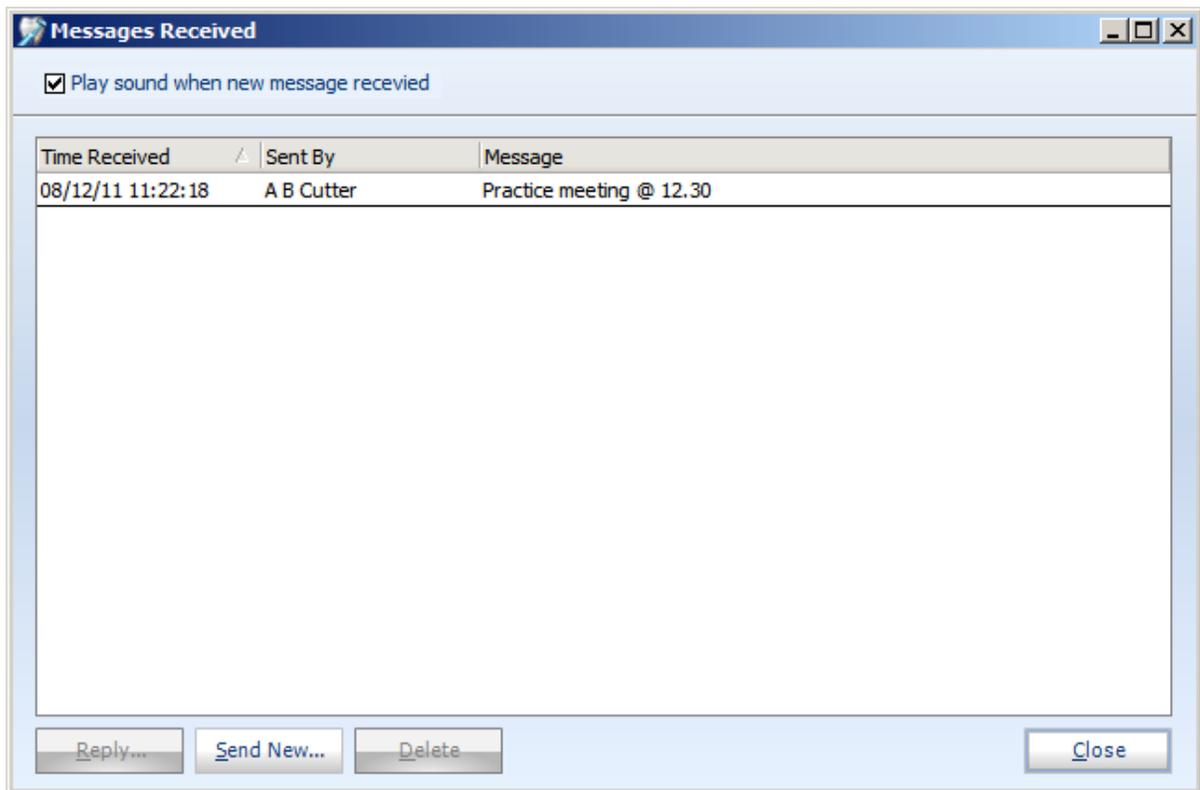
Clicking on **Send Message** opens the Send Message Window.



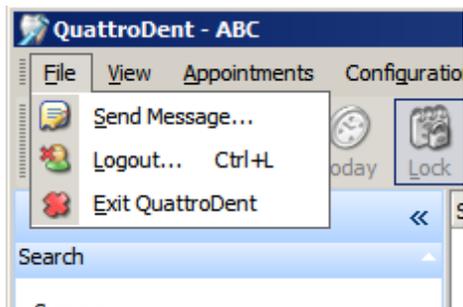
Messages can be sent to an individual or to everyone logged in to QuattroDent - the drop-down will present only the users currently logged into QuattroDent.

Once the message has been typed press the **Send** button. Messages sent by you do not appear in your message window.

On the other terminals the [View Message](#) ⁵² Window will appear when the message is sent.



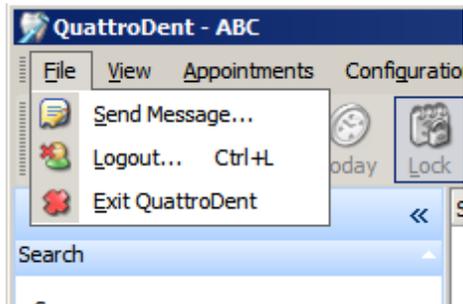
2.7.1.2 Logout



Clicking on **Logout** will allow you to:-

- Change user, or
- Protect access to the data if you are away from the computer for a short period of time.

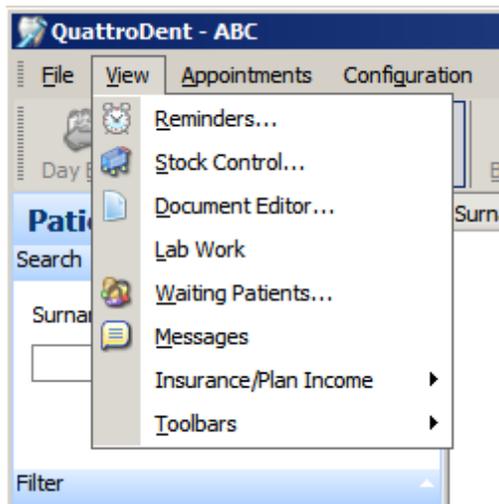
2.7.1.3 Exit QuattroDent



File Menu

Clicking on **Exit QuattroDent** will close the program.

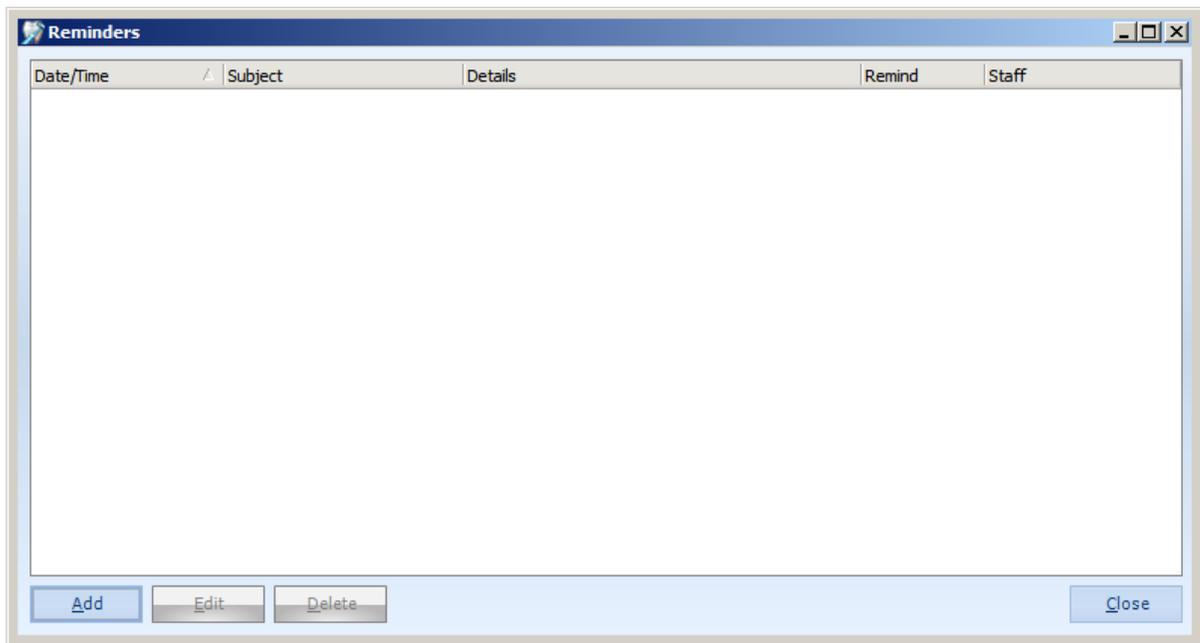
2.7.2 View Menu



View Menu

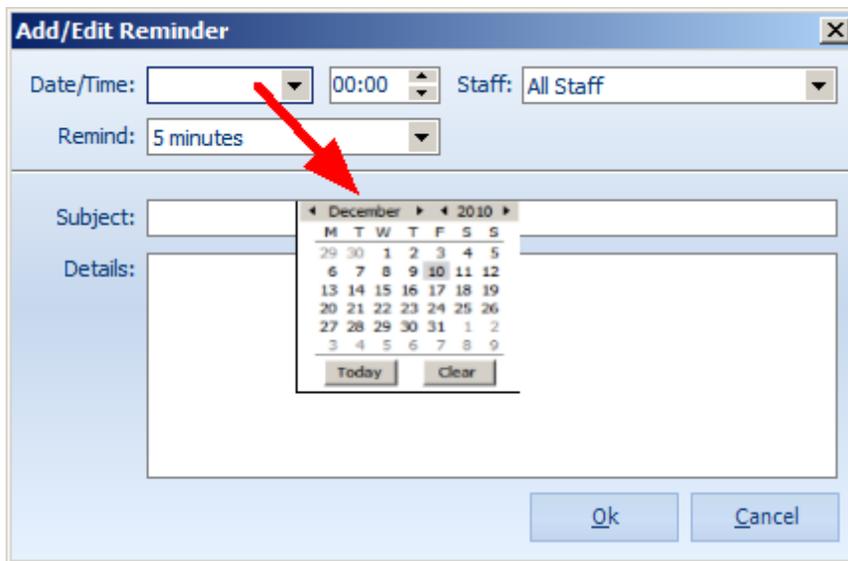
2.7.2.1 Reminders

Clicking on **Reminders** opens the reminders window, which shows the currently set reminders.



Reminder Window

To add a new reminder (event) click on **Add**, which opens the **Add/Edit Reminder** window.



Add/Edit Reminder Window

The **Date** is selected by using the calendar or by typing in the date in your windows default format (dd/mm/yyyy for UK or mm/dd/yyyy for US).

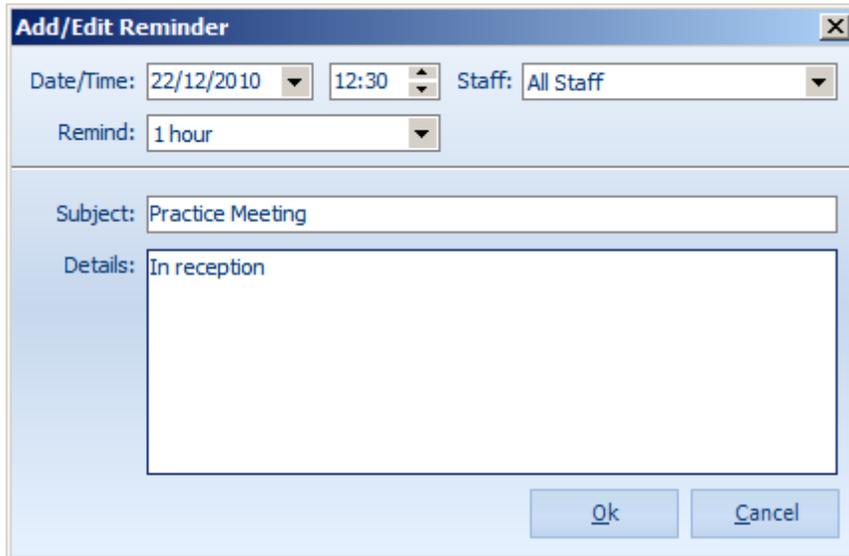
The **Time** may be entered by using the up and down buttons or by typing it in.

The **Staff** field features a drop-down listing all the staff individually or "All Staff" may be selected.

The **Remind** field sets the interval that you want the reminder to appear before the event, the drop-down list all the available preset intervals from 5 minutes to 2 weeks.

The **Subject** field is free text and will be the subject for the alert.

The **Details** field is free text and will be shown in the details of the alert.



Add/Edit Reminder

Date/Time: 22/12/2010 12:30 Staff: All Staff

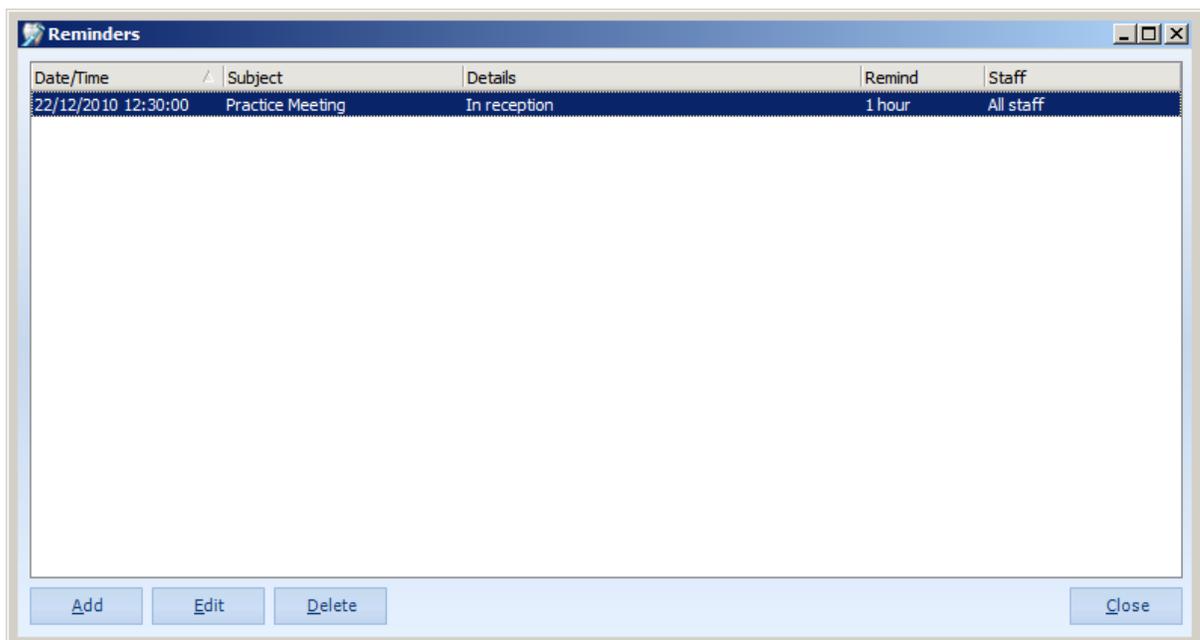
Remind: 1 hour

Subject: Practice Meeting

Details: In reception

Ok Cancel

Add/Edit Reminder showing an entry



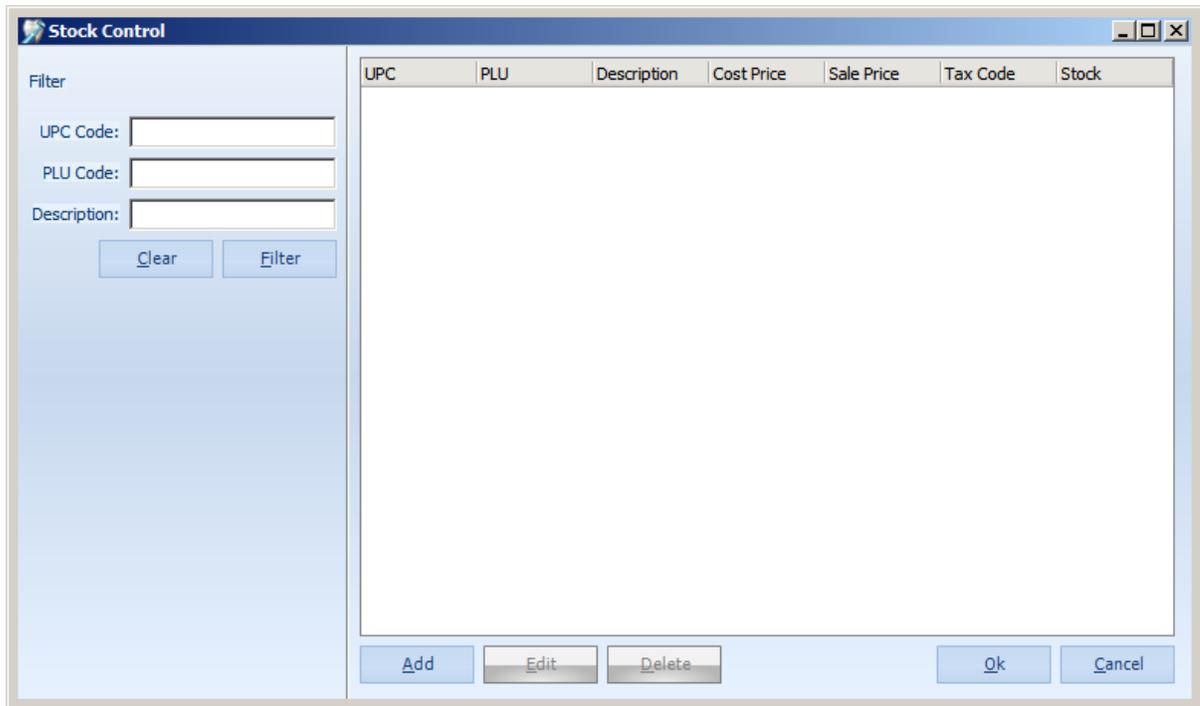
Date/Time	Subject	Details	Remind	Staff
22/12/2010 12:30:00	Practice Meeting	In reception	1 hour	All staff

Add Edit Delete Close

With completed entry

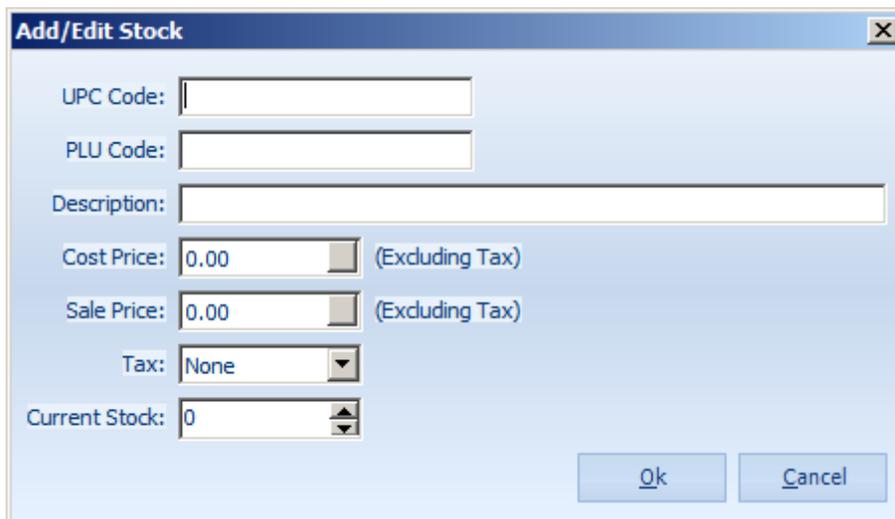
2.7.2.2 Stock Control

Clicking on **Stock Control** opens the Stock Control Window.



Stock Control Window

Clicking on Add opens the **Add/Edit Stock** Window



Add/Edit Stock Window

At this point you can enter the **UPC code** (e.g. 3014260280239) but you are probably only going to do that if you have a bar code reader.

You can enter your own "user code" or **PLU Code** (Price LookUp Code) (e.g. OB30M)

The **Description** (e.g. Oral-B Indicator 30 medium toothbrush)

The **Cost Price** (ex VAT/Tax)

The **Sale Price** (ex VAT/Tax)

And your **Current Stock** level.

Click on **OK** to close the window and save the data.

Note: Your VAT/Tax rate is set in [Configuration > Tax Codes](#) ⁹⁵

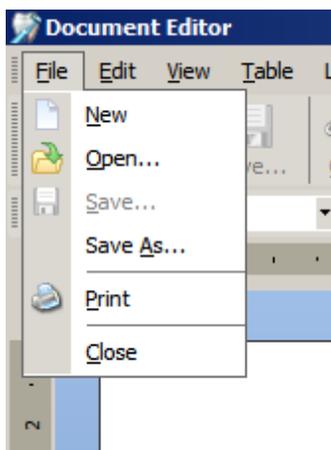
As you sell stock through patient accounts the **Current Stock** will automatically be adjusted.

2.7.2.3 Document Editor

At this stage I'm not going to spend too much time on the basic commands as they are just like any other word processor and I will assume the user has some familiarity with word processors or document editors. QuattroDent's document editor falls somewhere between the very limited capability of Microsoft's WordPad and the very full capabilities of LibreOffice (OpenOffice). However, there are some very powerful SQL functions available and if you want to get stuck in then there is help on these specialised functions.

Be aware that although the Document Editor will only load one document at a time you can run several instances of the Document Editor. If you minimise the current document you can then start another instance of the Document Editor from the menu.

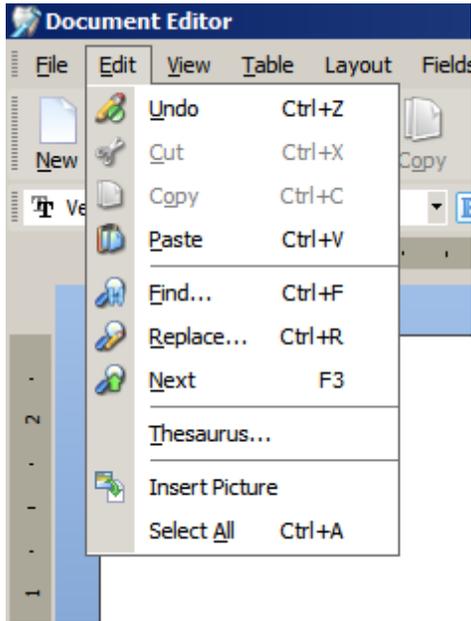
2.7.2.3.1 File Menu



File Menu

Normal WP functions.

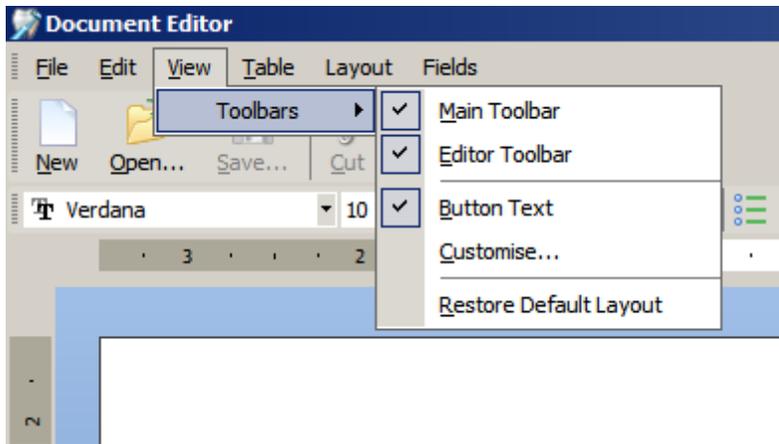
2.7.2.3.2 Edit Menu



Edit Menu

Normal WP functions.

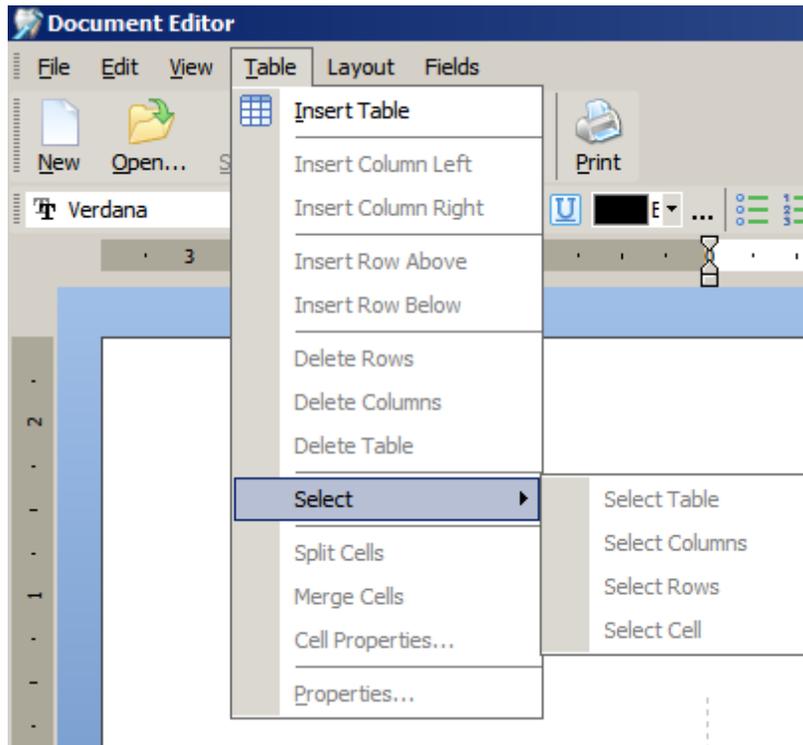
2.7.2.3.3 View Menu



View Menu

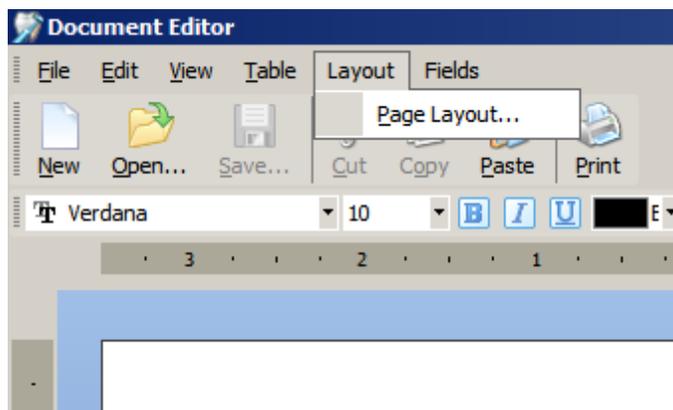
Works the same way as the main [QuattroDent View > Toolbars Menu](#)⁵⁵.

2.7.2.3.4 Table Menu

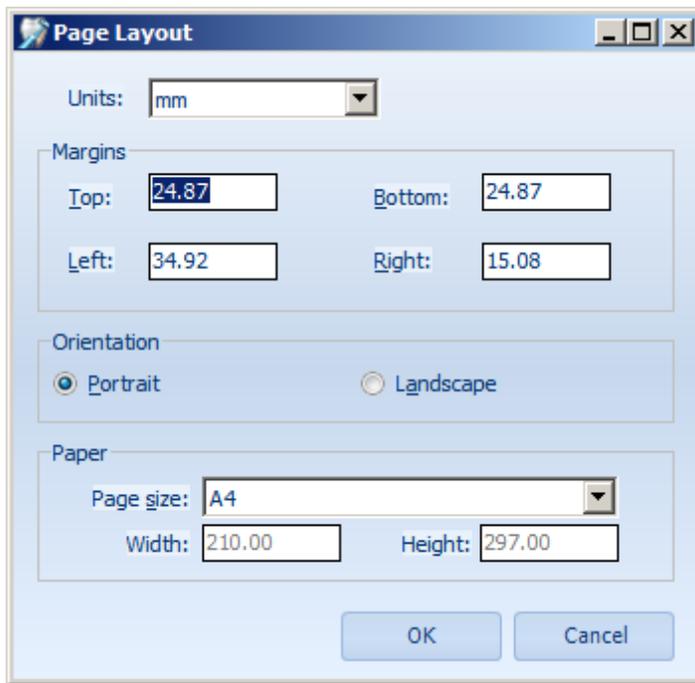
**Table Menu**

As with any other WP.

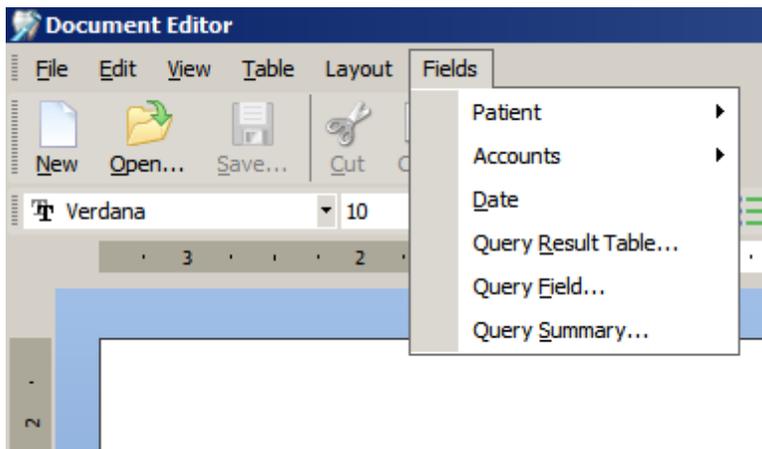
2.7.2.3.5 Layout Menu

**Layout Menu**

Clicking on Page Layout allows you to set your document size and margins.



2.7.2.3.6 Fields menu



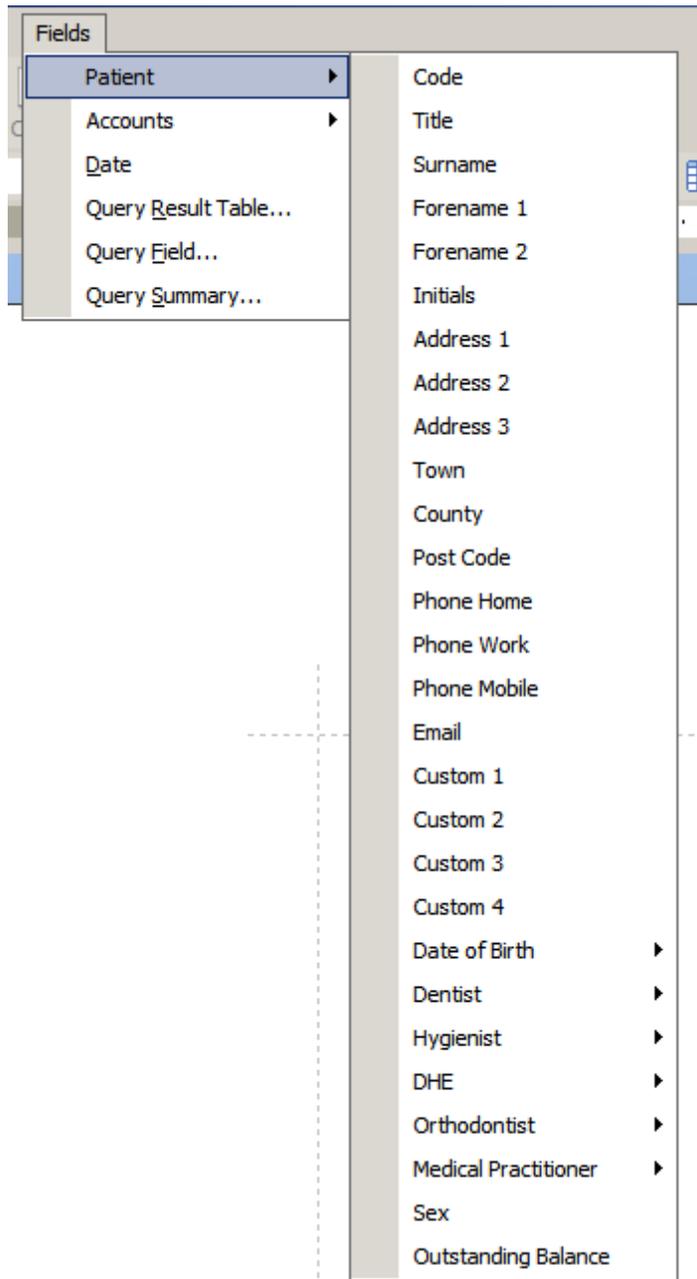
Fields Menu

Allows insertion of various fields into the document.

Query Result Table, Query Field and Query Summary are very specialised commands and we recommend you study the relevant sections before you attempt these.

If you do not want to have blank lines where there is an empty field (e.g. in the recipient's address) then use a soft line break between the lines (SHIFT-RETURN).

2.7.2.3.6.1 Patient Fields

**Patient Fields**

Code - this is the unique code assigned to the patient (Surname initials date_of_birth)

Title - Dr, Mr, Mrs etc

Surname - surname (e.g. Smith)

Forename 1 - first forename

Forename 2 - second forename

Initials - first letters of first and second forename

Address 1 - first line of the address

Address 2 - second line of the address

Address 3 - third line of the address

Town - town in which the patient lives

County - county in which the patient lives

Post Code - postcode of their residence

Phone Home - home phone number

Phone Work - work phone number

Phone Mobile - mobile/cell phone number

Email - patient's email address

Custom 1-4 - custom fields you assigned in [Configuration > Set Preferences > Custom Patient Fields](#) ⁶⁵¹

Date of Birth - date of birth, this can be in Window's short or long date format

Dentist - the patient's dentist, which contains a subset of fields shown below

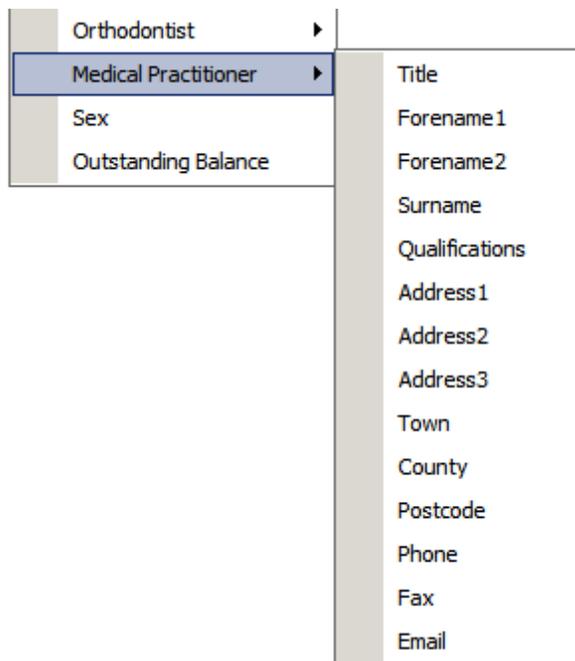
Date of Birth	▶	
Dentist	▶	Salutation
Hygienist	▶	Title
DHE	▶	Surname
Orthodontist	▶	Forename 1
Medical Practitioner	▶	Forename 2
Sex		Initials
Outstanding Balance		Qualifications

Hygienist - the patient's hygienist, with an identical subset

DHE - the patient's dental health educator, with an identical subset

Orthodontist - the patient's orthodontist, with an identical subset

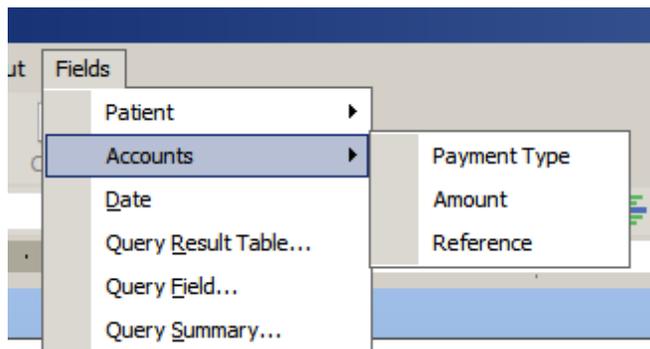
Medical Practitioner - the patient's medical practitioner, which contains a subset of fields shown below



Sex - the patient's sex

Outstanding Balance - the current outstanding balance of the patient

2.7.2.3.6.2 Accounts Fields



Accounts Fields

Used for printing receipts.

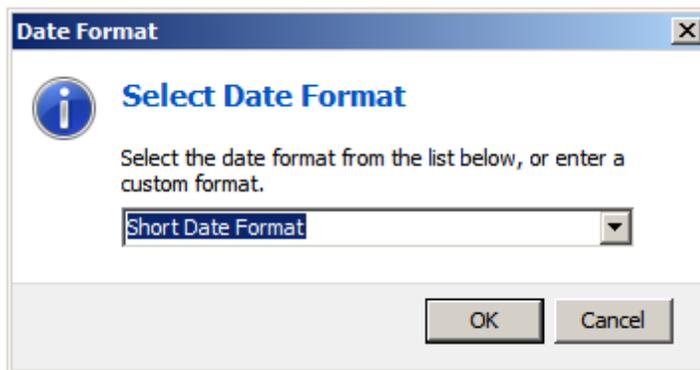
Payment type - cash, cheque, credit card etc

Amount - the amount

Reference - the payment reference you entered in the accounts

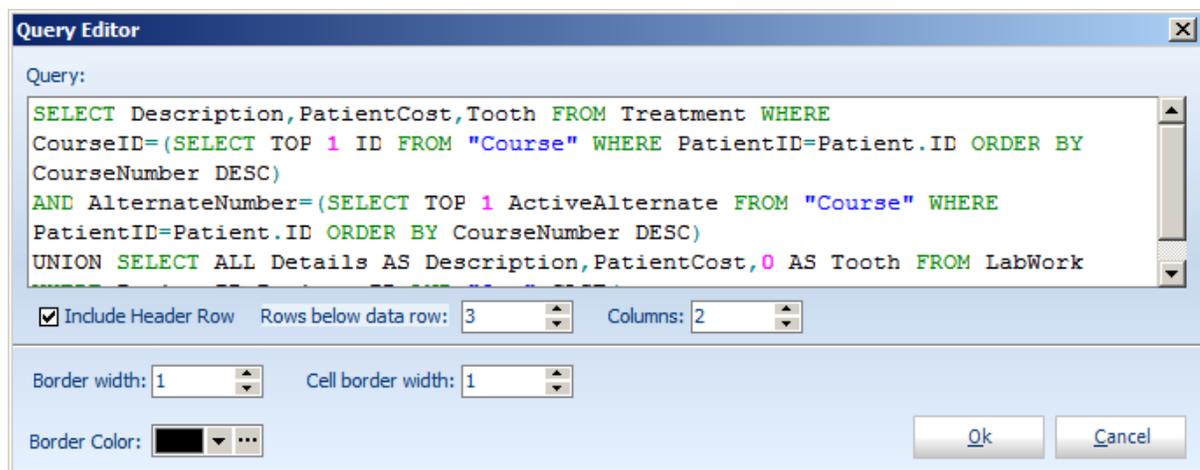
2.7.2.3.6.3 Date Field

Clicking on "Date" on the menu brings up a window that allows you to enter the date field in short or long or custom format. The rules for custom format are the [Windows Standard](#)



2.7.2.3.6.4 Query Results Table

This is a special table, a "**Query Results Table**". It's similar to a regular table, but will populate itself with fields from a table query. Normal table commands work like inserting and removing columns.



Query Editor

When you add one of these tables it will ask for a SQL query. The query for the estimate is....

SELECT Description, PatientCost, Tooth FROM Treatment WHERE

CourseID=(SELECT TOP 1 ID FROM "Course" WHERE PatientID=Patient.ID ORDER BY

CourseNumber DESC)

AND AlternateNumber=(SELECT TOP 1 ActiveAlternate FROM "Course" WHERE PatientID=Patient.ID ORDER BY CourseNumber DESC)

UNION SELECT ALL Details AS Description, PatientCost, 0 AS Tooth FROM LabWork

WHERE PatientID=Patient.ID AND "Out"<CAST('1900-01-01' AS DATE);

and the query for the invoice is...

```
SELECT Description, PatientCost, Tooth FROM Treatment WHERE
CourseID=Treatment.CourseID
AND AlternateNumber=(SELECT TOP 1 ActiveAlternate FROM "Course" WHERE
PatientID=Patient.ID ORDER BY CourseNumber DESC)
AND Status=1
UNION SELECT ALL Details AS Description, PatientCost, 0 AS Tooth FROM LabWork
WHERE PatientID=Patient.ID AND "IN">CAST('1900-01-01' AS DATE) AND
ReadOnly=False;
```

These are similar except the estimate doesn't check if the treatment is done (**AND Status=1**) and only adds lab work that has come back in (**"IN">CAST('1900-01-01' AS DATE)**).

Next it asks if you want a header row and how many rows after the data rows you want. On the estimate invoice we used a header row and 3 rows below. This allowed for one row with -----, one with the total and another with the ===== .

When you see the table in the editor it will mark "Header" in the header row and "Data" in the data row. These values should be replaced as required. The data row will be repeated for the number of matches returned by the SQL query.

With the patient advice notes the query is

```
SELECT Warnings, TreatmentCodes.Description FROM TreatmentCodes INNER JOIN
Treatment ON TreatmentCodes.Code=Treatment.Code WHERE
TreatmentCodes.Code IN (SELECT Code FROM Treatment WHERE
CourseID=(SELECT TOP 1 ID FROM "Course" WHERE PatientID=3785 ORDER BY
CourseNumber DESC)
AND AlternateNumber=(SELECT TOP 1 ActiveAlternate FROM "Course" WHERE
PatientID=3785 ORDER BY CourseNumber DESC));
```

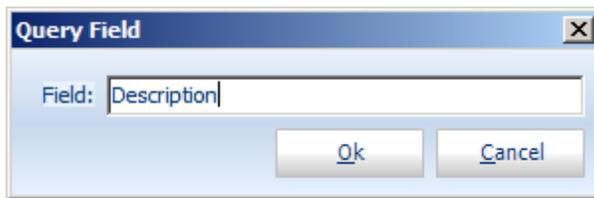
2.7.2.3.6.5 Query Field

Once the table has been created you can add [Query fields](#)¹²² into it. When you add a query field it will ask you which field. You need to type this in.

So for example the estimate has

Query.Description

You would add a query field and type "Description" in the box.



Entering the Query Field

The field can also have a type modifier. These are as follows...

AsString (the default if no modifier is added)

AsTooth (QD stores teeth as number then uses an internal function to produce UL1, 81, 11, etc)

AsCurrency

AsFloat

AsDateShort (the windows short date format)

AsDateLong (the windows long date format)

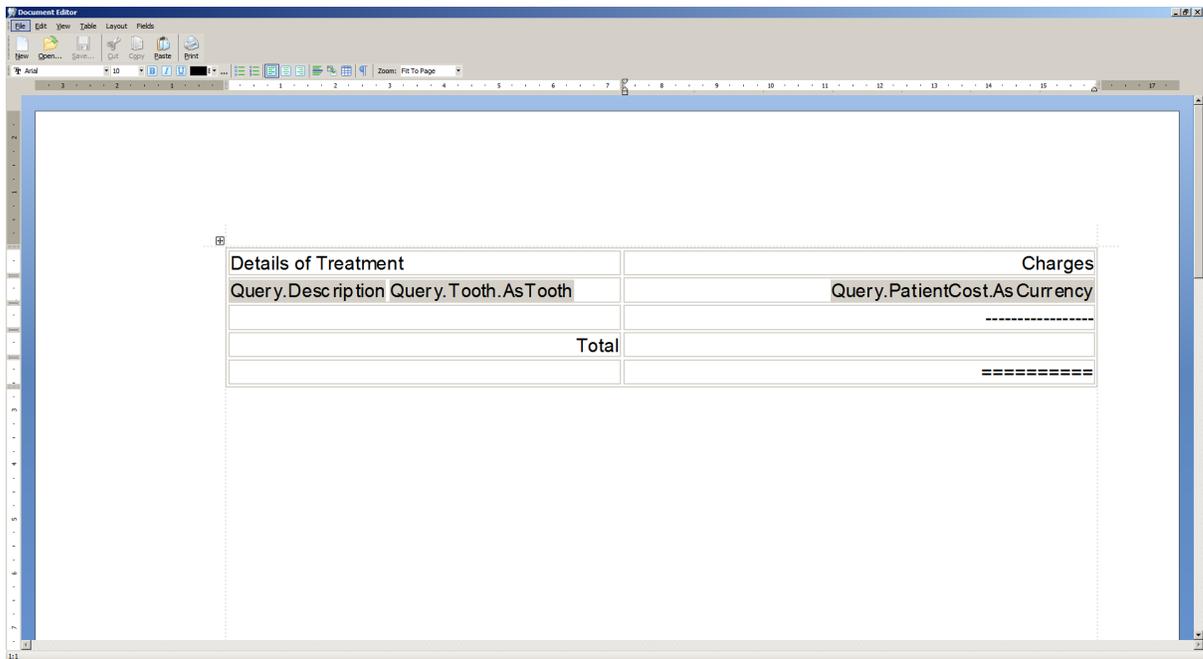
AsTimeShort

AsTimeLong

AsInteger

So if you look at the estimate you will see **Query.Tooth.AsTooth** and

Query.PatientCost.AsCurrency



2.7.2.3.6.6 Query Summary

Another special Query field type is **QuerySummary**. Add this to any cell in the Query Table and it will give a sum of all fields of that type. Eg.

QuerySummary.PatientTotal.AsCurrency



Query Summary

will add the sum of all the **PatientTotal** values printed.

Details of Treatment	Charges
Query.Description Query.Tooth.AsTooth	Query.PatientCost.As Currency

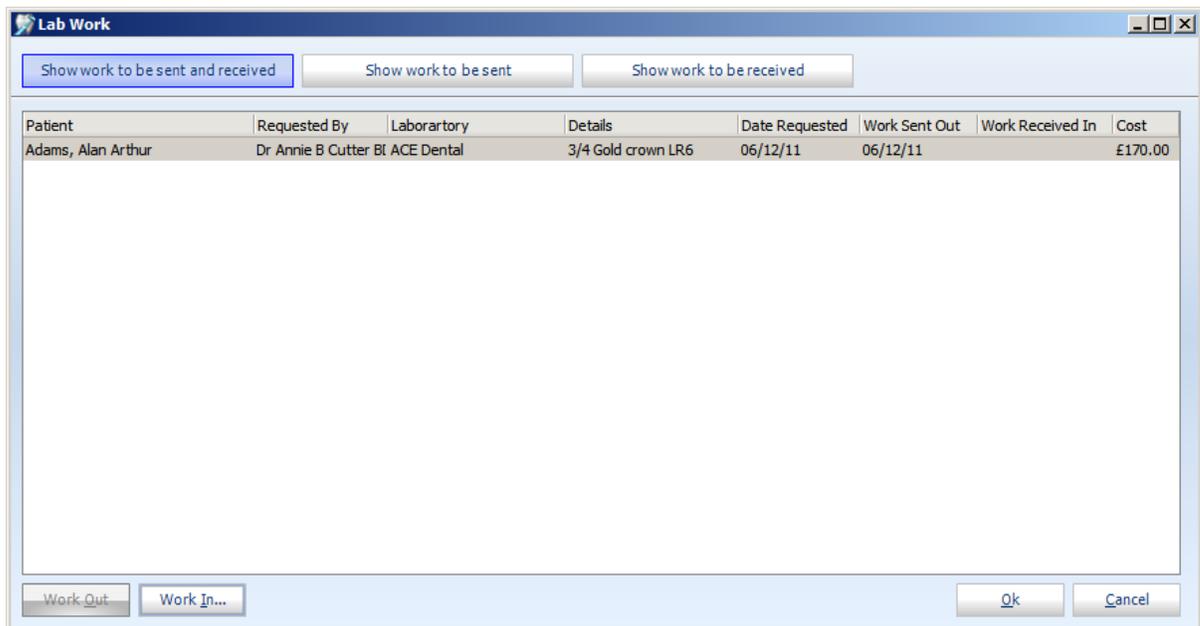
Total	QuerySummary.Patient Total.As Currency
	=====

2.7.2.4 Lab Work

You will need to have [set up your laboratories.](#)^[98]

Opening **View > Lab Work** will allow you to see the history of laboratory work. There are three filter buttons

- Show work to be sent and received (show all)
- Show work to be sent
- Show work to be received



The 'Lab Work' window displays a table with the following data:

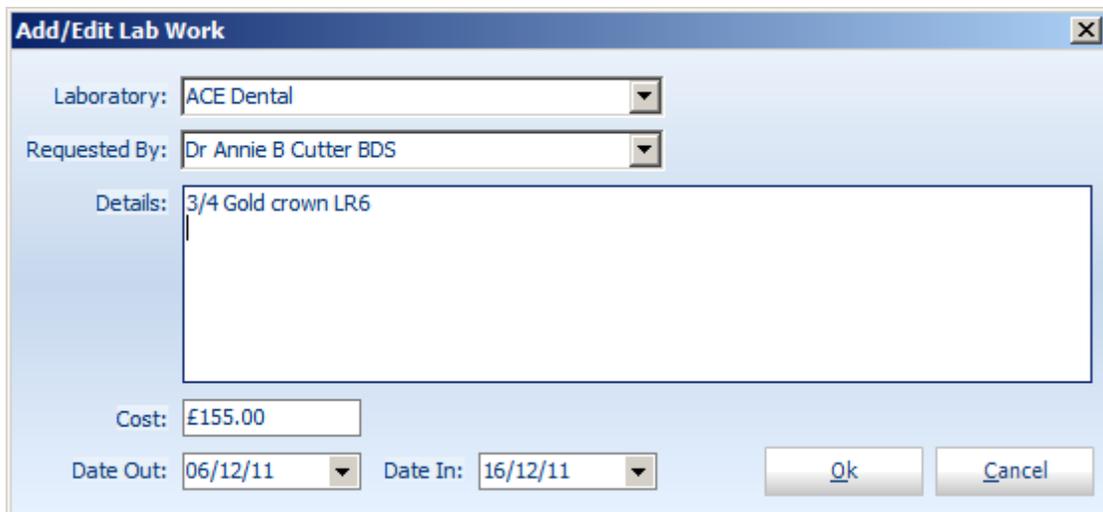
Patient	Requested By	Laboratory	Details	Date Requested	Work Sent Out	Work Received In	Cost
Adams, Alan Arthur	Dr Annie B Cutter Bl	ACE Dental	3/4 Gold crown LR6	06/12/11	06/12/11		£170.00

Buttons at the top: Show work to be sent and received (selected), Show work to be sent, Show work to be received.

Buttons at the bottom: Work Out, Work In..., Ok, Cancel.

View Lab Work

When the work is received back from the laboratory then the price can be changed from the estimated fee to the invoiced fee from the laboratory.



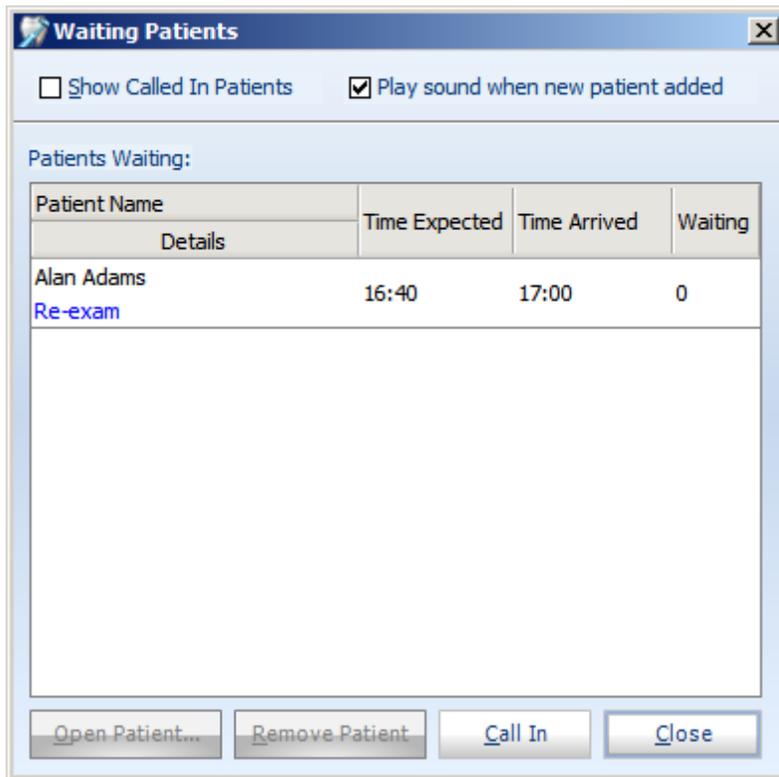
The 'Add/Edit Lab Work' window contains the following fields:

- Laboratory: ACE Dental
- Requested By: Dr Annie B Cutter BDS
- Details: 3/4 Gold crown LR6
- Cost: £155.00
- Date Out: 06/12/11
- Date In: 16/12/11

Buttons: Ok, Cancel.

Add/Edit Lab Work

2.7.2.5 Waiting Patients

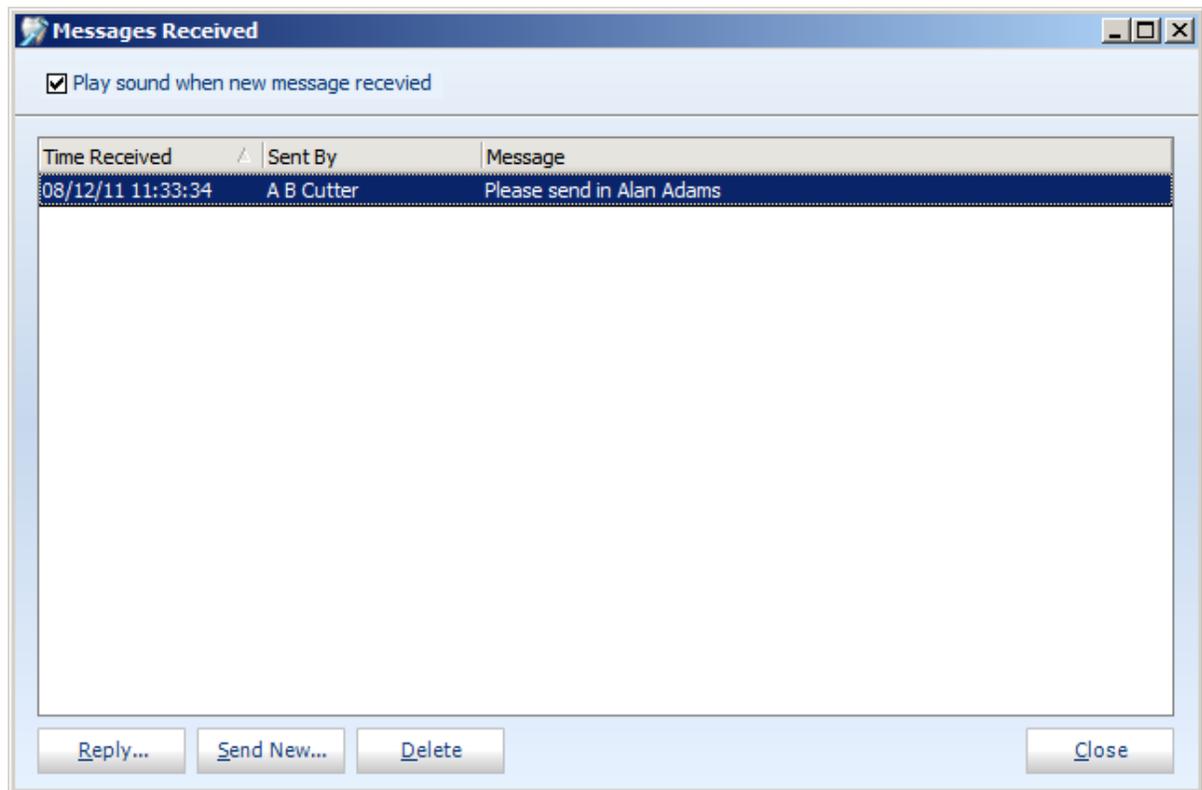


Waiting Patients

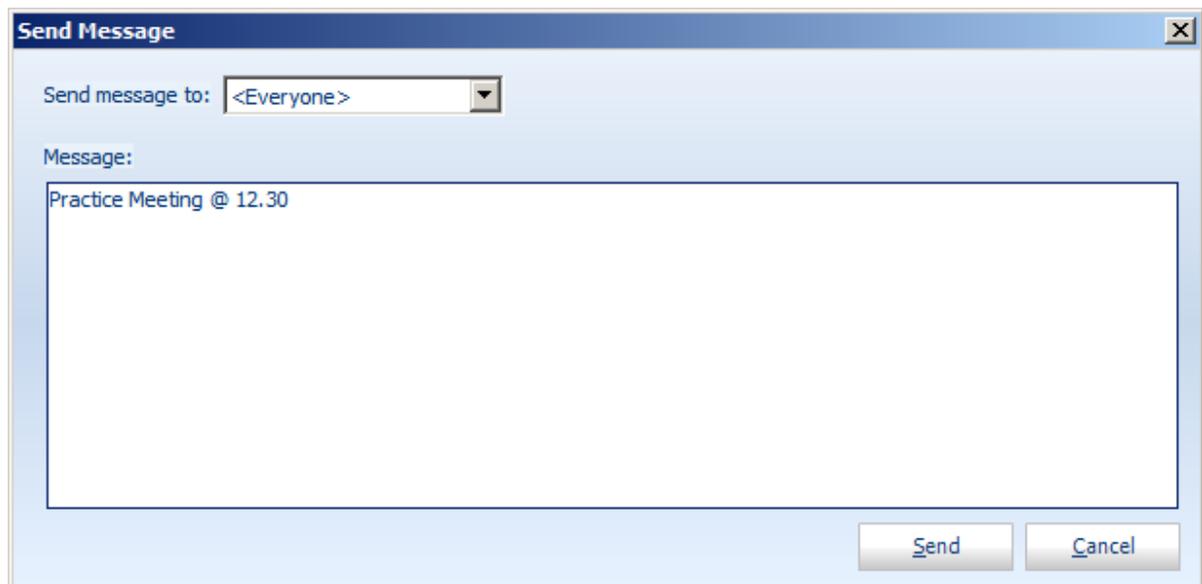
When a patient is checked in at reception a window will appear showing the details as above. As time marches on the value of "waiting" will increase. To alert reception that you want the patient sent to your surgery/operatory you press the "Call In" button. This will also open the patient record.

There is the option to play a sound when the message window appears. The sound that is played is configurable in [Configuration > Set Preferences > General](#) ⁶⁴.

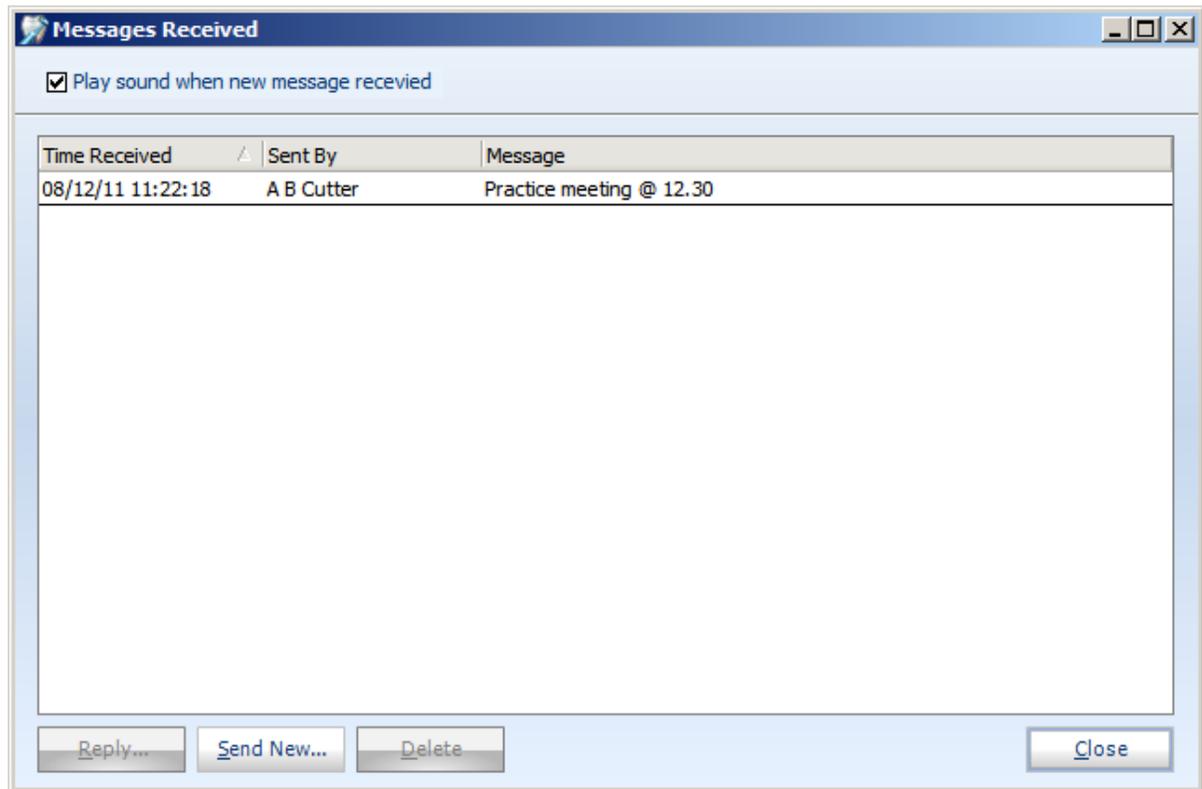
The request to call in the patient will appear in the messaging window on the machine that checked in the patient.



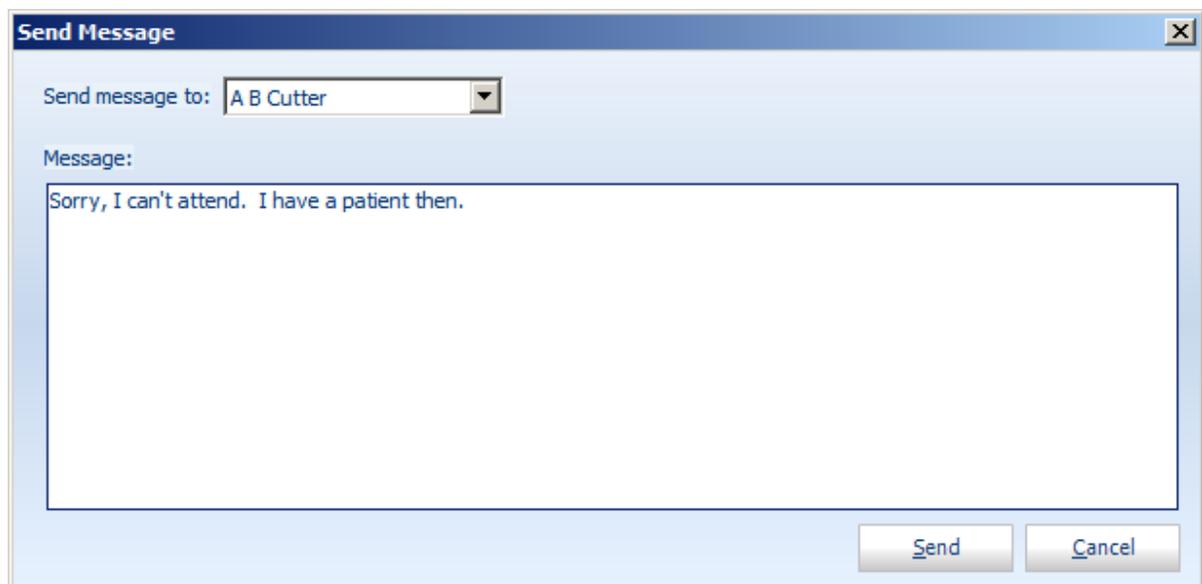
2.7.2.6 Messages



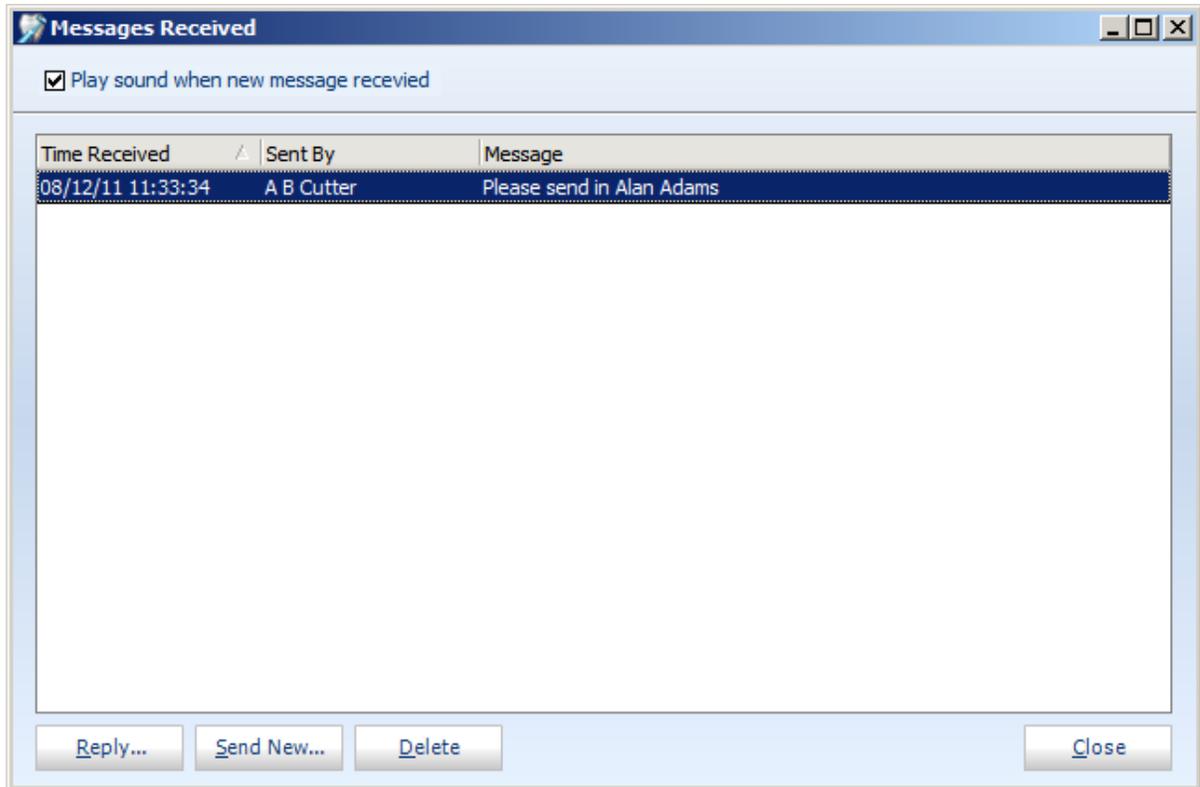
A message having been sent either by [File > Send Message](#)³²⁾ or by using the Send button on the Messages Received Window on another machine will appear in your Messages Received Window accessed via **View > Messages**.



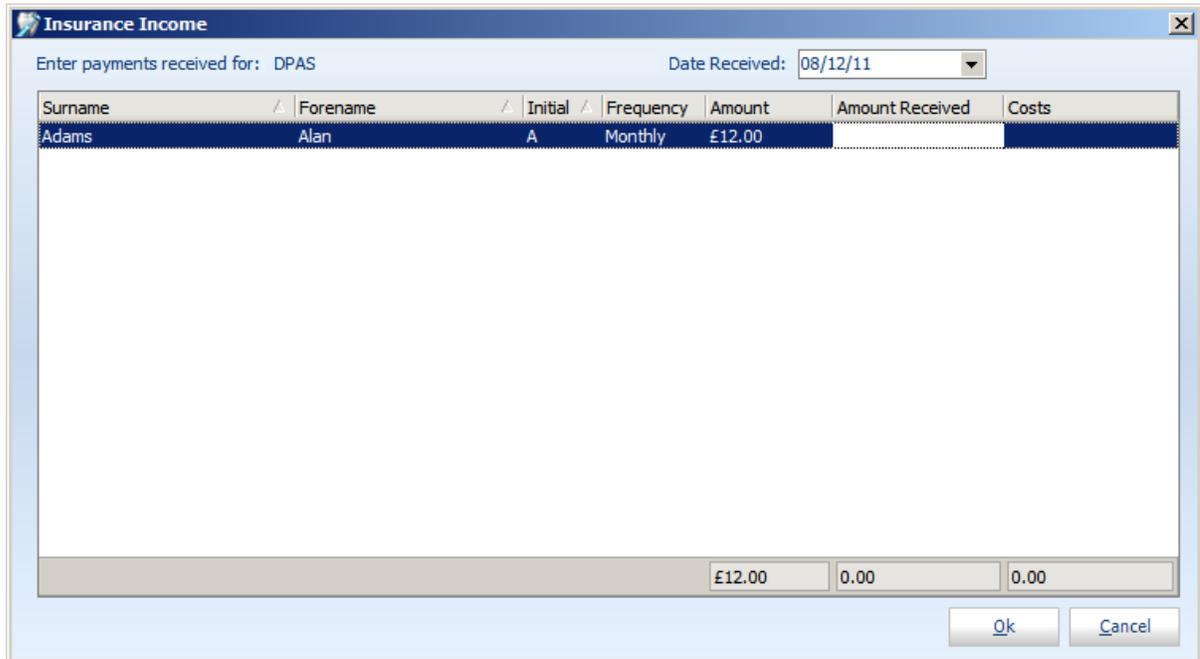
There is an opportunity to reply using the **Reply** button



The request to send the patient in will also appear in this window.



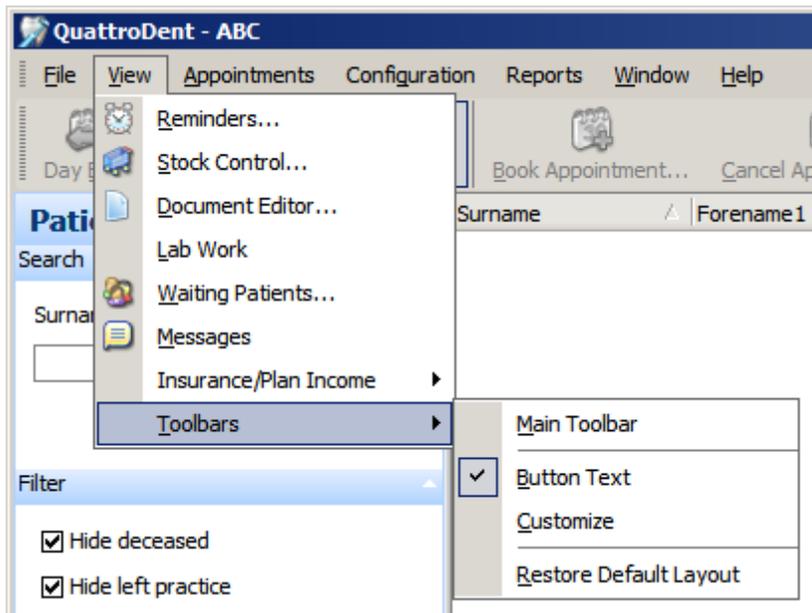
2.7.2.7 Insurance/Plan Income



Enter topic text here.

2.7.2.8 Toolbars

Clicking on **View > Toolbars** reveals a sub-menu.



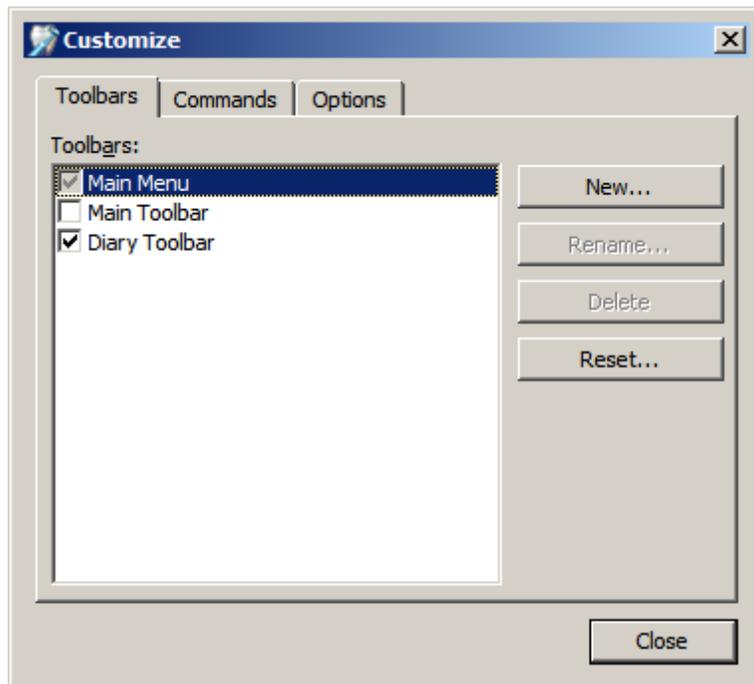
Toolbar Sub-Menu

Toolbars are fully customisable allowing you to set your own grouping of menu items. By

default the **Diary Toolbar** is always shown, but it can (if you really want) be switched off. The "**Main Toolbar**" is a further customisable toolbar where you can place your favourite or most used menu items (e.g. Document Editor). You can, if you are really keen, even create other toolbars that you can use for (say) administration. These other toolbars will not show in the Toolbars sub-menu but are selectable by right clicking over the toolbar area.

Next down the list is the **Button Text** selector. With the tick next to it the **Button Text** is switched on, with it switched off the text disappears and the buttons take up less room on the toolbar. You may want to keep this switched on until you become totally familiar with QuattroDent.

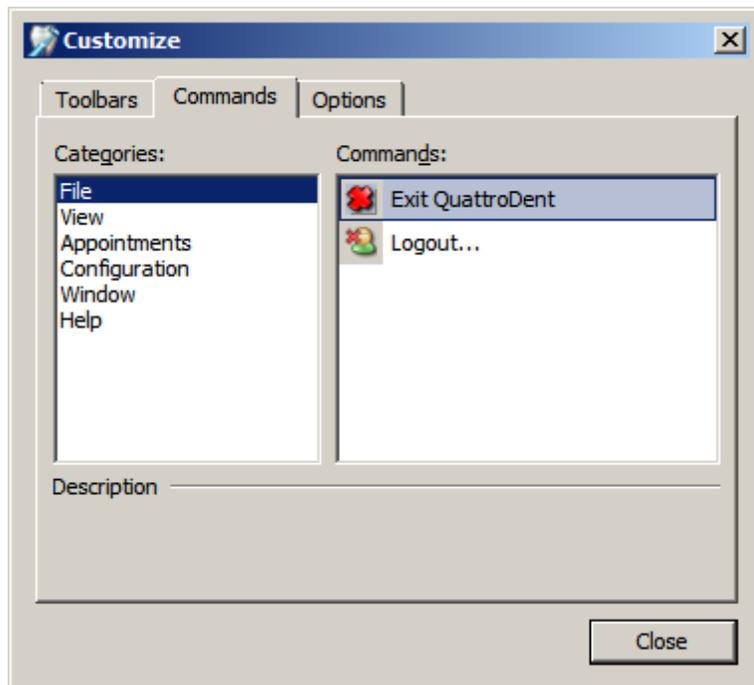
Selecting **Customize** opens the window below:



Customize | Toolbars

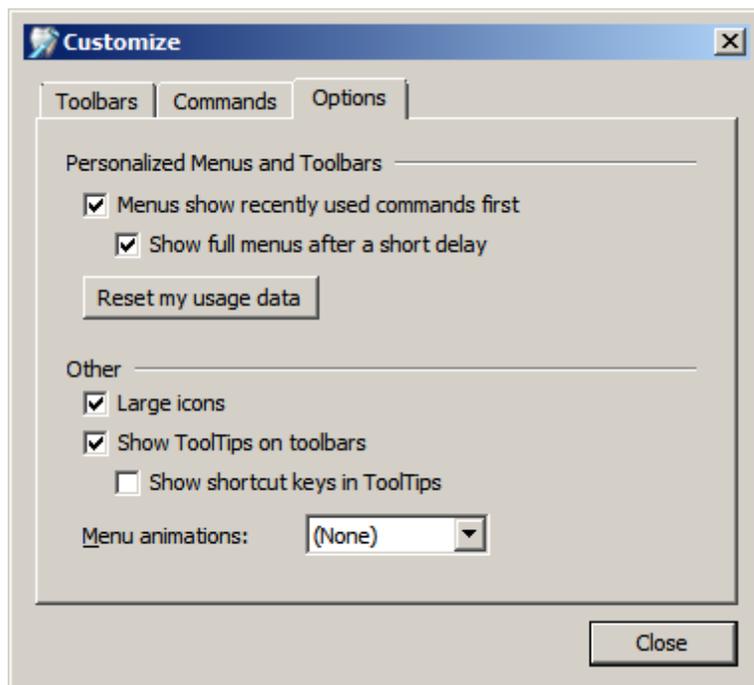
On this first tab you can tick which toolbars you wish to display and add additional toolbars

Clicking on the **Commands Tab** opens the window below:

**Customize | Commands**

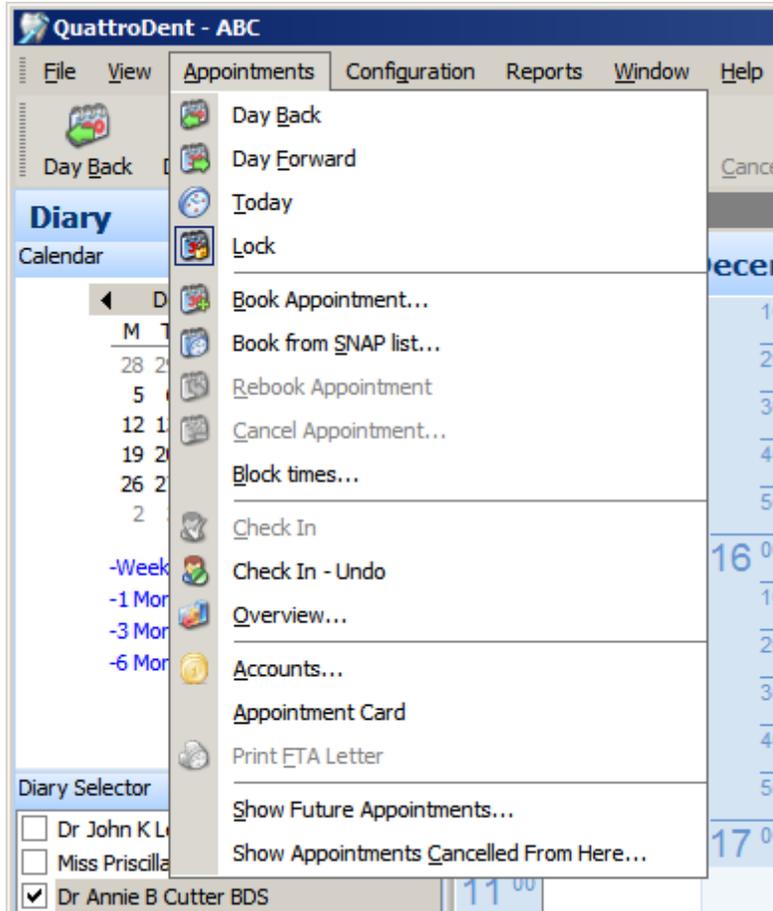
Here you can drag the commands to the toolbar and drop them. They will remain there unless you drag them back to this window or perform a global reset of the toolbars, which restores the toolbars to their default status

Finally, the **Options Tab** is shown below

**Customize | Options**

This is the now standard Windows option to allow which menu items show first and the size of the icons and which menu animation, if any, you wish to set.

2.7.3 Appointments Menu



Appointments Menu

Day Back moves the diary back by one day.

Day Forward moves the diary forward by one day.

Today puts the diary back to today whatever date it happens to be set.

Lock ensures all the diaries move forward and back simultaneously and are set on the same day e.g. if you wanted to move dentist A's diary forward a day to drag a patient appointment from dentist A's diary to a vacant slot in Dentist B's diary today you would set **Lock** to "off" (it is "on" by default).

2.7.3.1 Book Appointment

The book appointment menu item opens the booking window.

Typing in the patient surname and pressing return or clicking the list icon  will open the patient selection window.

Surname	Forename1	Insurance Pi	Phone Home	Phone Mobile/Cell	Title	Date of Birth	Dentist
Adams	Alan		01234-1122333	07770-998877	Mr	01/01/60	Annie C
Adams	Alice		01234-1122333		Miss	10/09/98	Annie C
Adams	Anne		01234-1122333		Mrs	03/03/62	Annie C
Adams	Brian		01234-1122333		Mstr	29/05/95	Annie C

From this window the patient may be selected. Clicking on OK closes this window and the

patient details are entered in the book appointment window.

The screenshot shows a 'Book Appointment' dialog box with the following fields and options:

- Tab: Patient Appointment
- Patient Surname: Adams
- Forename: Alan
- Details: Re-exam
- Colour: (dropdown menu)
- Length: 10
- Minutes before next appointment: 240
- Appointment made by Telephone
- Add to Short Notice List
- Booked By: Annie Cutter
- Date of booking: 24/01/12 18:10:02
- Buttons: Ok, Cancel

From here the appointment details may be entered.

2.7.3.2 Book from SNAP list

Enter topic text here.

2.7.3.3 Rebook Appointment

Enter topic text here.

2.7.3.4 Cancel Appointment

Enter topic text here.

2.7.3.5 Block times

Enter topic text here.

2.7.3.6 Check In

Enter topic text here.

2.7.3.7 Check In - Undo

Enter topic text here.

2.7.3.8 Overview

Enter topic text here.

2.7.3.9 Accounts

Enter topic text here.

2.7.3.10 Appointment Card

Enter topic text here.

2.7.3.11 Print FTA Letter

Enter topic text here.

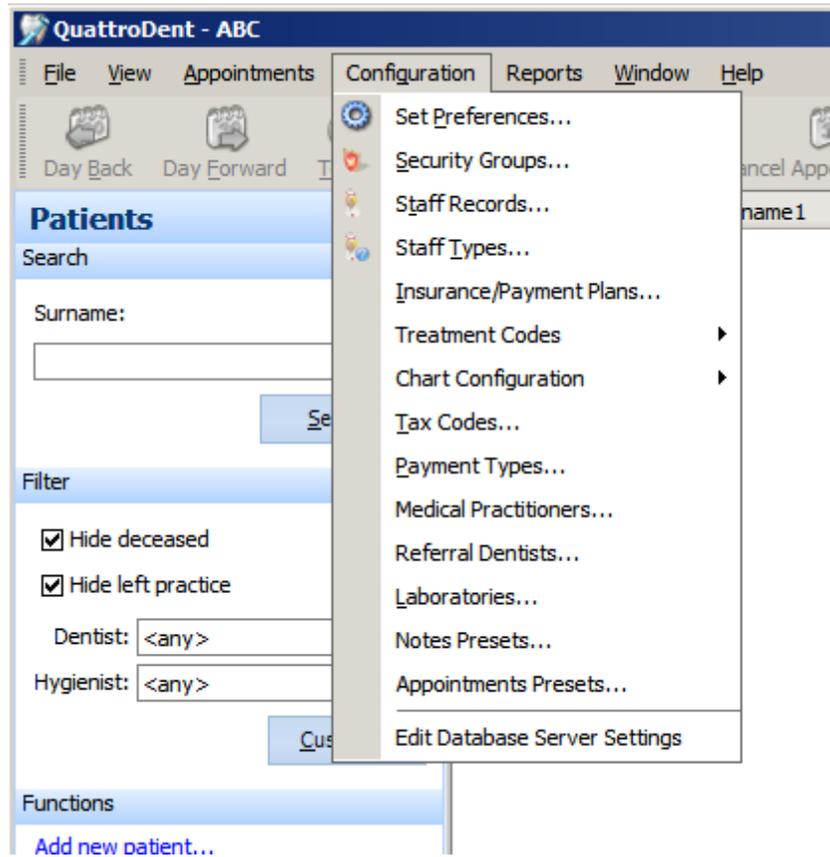
2.7.3.12 Show Future Appointments

Enter topic text here.

2.7.3.13 Show Appointments Cancelled From Here

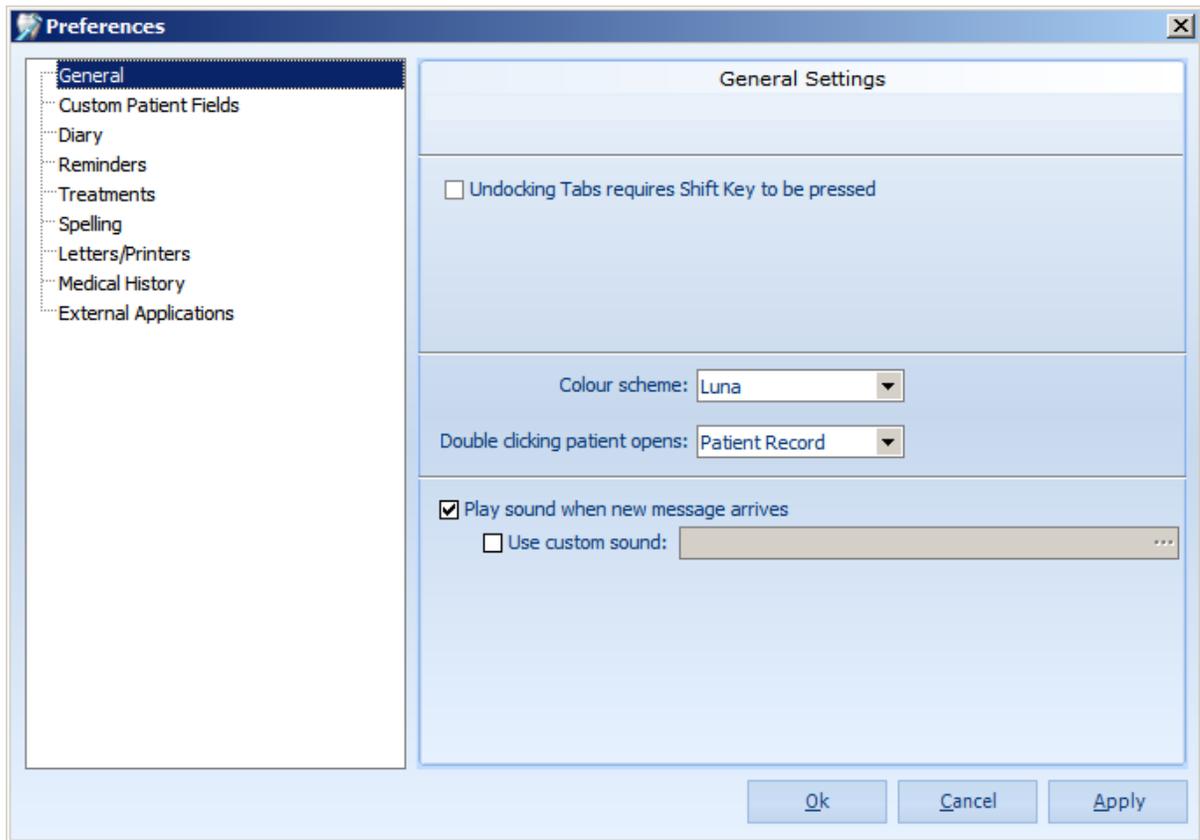
Enter topic text here.

2.7.4 Configuration Menu



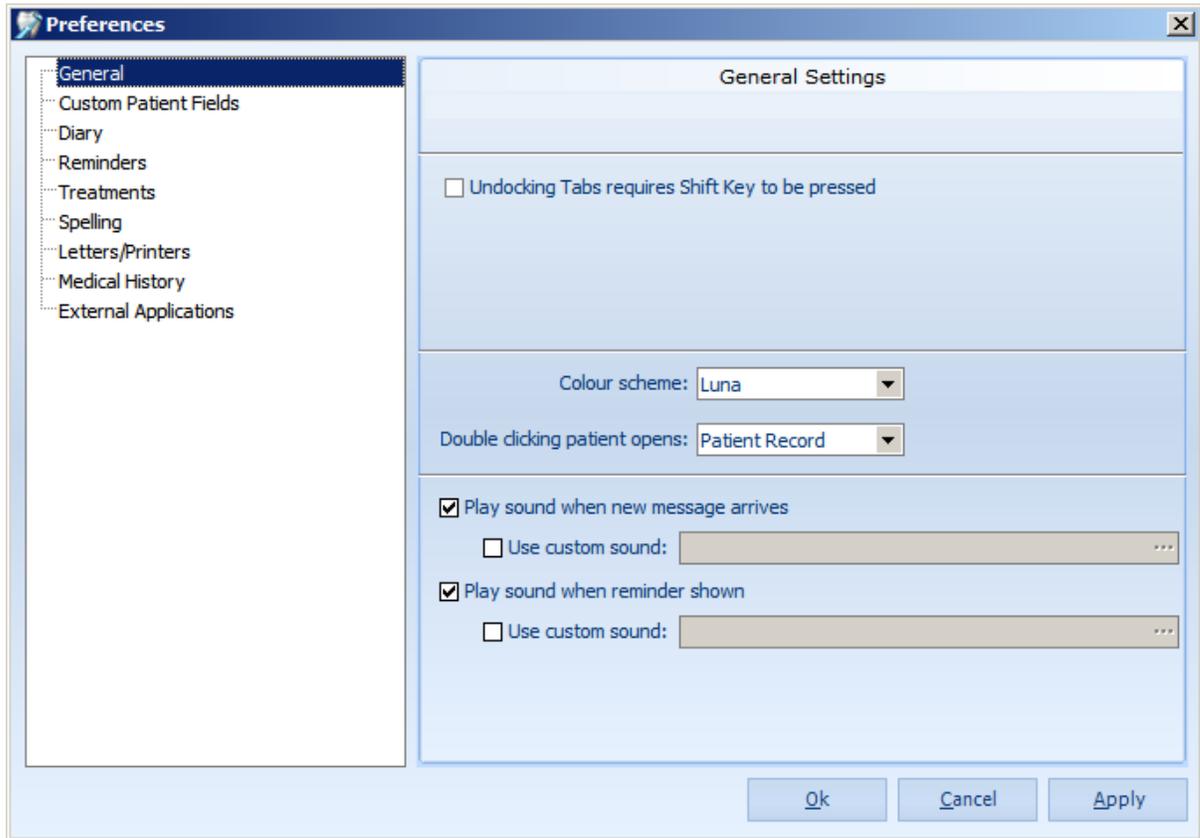
Configuration Menu

2.7.4.1 Set Preferences



Preferences Window

2.7.4.1.1 General



General configuration

Undocking Tabs requires Shift Key to be pressed

Within the patient record it is possible to grab hold of a tab and drag it out of the patient record. You may want to do this to place one of the tabs on a separate monitor (e.g. putting the periodontal chart on a monitor mounted on the bracket table so the patient can see it easily). As some may find that this undocking procedure happens too easily by accident there is the option to require the "Shift" key to be held at the same time.

Colour scheme

This allows you to set the Window's colour scheme for the application.

Double clicking patient opens

[Patient Record](#) ^[105] or [Accounts](#) ^[121]

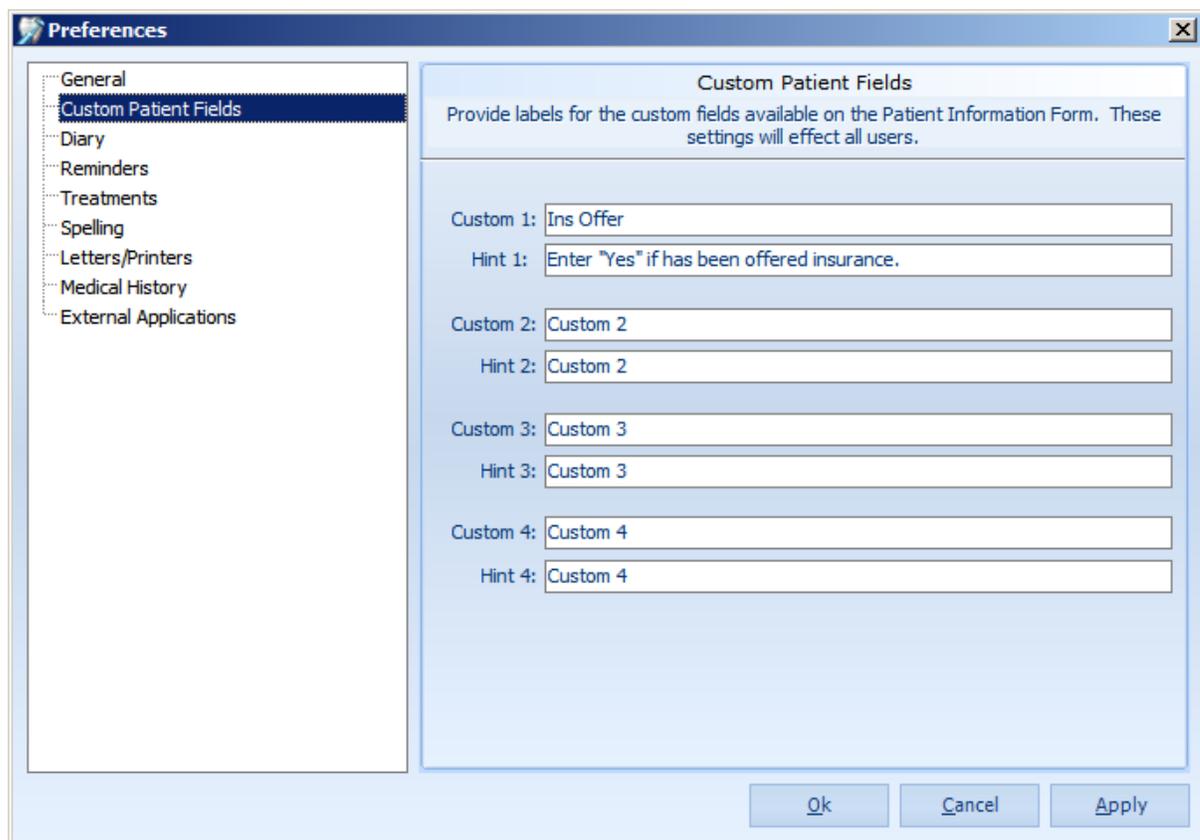
Play sound when new message arrives

This can be set to on or off and allows the selection of a different sound (.wav file)

Play sound when reminder shown

This can be set to on or off and allows the selection of a different sound (.wav file)

2.7.4.1.2 Custom Patient Fields

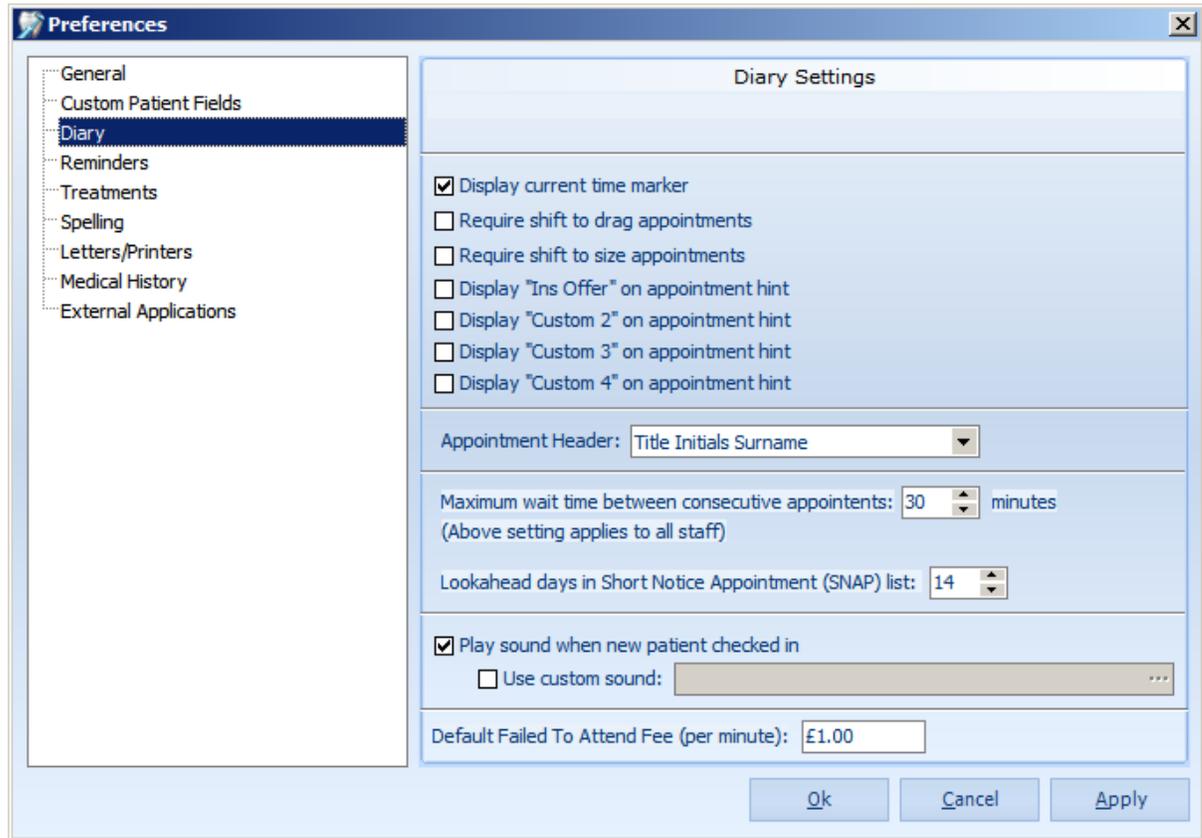


Custom patient fields configuration

This allows customisation of the patient record form "custom" fields.

You can make these display whatever you want and customise the "hint" that appears on a "mouse-over".

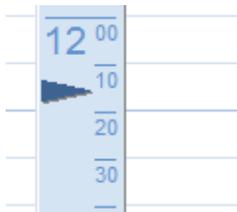
2.7.4.1.3 Diary



Diary configuration

Display current time marker

This shows the marker on the time-scale at the side of the diary.

Require shift to drag appointments

Selecting this will require you to press shift in conjunction with selecting the appointment with the mouse in order to drag the appointment. **Certainly whilst starting to use QuattroDent it would be wise to have this selected** in order to prevent the user from accidentally moving an appointment and having one of those embarrassing moments in reception when the patient turns up for their appointment an hour earlier than you were expecting them and, what's more, has a card showing that they are right!!

Require shift to size appointments

As above.

Display Custom Fields on appointment hint

Depending on your use of the Custom Fields you can elect to display these on the mouse-over hint over the appointment.

Appointment Header

This allows you to customise the appearance of the appointment header using various combinations of Title, Forename1, Initials, Surname and Age.

Maximum wait time between consecutive appointments

This allows you to set the maximum wait time between consecutive appointments when they are linked in the diary e.g. you may only want to allow the patient to wait a maximum of 20 minutes between finishing the appointment with the dentist and commencing the appointment with the hygienist.

Lookahead days in Short Notice Appointment (SNAP) list

This defines a number of days ahead that the program will commence its search in order to select a patient who has indicated a preference for a short-notice cancellation. For example you may not want to look ahead only two days to select a short notice cancellation but are more likely to want to pull a patient in from next week.

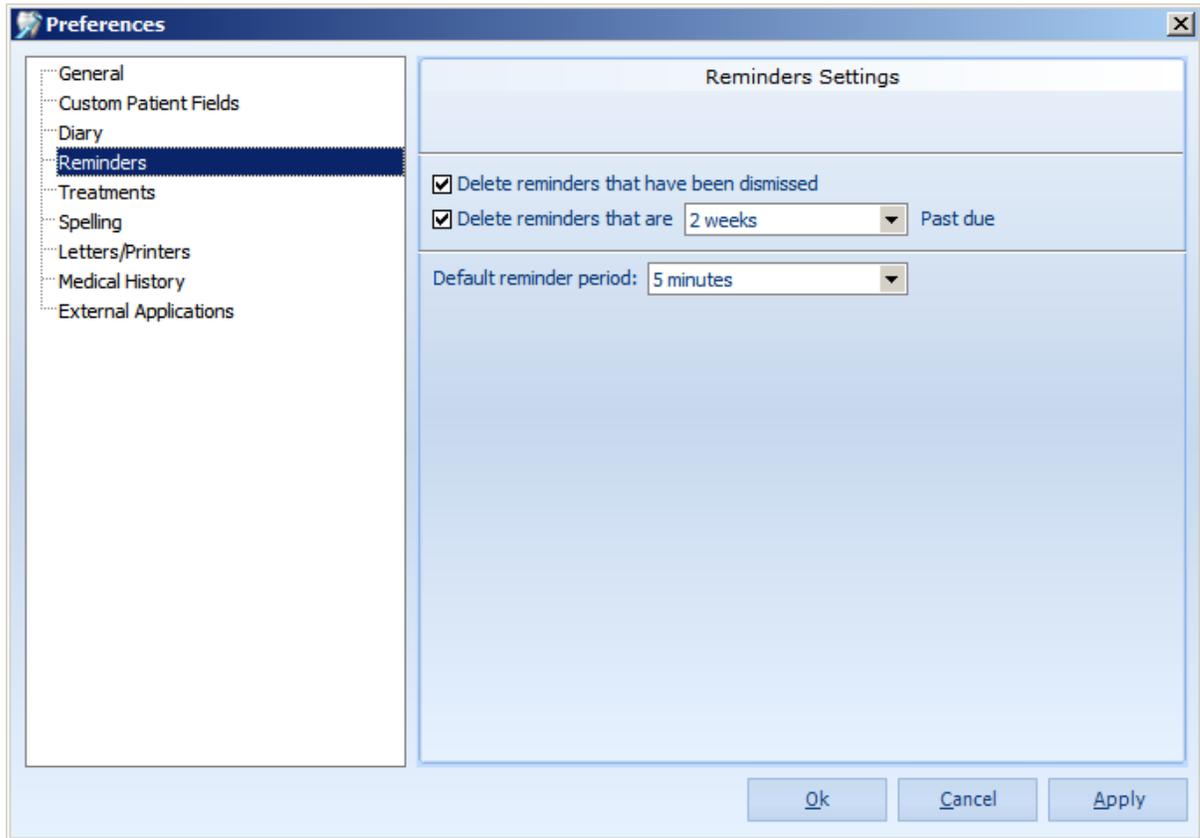
Play sound when new patient checked in

This selects whether you wish to have a sound alert when a patient is checked in and allows you to select your own .wav file should you wish to do so.

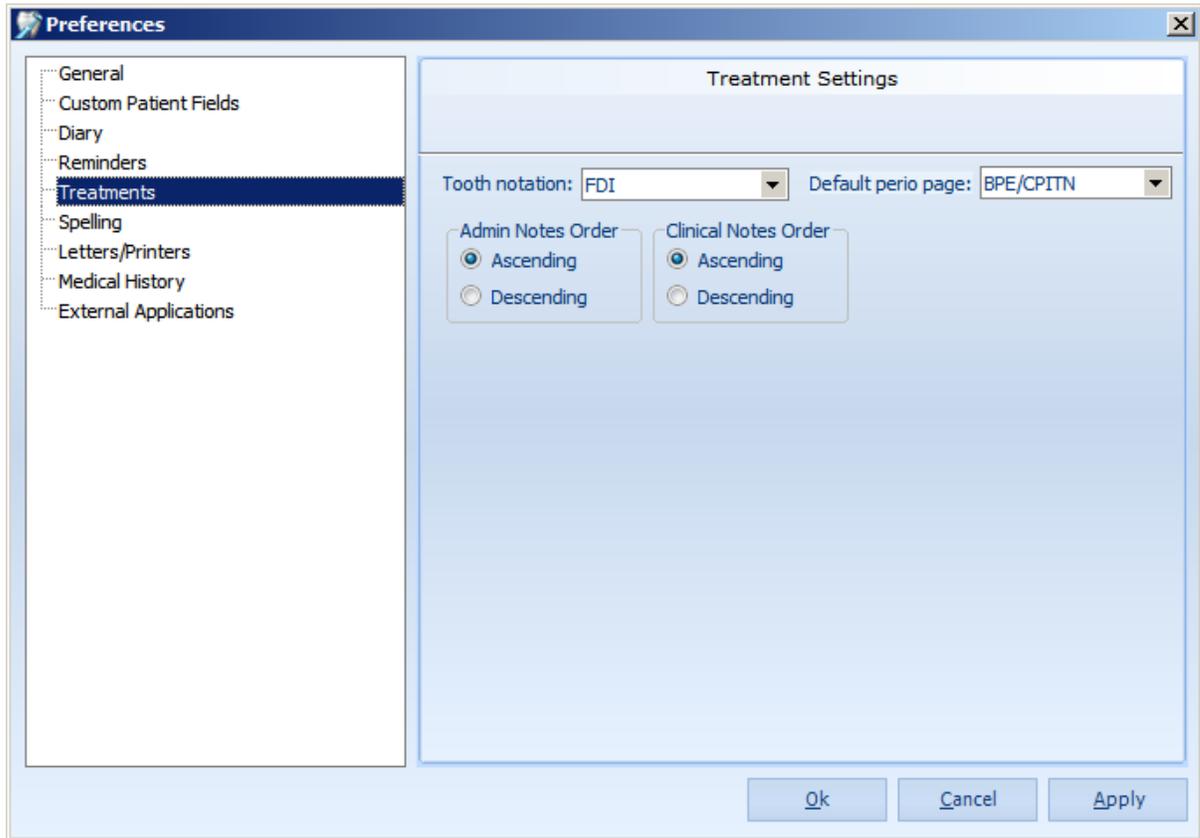
Default Failed to Attend Fee (per minute)

This allows you to set the default fee per minute that you may charge a patient who has missed an appointment.

2.7.4.1.4 Reminders

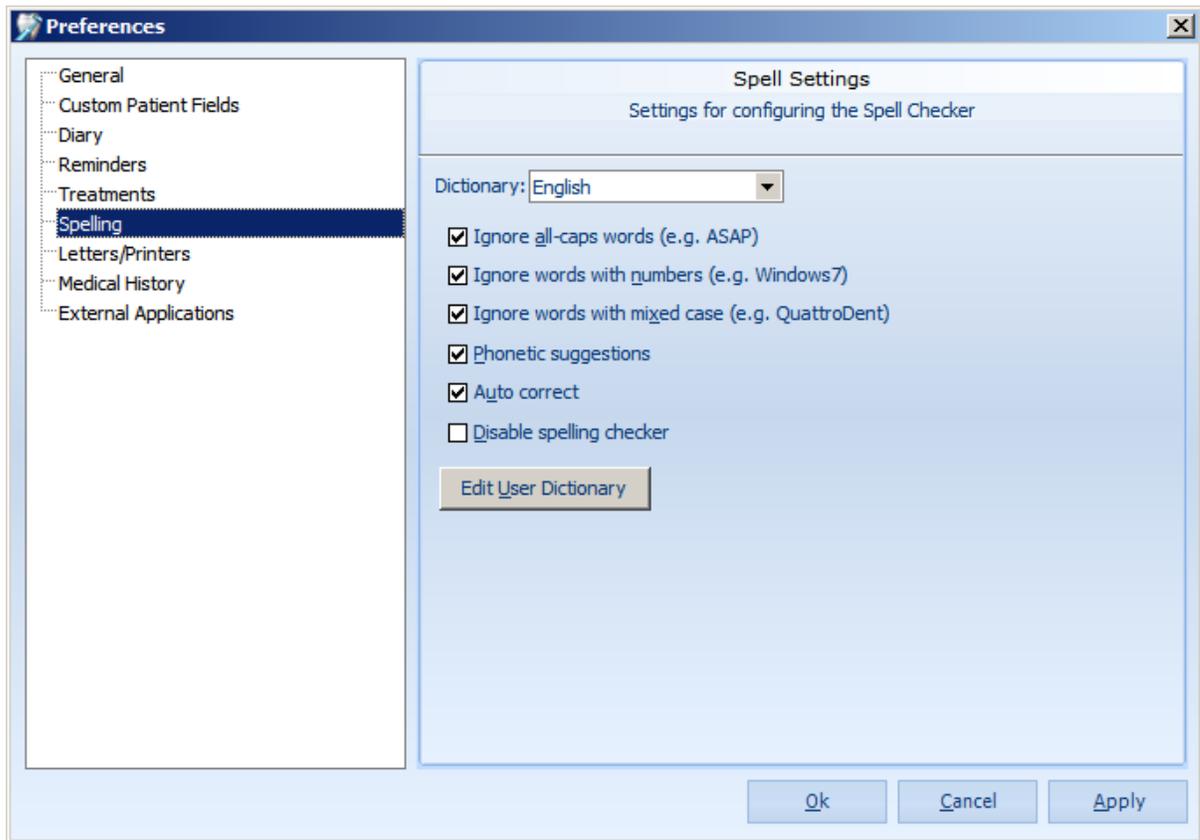
**Reminders configuration**

2.7.4.1.5 Treatments

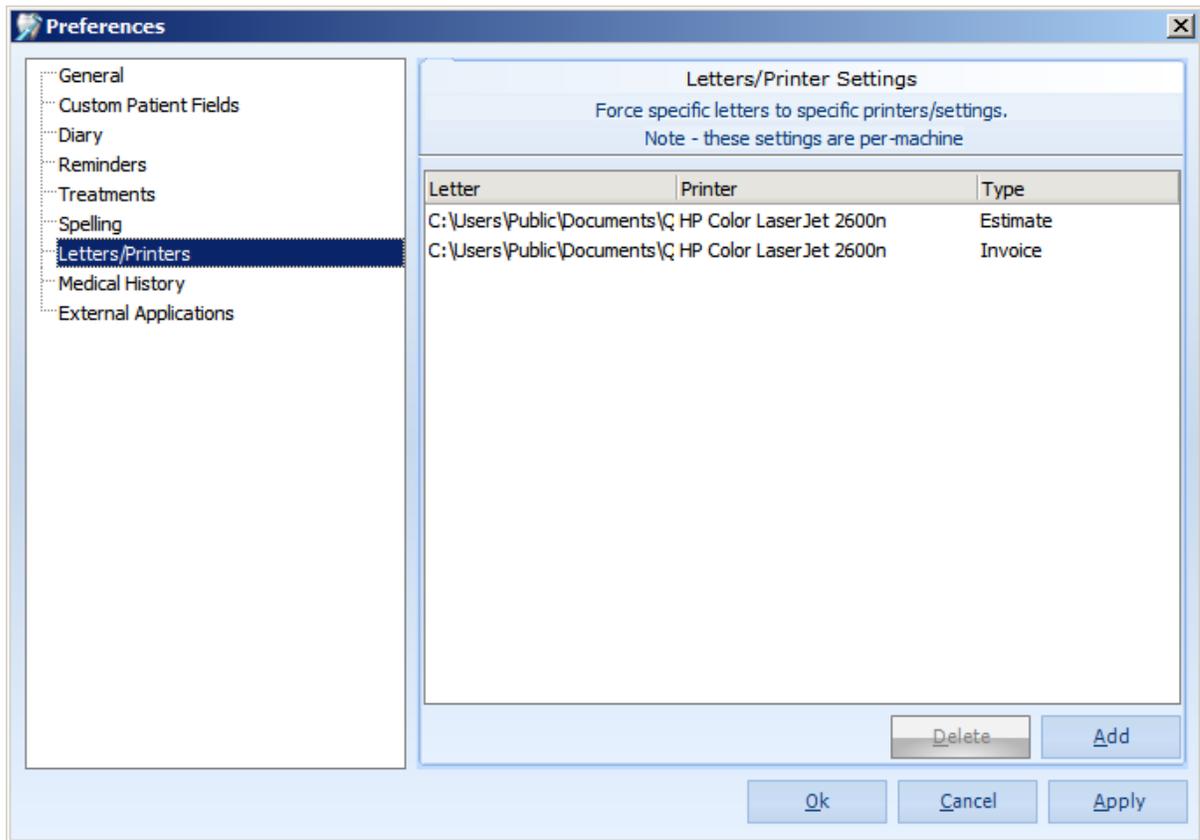


Treatment configuration

2.7.4.1.6 Spelling

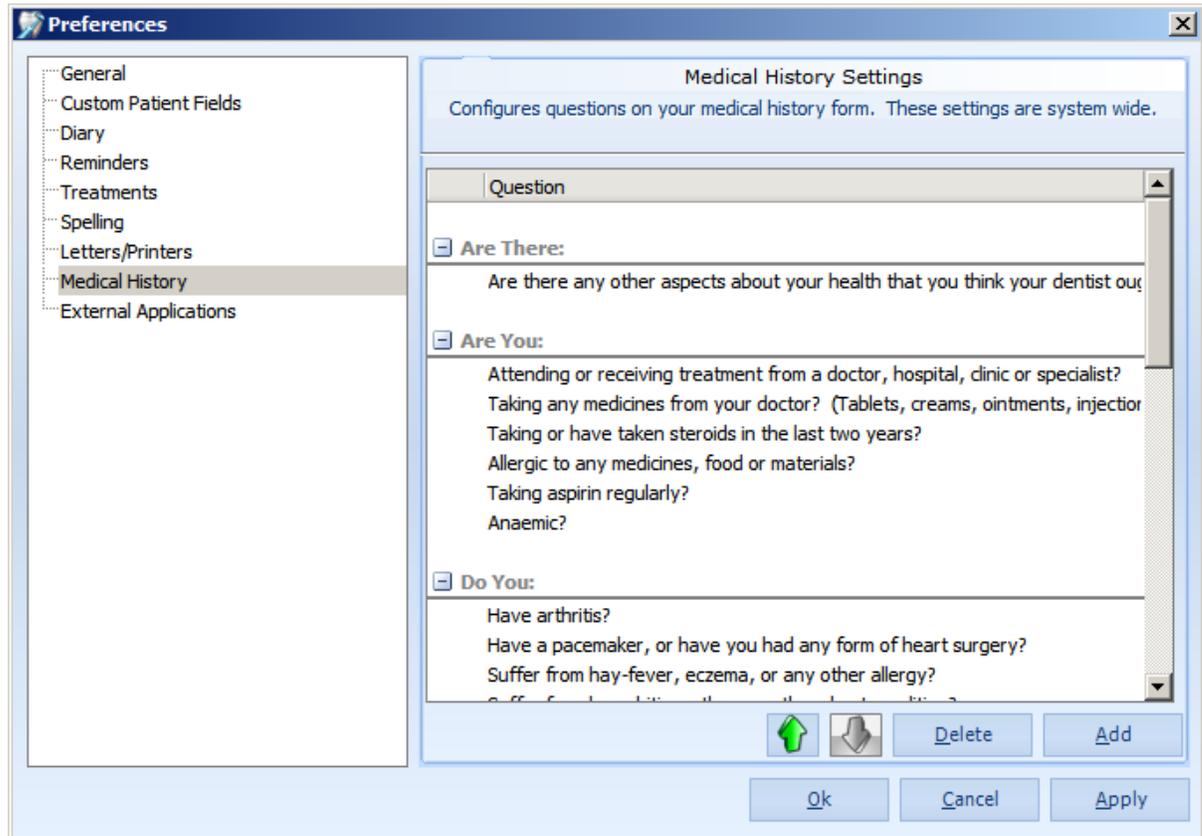
**Spelling configuration**

2.7.4.1.7 Letters/Printers

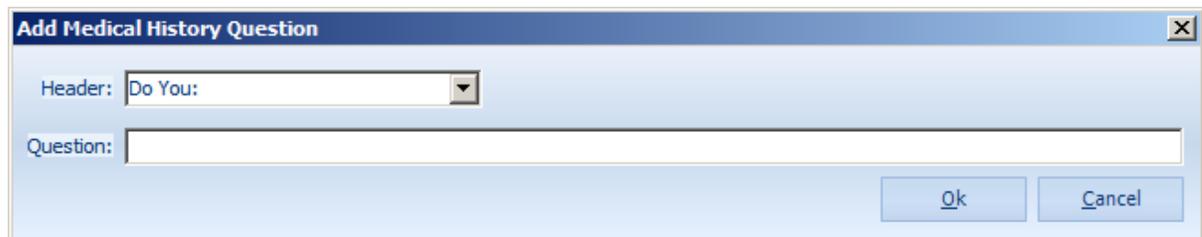


Letters and printers configuration

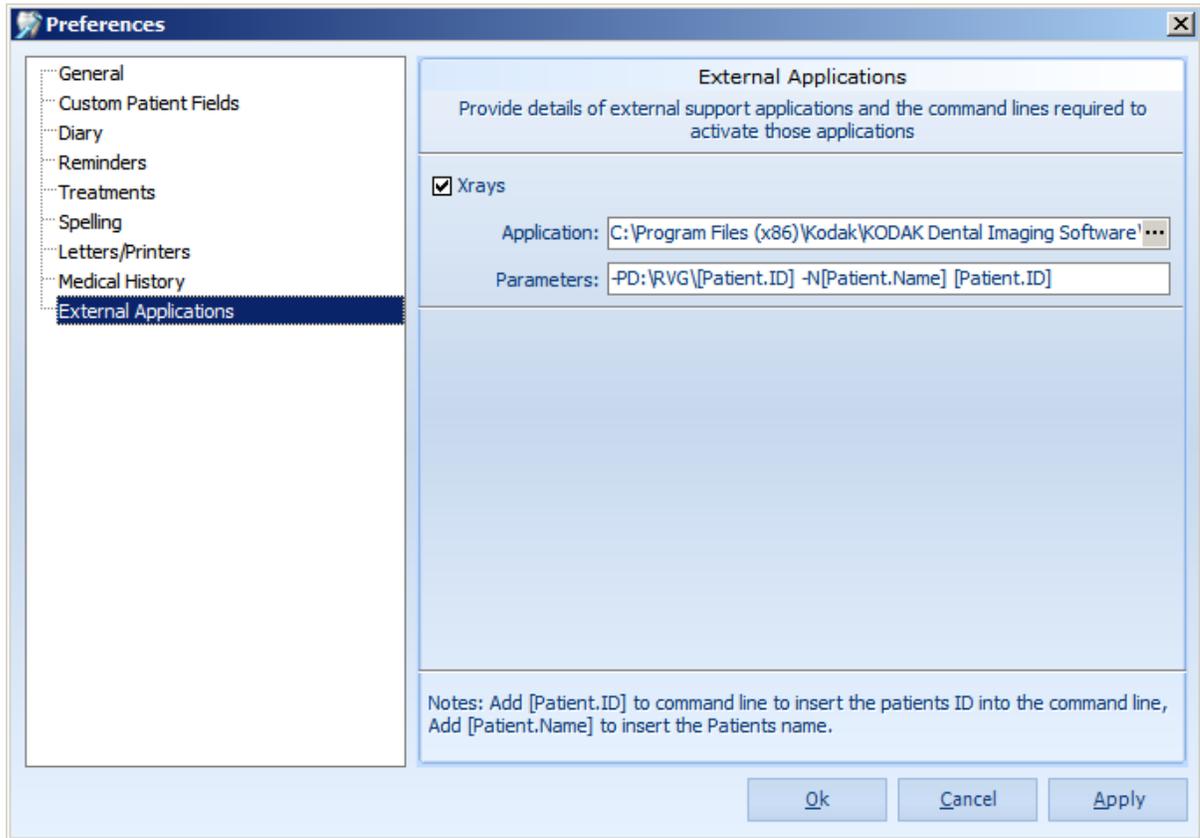
2.7.4.1.8 Medical History



Medical history Configuration

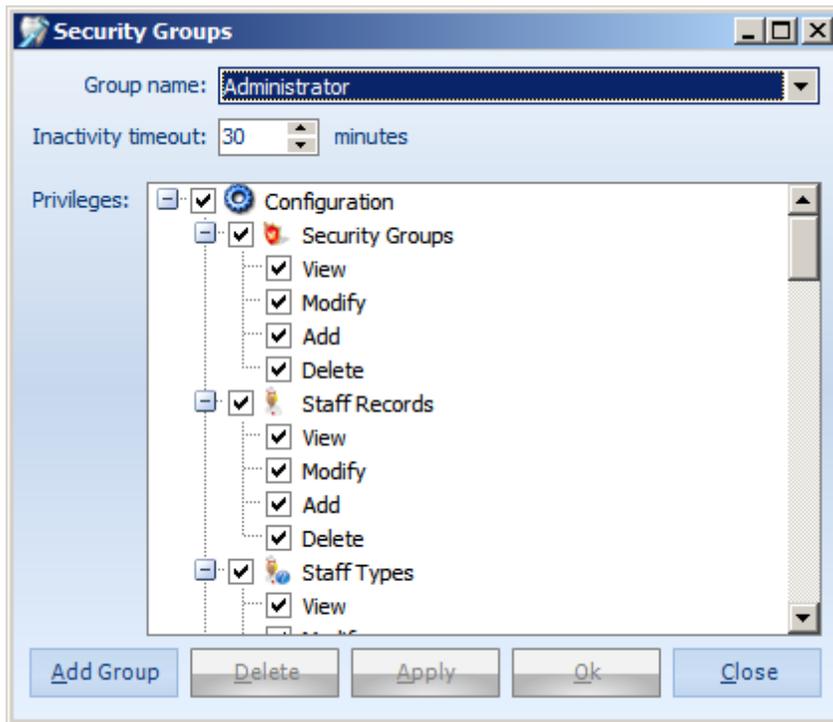


2.7.4.1.9 External Applications



External applications configuration

2.7.4.2 Security Groups



Security Groups window

The default set-up for QuattroDent is that everyone is created as an administrator with access to everything. So the first thing you will want to do is set about organising your security groups and defining their level of access.

For example, you will probably want to set up at least the following groups:-

- Administrator (default)
- Practice manager
- Dentist
- Hygienist
- Nurse
- Receptionist

All of whom may have different levels of access

Alternatively you may have a scheme like:-

- Administrator (default)
- Clinical

- Clerical
- Manager

To add a group click on the Add Group button



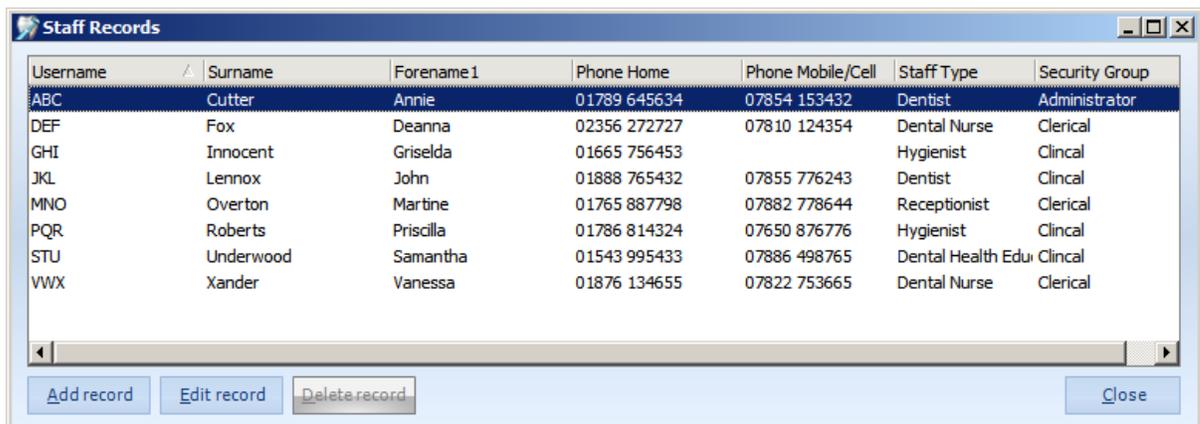
A dialog box titled "New Security Group" with a close button (X) in the top right corner. It contains a text input field labeled "Group name:" with the text "Receptionists" entered. Below the input field are two buttons: "Ok" and "Cancel".

Add group window

You will obviously want to exclude all users, except the administrators, from all of the security group access so you would edit their access by clicking on the tick on Security Groups to remove it.

Remember it is much easier to deny access and later grant it rather than find out you you have allowed too much trust!

2.7.4.3 Staff Records



A window titled "Staff Records" with a table of staff information. The table has columns for Username, Surname, Forename1, Phone Home, Phone Mobile/Cell, Staff Type, and Security Group. Below the table are buttons for "Add record", "Edit record", "Delete record", and "Close".

Username	Surname	Forename1	Phone Home	Phone Mobile/Cell	Staff Type	Security Group
ABC	Cutter	Annie	01789 645634	07854 153432	Dentist	Administrator
DEF	Fox	Deanna	02356 272727	07810 124354	Dental Nurse	Clerical
GHI	Innocent	Griselda	01665 756453		Hygienist	Clinical
JKL	Lennox	John	01888 765432	07855 776243	Dentist	Clinical
MNO	Overton	Martine	01765 887798	07882 778644	Receptionist	Clerical
PQR	Roberts	Priscilla	01786 814324	07650 876776	Hygienist	Clinical
STU	Underwood	Samantha	01543 995433	07886 498765	Dental Health Edu	Clinical
VWX	Xander	Vanessa	01876 134655	07822 753665	Dental Nurse	Clerical

Staff Records

From the Staff Records Window you can Add or Edit a record. pressing Edit on the top entry opens a further window.

Staff Details

Personal Registrations Registrations Insurance Details Appointments

Username: ABC Phone Home: 01789 645634

Password: ***** Phone Work:

Verify password: ***** Cell/Mobile: 07854 153432

Title: Dr Staff type: Dentist

Forenames: Annie

Bridget

Surname: Cutter

Address: 52 Stuart's Avenue

Finley

Town/City: Exeter

County/State: Devon

Post/Zip Code: EX3 1GH

Use default security group

Security Group: Administrator

Fee earner

Assign to: Self

Hourly rate: £210.00

Dentist Disable Login

Hygienist

DHE

Ok Cancel

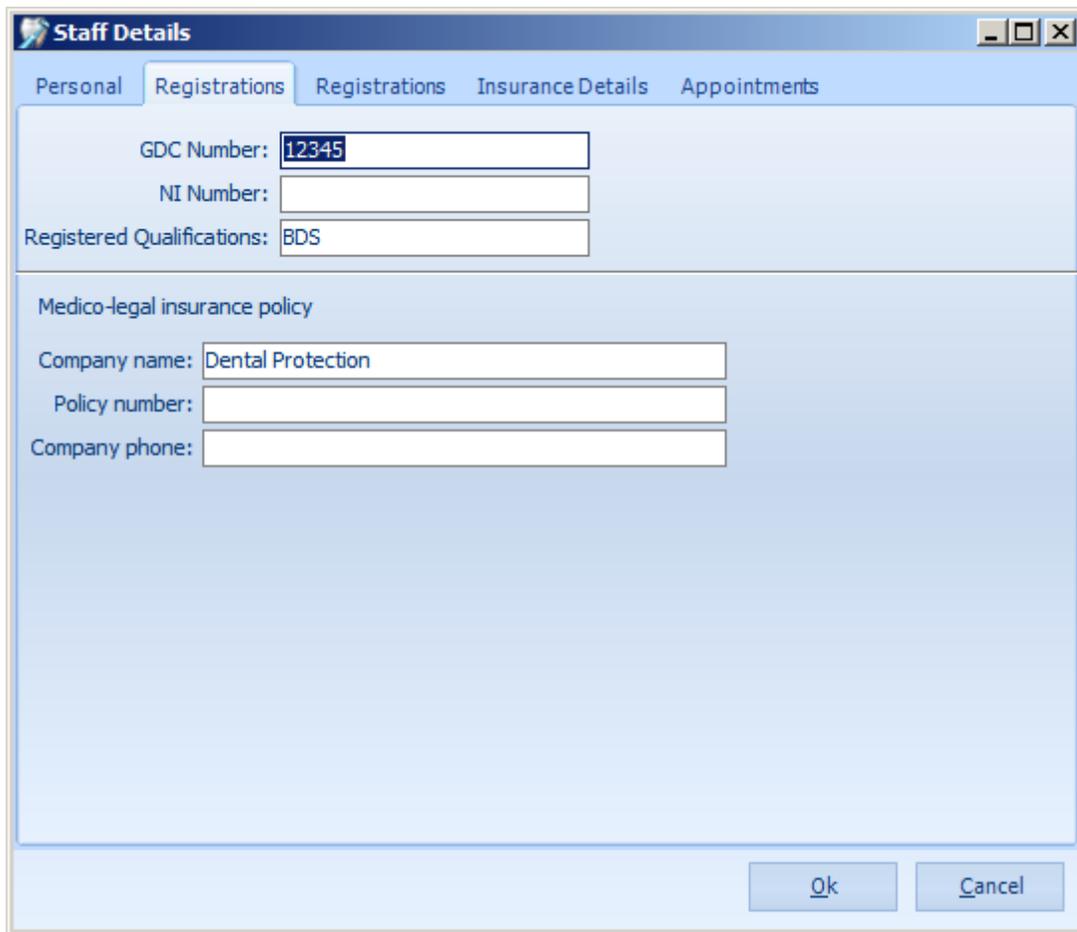
Most of the fields on this tab are self-explanatory.

The Staff Type drop-down is determined by the types you have set up in [Configuration > Staff Types](#).^[83]

The Security Group drop-down is determined by the groups you have set up in [Configuration > Security Groups](#).^[74]

If the member of staff is a fee earner then this box must be checked. The person to whom the fee is assigned can be set e.g. an employed dental hygienist may have the fee assigned to the principal. The hourly rate is set in the box below.

The next tab is Registrations (UK)



The screenshot shows a software window titled "Staff Details" with a blue header bar. The window has five tabs: "Personal", "Registrations", "Registrations", "Insurance Details", and "Appointments". The "Registrations" tab is selected. The form contains the following fields:

- GDC Number:
- NI Number:
- Registered Qualifications:
- Medico-legal insurance policy section:
 - Company name:
 - Policy number:
 - Company phone:

At the bottom right of the window are two buttons: "Ok" and "Cancel".

The next tab is Registrations (US)

Staff Details

Personal Registrations Registrations Insurance Details Appointments

SSN: - -

TIN: - -

State license number:

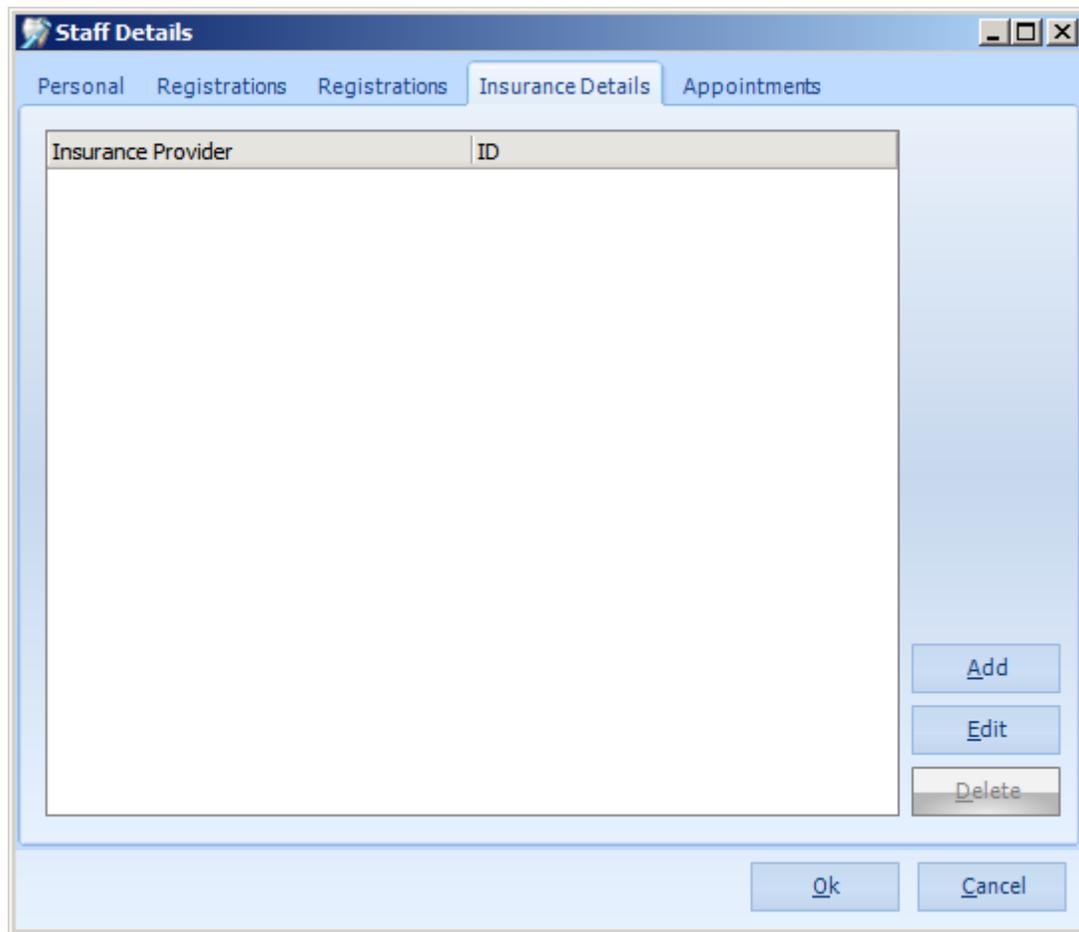
DEA number:

Medicaid number:

Provider number:

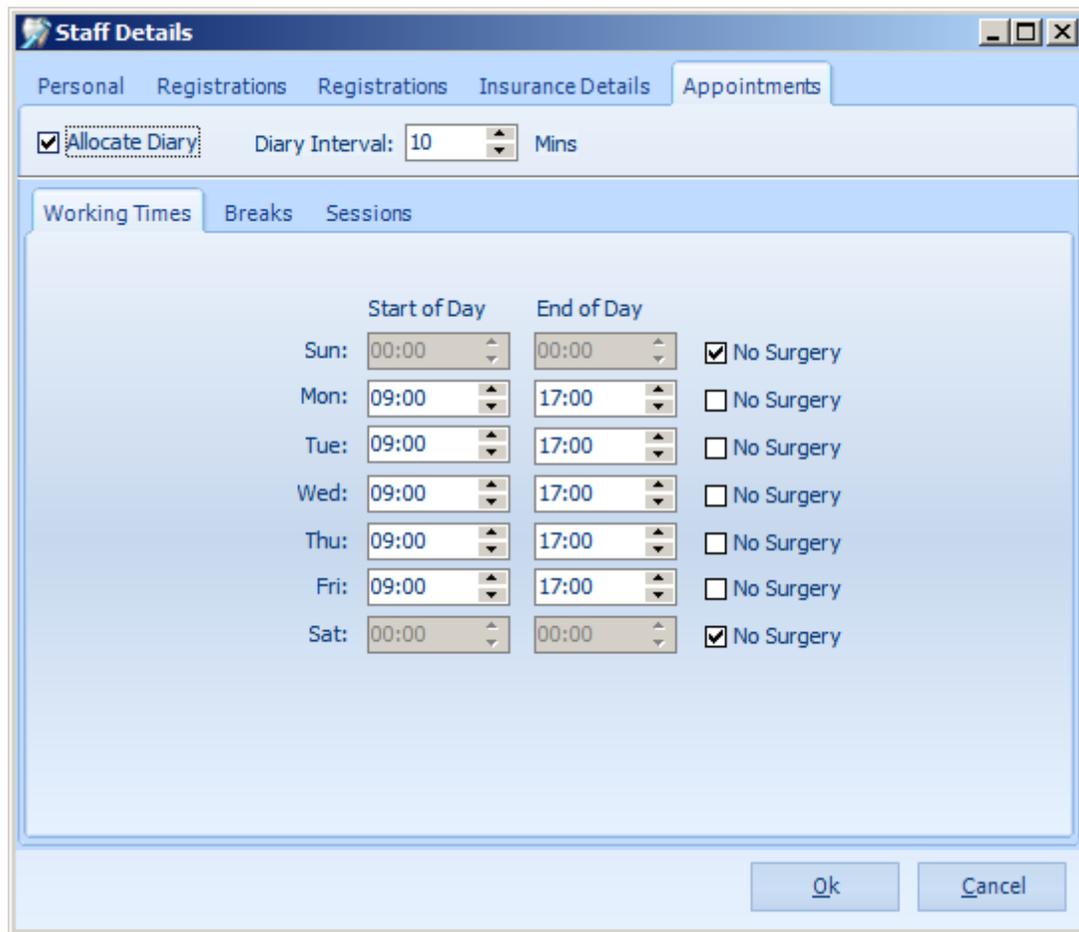
Ok Cancel

The next tab is Insurance Details (US)



The last tab is Appointments set up. There are three sub-tabs.

The first, if a diary is allocated, determines the start and end of each working day.



Staff Details

Personal Registrations Registrations Insurance Details Appointments

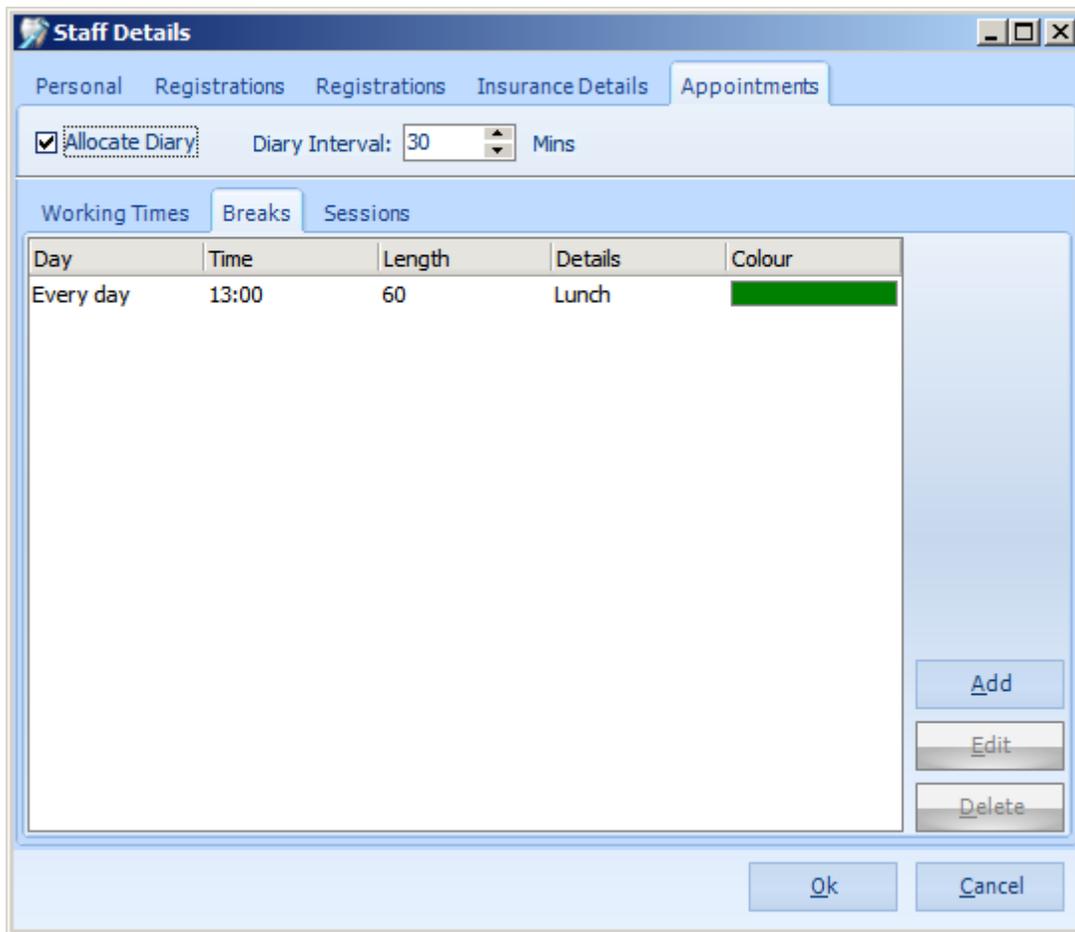
Allocate Diary Diary Interval: 10 Mins

Working Times Breaks Sessions

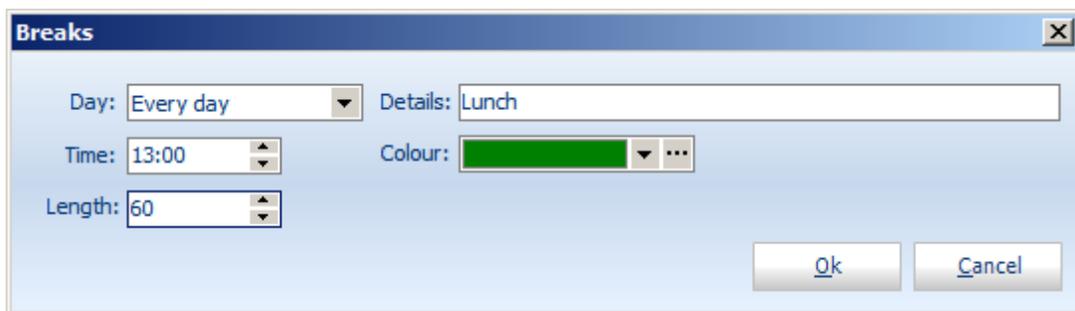
	Start of Day	End of Day	
Sun:	00:00	00:00	<input checked="" type="checkbox"/> No Surgery
Mon:	09:00	17:00	<input type="checkbox"/> No Surgery
Tue:	09:00	17:00	<input type="checkbox"/> No Surgery
Wed:	09:00	17:00	<input type="checkbox"/> No Surgery
Thu:	09:00	17:00	<input type="checkbox"/> No Surgery
Fri:	09:00	17:00	<input type="checkbox"/> No Surgery
Sat:	00:00	00:00	<input checked="" type="checkbox"/> No Surgery

Ok Cancel

The second determines the breaks



which are added and edited using the window shown



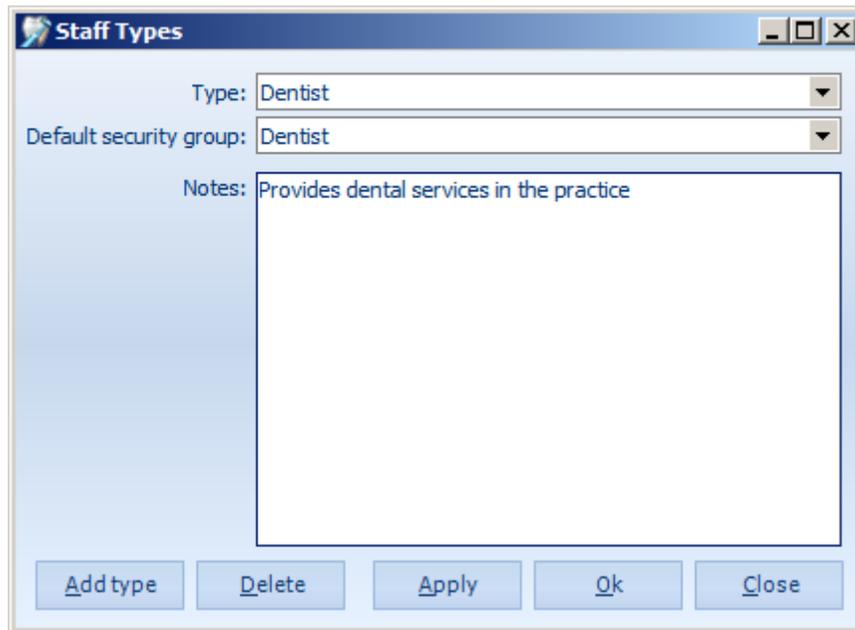
The last sub-tab allows sessions to be allocated in the diary. For example you may have specific times of the day or days that you perform specific treatment. In this example a session has been allocated for the treatment of dental emergencies.

The screenshot shows the 'Staff Details' dialog box with the 'Sessions' tab selected. At the top, there are tabs for 'Personal', 'Registrations', 'Insurance Details', and 'Appointments'. Below these, there is a checked checkbox for 'Allocate Diary' and a 'Diary Interval' dropdown set to '10 Mins'. The main area contains a table with columns 'Name', 'Day', 'From', 'To', and 'Colour'. One entry is visible: 'Emergencies' with 'Every day' as the day, '12:30' as the start time, '12:55' as the end time, and a yellow color swatch. To the right of the table are buttons for 'New Session', 'Add Time', 'Edit', and 'Delete'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

Name	Day	From	To	Colour
Emergencies	Every day	12:30	12:55	Yellow

Multiple entries may be added for these sessions.

2.7.4.4 Staff Types



Staff Types window

This allows you to create staff types and assign their default security setting.

The defaults provided are:

- Dentist
- Hygienist
- Receptionist
- Practice Manager
- Dental Health Educator
- Dental Nurse

You may wish to change these titles or add to them.

2.7.4.5 Insurance/Payment Plans

Insurance/Payment Plans window

QuattroDent allows you to set up your payment plans and is very flexible in the way you can configure them.

The two defaults are DPAS and Denplan. To add a new plan click on **Add New** that displays a new window allowing you to enter the name of your plan.

New Provider window

You may want to fill in a few of the contact details to allow a record of essential information.

If you offer a discount for treatment under your plan then this can be set (the example above shows a 10% discount).

Then you can edit individual fees. In the example below the patient gets their examination and bite-wing radiographs for free by overriding the percentage and changing it to zero.

Insurance/Plan Fees

Fee scale for insurance/payment plan: DPAS

Default percentage of fees patient pays: 90.00%

Code	Group	Description	Insurer code	Override Type	Patient %	Patient Charge	Insurer Charge
0101	Diagnostic	Recall examination		Override Percentage	0.00	£0.00	£30.00
0111	Diagnostic	New patient examination		Plan Percentage	90.00	£45.00	£5.00
0201	Diagnostic	Bitewing radiographs		Override Percentage	0.00	£0.00	£20.00
0202	Diagnostic	Periapical radiograph		Override Price	90.00	£36.00	£4.00
0211	Diagnostic	Study casts		Plan Percentage	90.00	£13.50	£1.50
1001	Preventative	Oral health instruction		Override Percentage	0.00	£0.00	£30.00
1011	Preventative	Topical fluoride application		Plan Percentage	90.00	£27.00	£3.00
2001	Restorative	Amalgam filling		Plan Percentage	90.00	£54.00	£6.00
2021	Restorative	Composite filling		Plan Percentage	90.00	£67.50	£7.50
2026	Restorative	Glass ionomer filling		Plan Percentage	90.00	£40.50	£4.50
2027	Restorative	Compomer filling		Plan Percentage	90.00	£40.50	£4.50
2028	Restorative	Silver reinforced glass ionomer		Plan Percentage	90.00	£81.00	£9.00
2041	Restorative	Enamel biopsy & seal with		Plan Percentage	90.00	£81.00	£9.00
2101	Restorative	Gold inlay		Plan Percentage	90.00	£270.00	£30.00
2151	Restorative	Porcelain inlay		Plan Percentage	90.00	£270.00	£30.00

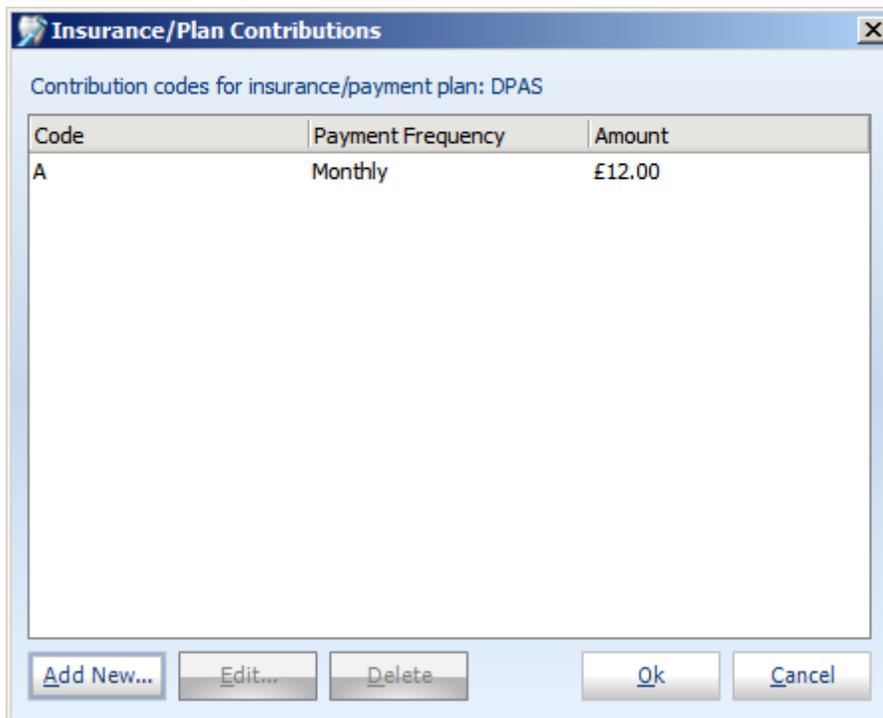
Ok Close

Insurance/Plan Fees window

You will note that the last column shows the charge to the insurer/plan. In the case of a dental plan where the cost of discounts or free items is born by the provider (i.e. you) this allows calculation of the cost of the plan and in <another part of QD> permits you to calculate the profit or loss from your plan(s).

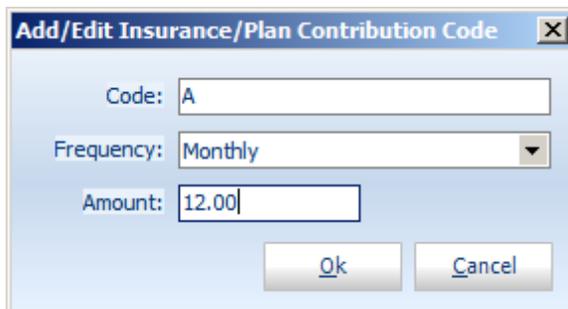
In order for you to calculate the profit and loss from your plan(s) you will need to enter in the NET monthly contribution you receive from your categories of patients (i.e. the amount that gets put into your bank account after the plan management company has deducted their fee.)

You do this by clicking on **Edit Contributions** which displays a window to add your various fee categories.



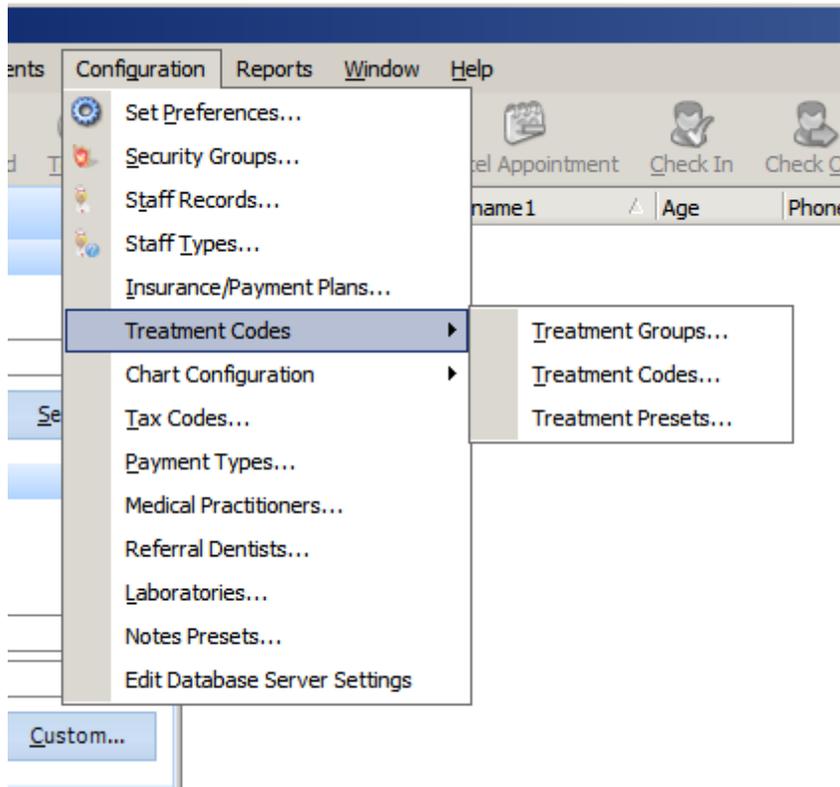
Contributions window

Clicking on **Add New** displays a window allowing you to enter the data.



Add New Contribution window

2.7.4.6 Treatment Codes



From here you can select to edit

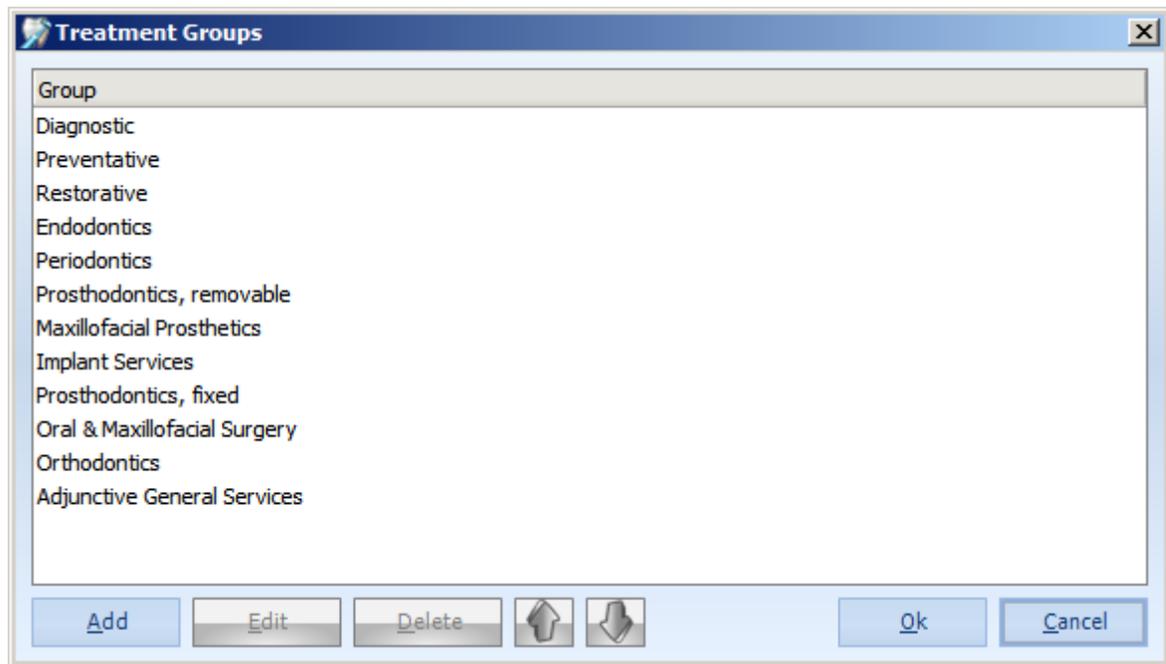
[The Treatment Groups](#)⁸⁷

[The Treatment Codes](#)⁸⁸

[The Treatment Presets](#)⁹¹

2.7.4.6.1 Treatment Groups

Treatment groups are a means of classifying types of treatment to allow easy location of individual items.



Use this window to add to the default list of treatment groups or to edit or delete the current ones.

Clicking on **Add** opens a new window to add a new group.



2.7.4.6.2 Treatment Codes

There are some default treatment items already in the program to give you some examples. You **will** want to customise these.

Code	Group	Description	Patient Advice	Time To Perform	Quantity	Tooth	Is Exam	Is Xray	Price
Diagnostic									
0101	Diagnostic	Recall examination	Please attend 10 minutes early	15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£30.00
0111	Diagnostic	New patient examination	Please attend 15 minutes early	30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£50.00
0201	Diagnostic	Bitewing radiographs		10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£20.00
0202	Diagnostic	Periapical radiograph		10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£40.00
0211	Diagnostic	Study casts		10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£15.00
Preventative									
1001	Preventative	Oral health instruction	Please bring your toothbrush v	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£30.00
1011	Preventative	Topical fluoride application		30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£30.00
1021	Preventative	Fissure Seal		10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£15.00
Restorative									
2001	Restorative	Amalgam filling		20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£60.00
2021	Restorative	Composite filling		20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£75.00
2026	Restorative	Glass ionomer filling		20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£45.00
2027	Restorative	Compomer filling		20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£45.00
2028	Restorative	Silver reinforced glass ionomer cor		30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£90.00
2041	Restorative	Enamel biopsy & seal with composi		10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£90.00
2101	Restorative	Gold inlay		60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£300.00
2151	Restorative	Porcelain inlay		60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£300.00
2201	Restorative	Porcelain veneer		60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£300.00
2301	Restorative	Full gold crown		60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£400.00
2302	Restorative	3/4 gold crown		60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£400.00
2311	Restorative	PFM crown		60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£450.00

Having set up your groups you may then add your customised treatment code items.

Add/Edit Treatment Code

Code: Time to Perform: Minutes

Group:

Description:

Patient Advice:

Price:

Requires Quantity Requires Tooth
 Is Exam Is Xray

The fields you can add are:-

Code: This can be any value but when starting I would suggest that leave at least a value of ten between each item in a group and one thousand between each group as the items are sorted on code number and when you then add more treatment items you will not have to re-code the entire list.

Time to perform: The default time you expect to allocate for this procedure. (This can be modified when booking the appointment)

Group: Select from your list of groups.

Description: What you want to appear in the treatment list/estimate/clinical notes.

Patient Advice: What you may want printed in a merge letter containing the estimate/treatment plan

Price: The default fee for the treatment item. (Again, this can be modified when the [treatment list](#)^[112] is prepared)

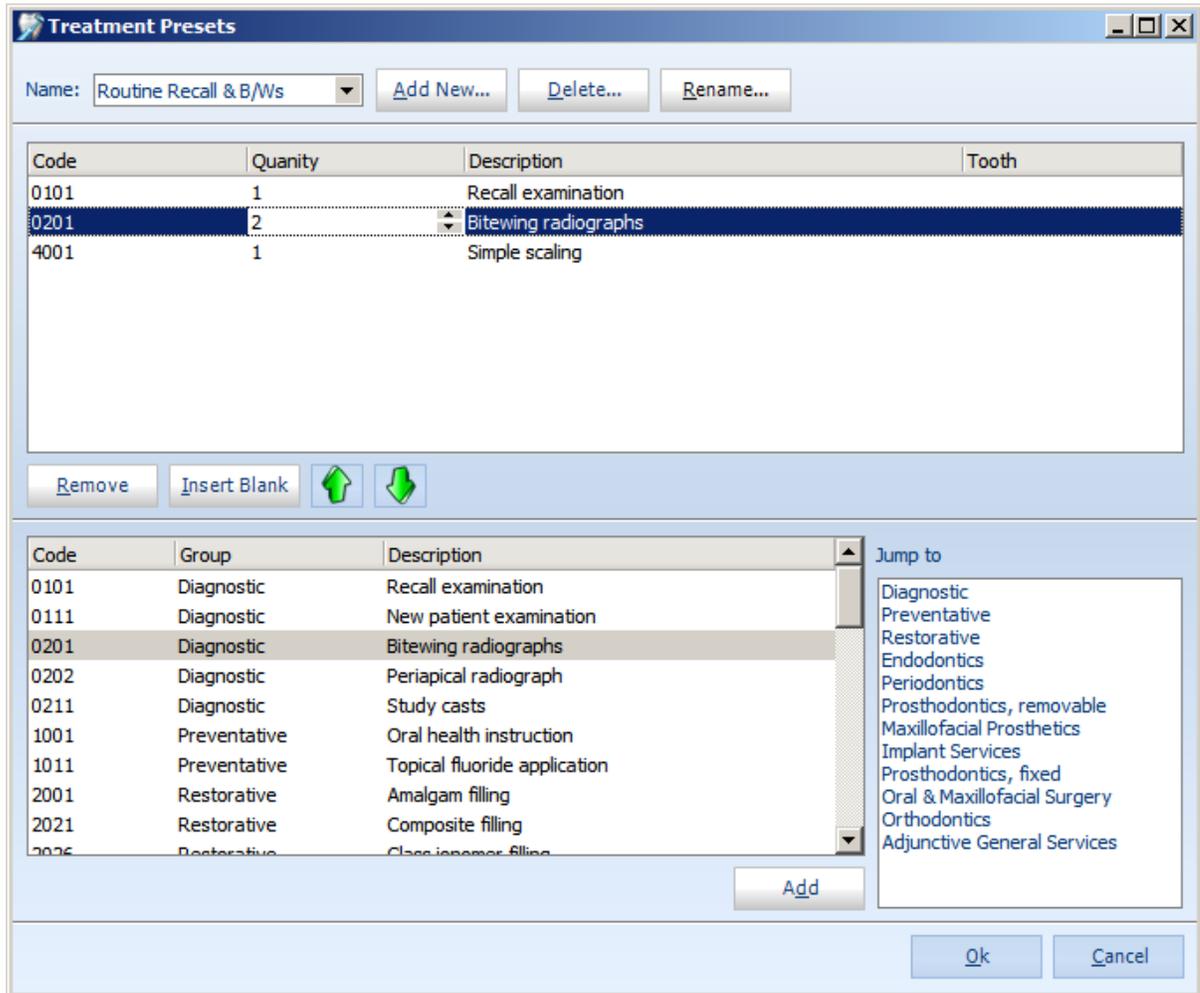
Requires Quantity: If this item's fee is quantity dependent then tick this box and the fee will multiply by the number of items.

Requires Tooth: So that the treatment list show to which tooth the procedure applies.

Is Exam: So that clicking on done will change the date of the last exam (for recalls).

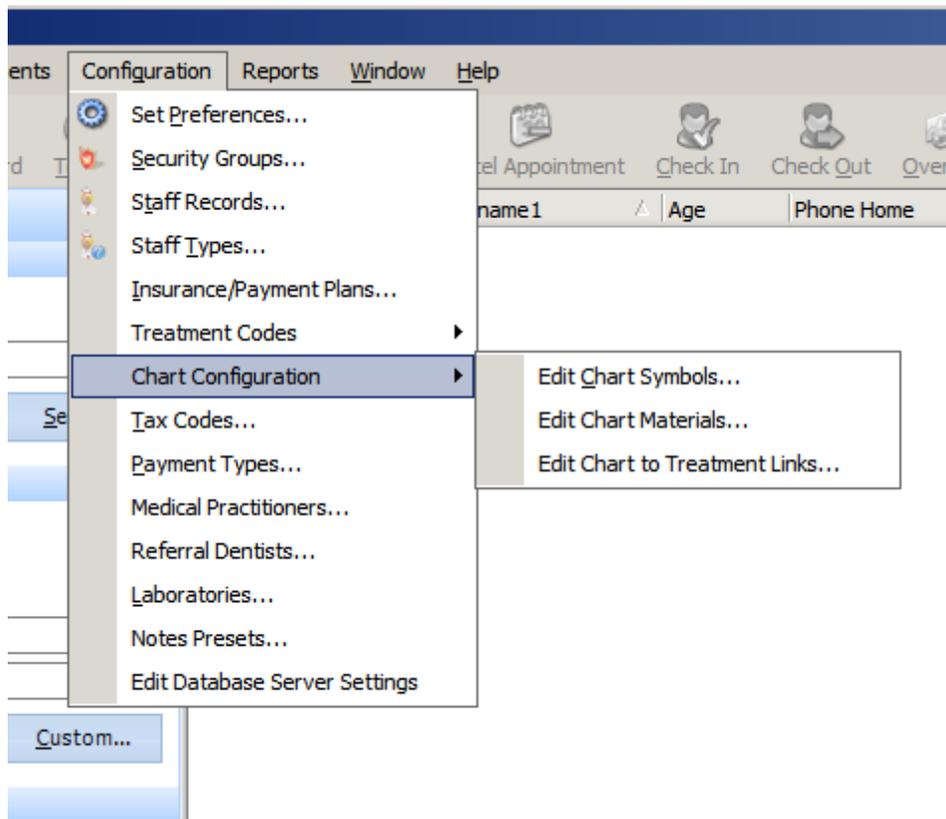
Is Xray: So that clicking on done will change the date of the last radiograph (for recalls).

2.7.4.6.3 Treatment Presets



This allows the creation of preset groups of treatment items to speed up entry of items into the [treatment list](#)¹¹². Most commonly they will be diagnostic procedures such as exam and radiographs but may include other items such as periodontal treatment where multiple treatments form part of a standard treatment plan.

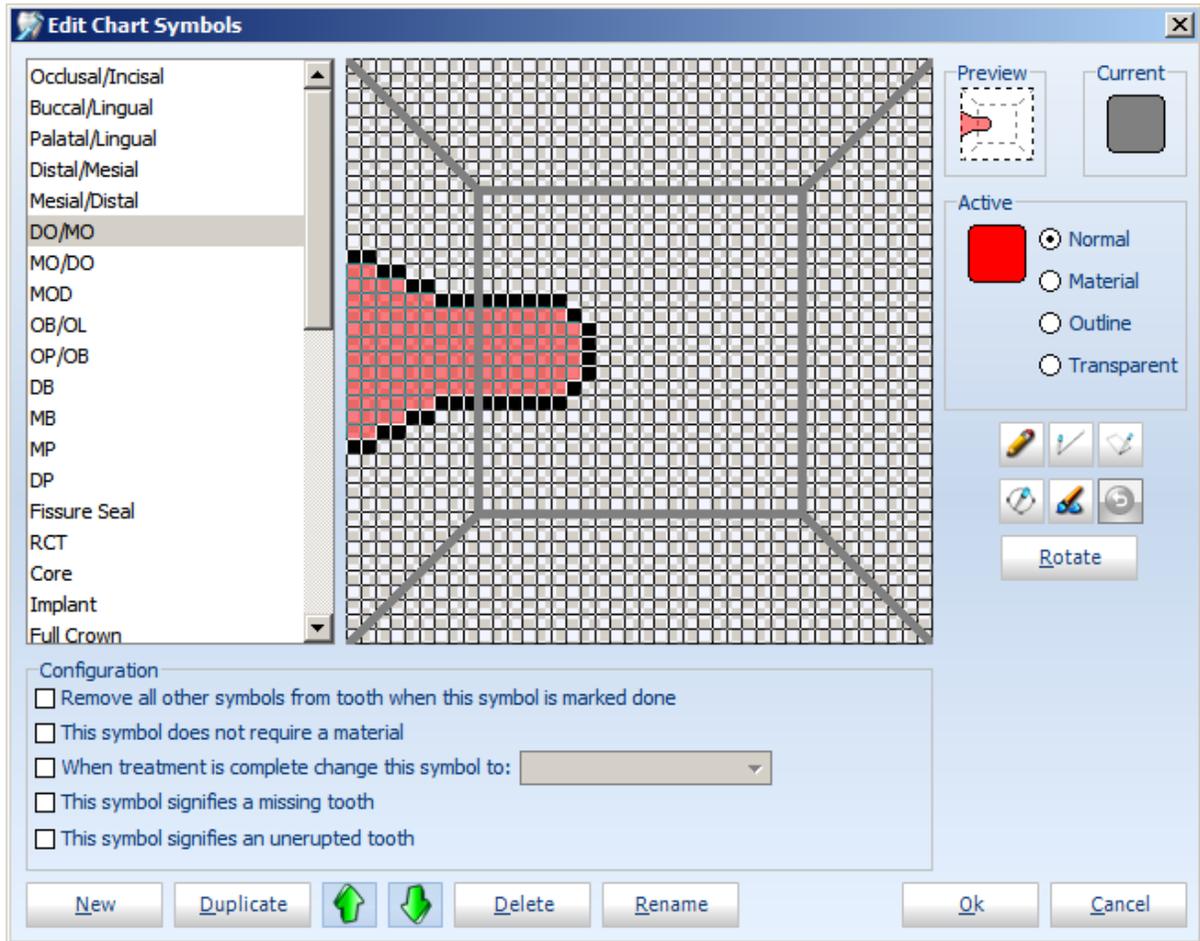
2.7.4.7 Chart Configuration



here.

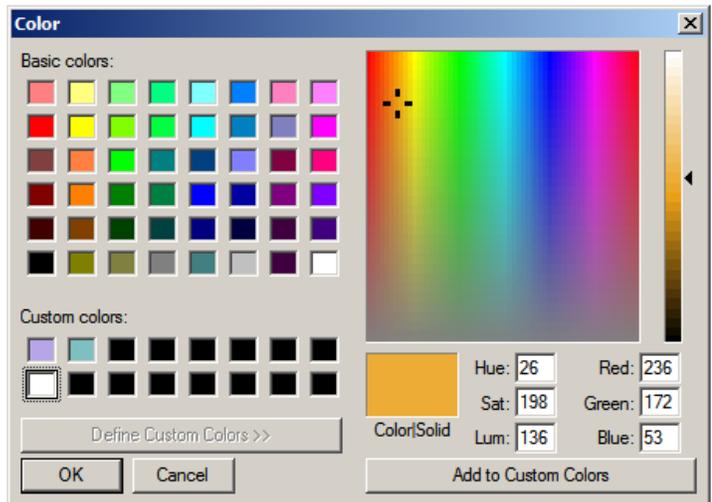
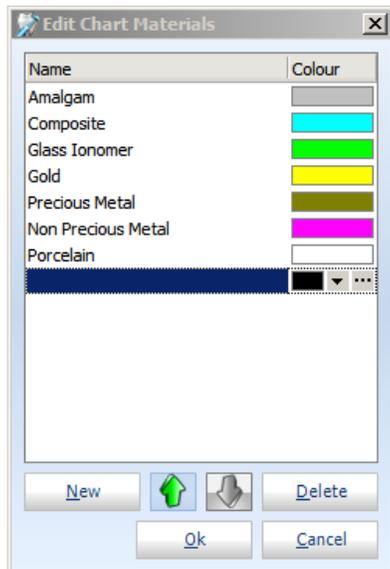
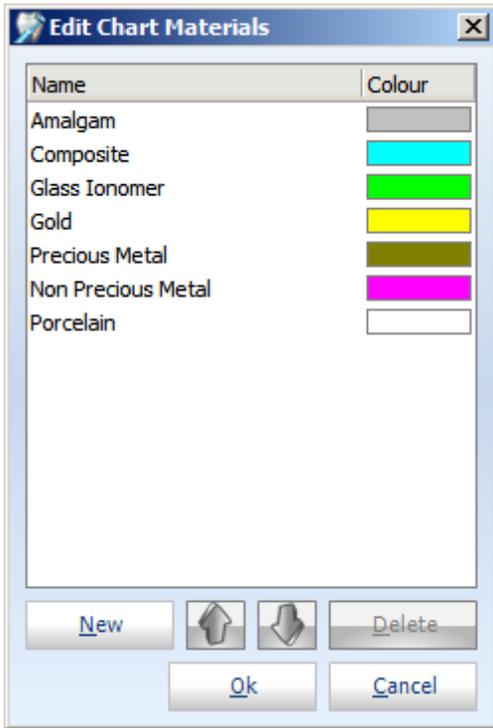
Enter topic text

2.7.4.7.1 Edit Chart Symbols



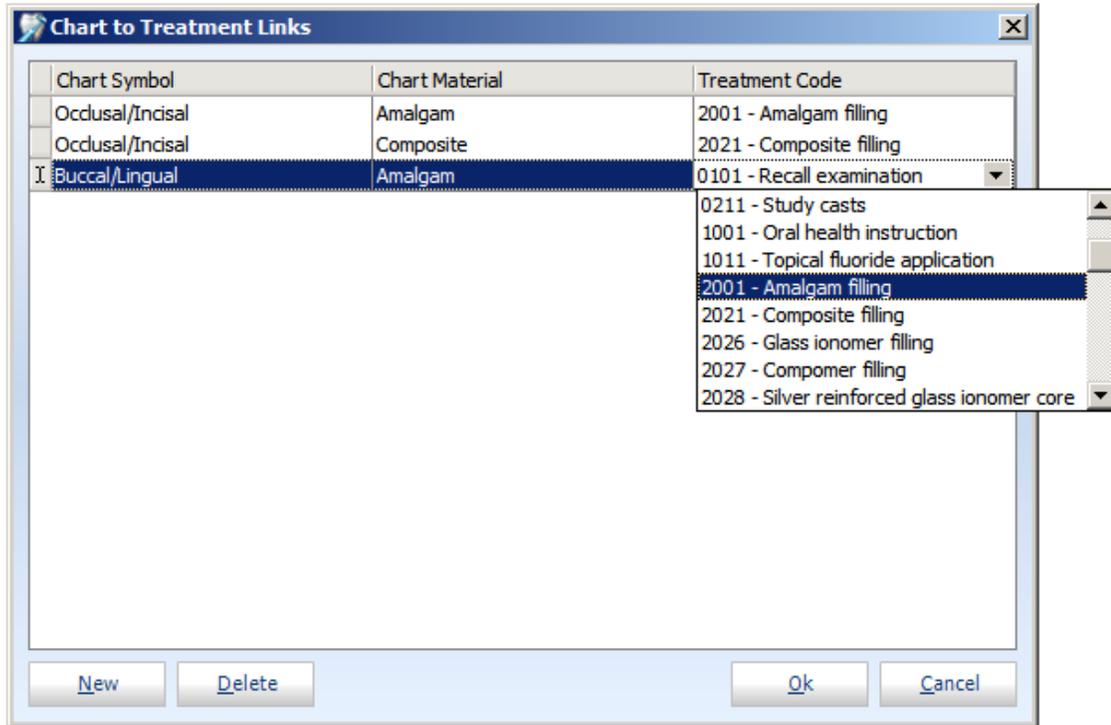
Enter topic text here.

2.7.4.7.2 Edit Chart Materials



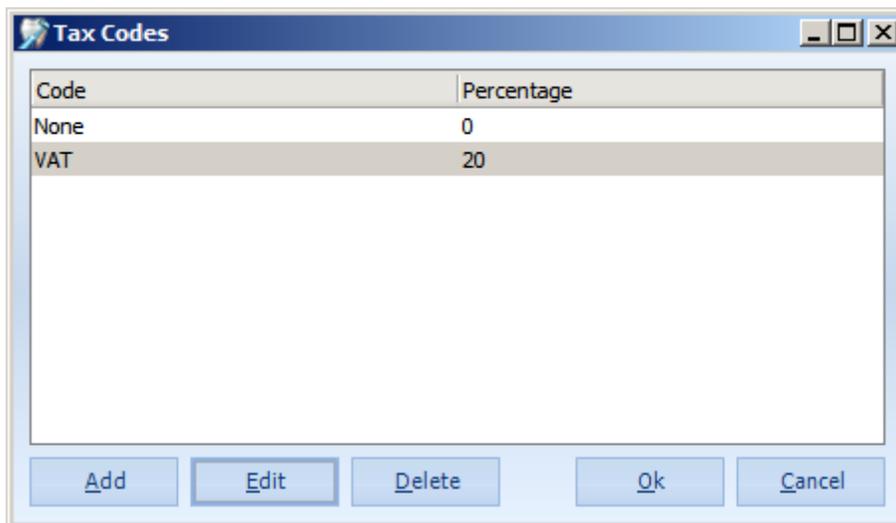
Enter topic text here.

2.7.4.7.3 Edit Chart to Treatment Links

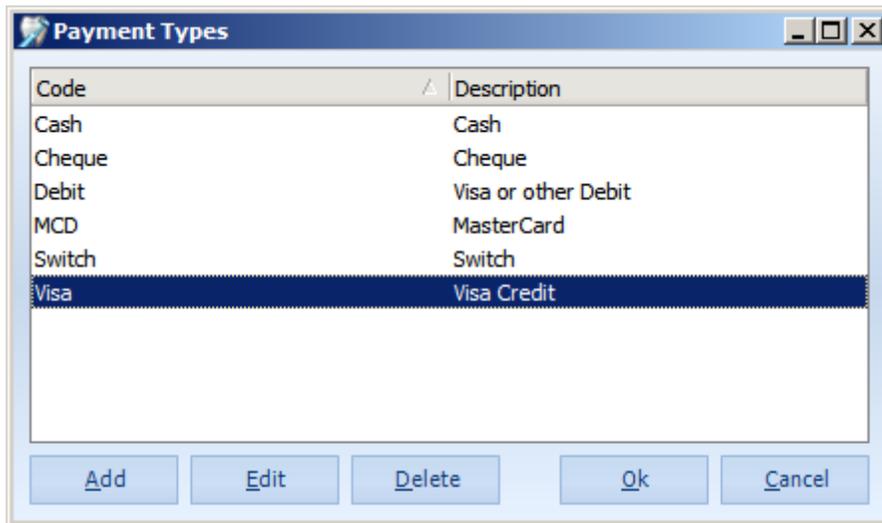


Enter topic text here.

2.7.4.8 Tax Codes

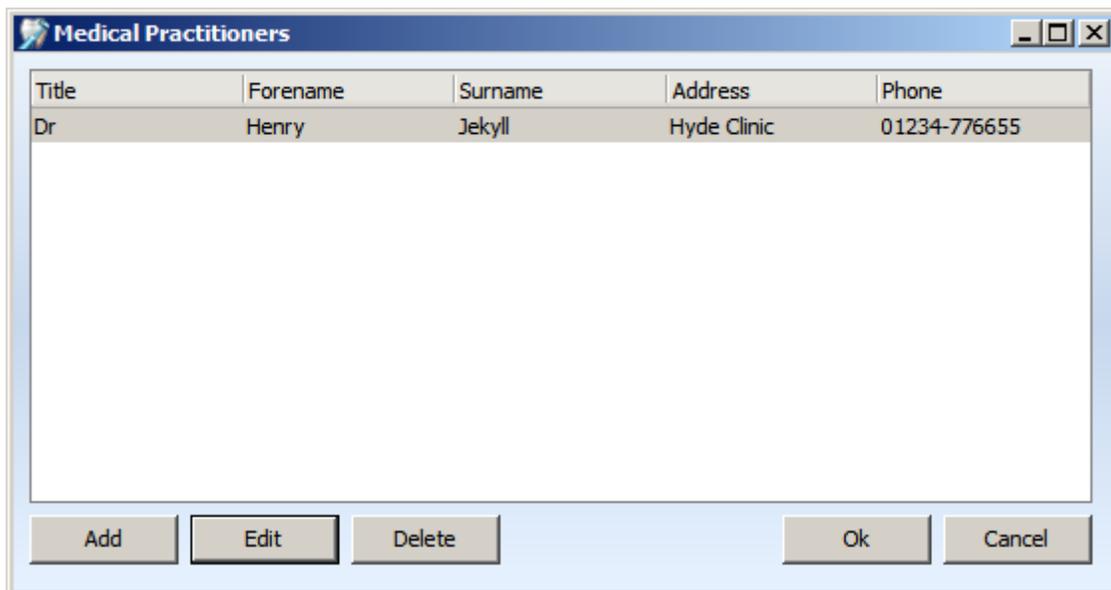


2.7.4.9 Payment Types



Add, edit and delete the types of payment you accept.

2.7.4.10 Medical Practitioners



Add/Edit Medical Practitioner

Title:

Forenames:

Surname:

Qualifications:

Address:

Town:

County:

Postcode:

Phone:

Fax:

Email:

Enter topic text here.

2.7.4.11 Referral Dentists

Here you can enter dentists from whom you receive referrals and to whom you refer.

Referral Dentists

Title	Forename	Surname	Address	Phone
Dr	Pontius	Payne	Hardy Dental Clinic	0234-567567

Add/Edit Referral Dentist

Title: <input type="text" value="Dr"/>	Address: <input type="text" value="Hardy Dental Clinic"/>
Forenames: <input type="text" value="Pontius"/>	: <input type="text"/>
: <input type="text"/>	: <input type="text"/>
Surname: <input type="text" value="Payne"/>	Town: <input type="text" value="Anytown"/>
Qualifications: <input type="text" value="BDS"/>	County: <input type="text" value="Devon"/>
	Postcode: <input type="text" value="QD14 4YY"/>

Phone: <input type="text" value="0234-567567"/>
Fax: <input type="text"/>
Email: <input type="text"/>

2.7.4.12 Laboratories

Laboratories

Name	Address	Town	Phone
ACE Dental	26 Cunningham Road	Anytown	01234 787882
QD Ceramics	The Studio	Another town	01243 989898

Laboratories Window

Add/Edit Laboratories Window

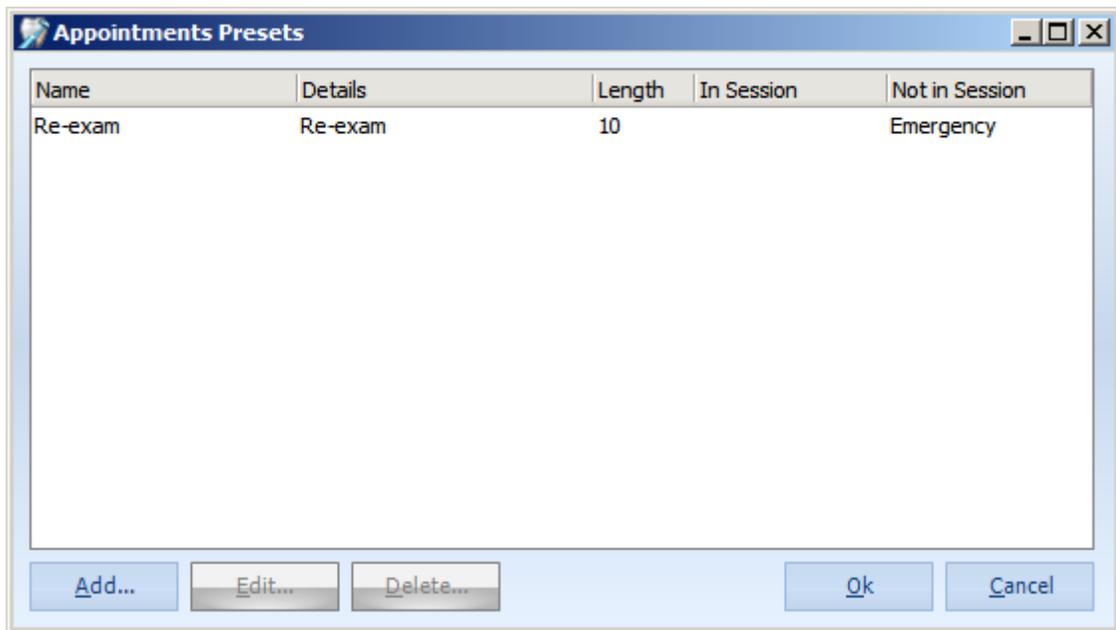
Enter topic text here.

2.7.4.13 Notes Presets

Enter topic text here.

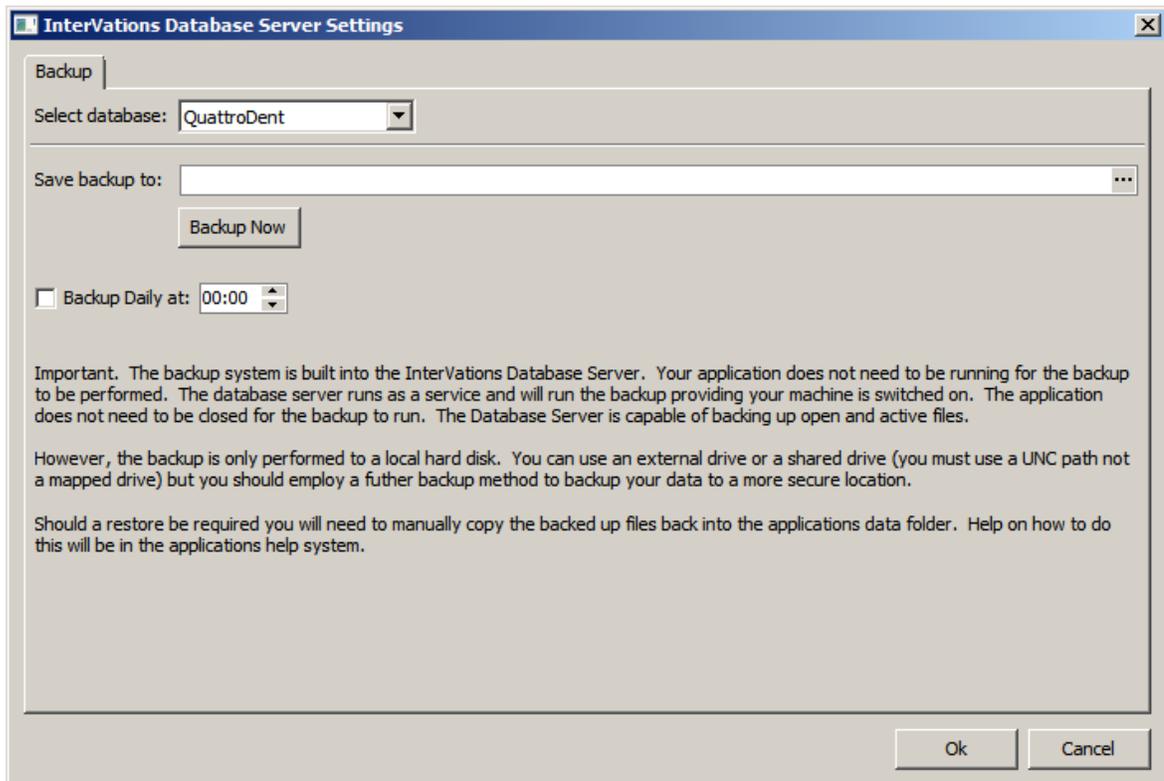
2.7.4.14 Appointments Presets

To add a new appointment preset click on "Add", which opens a further window as shown above. Dedicated sessions or excluding sessions can be selected as shown.



Once the preset has been created it is shown in the list window and can be modified or deleted if required.

2.7.4.15 Edit Database Server Settings



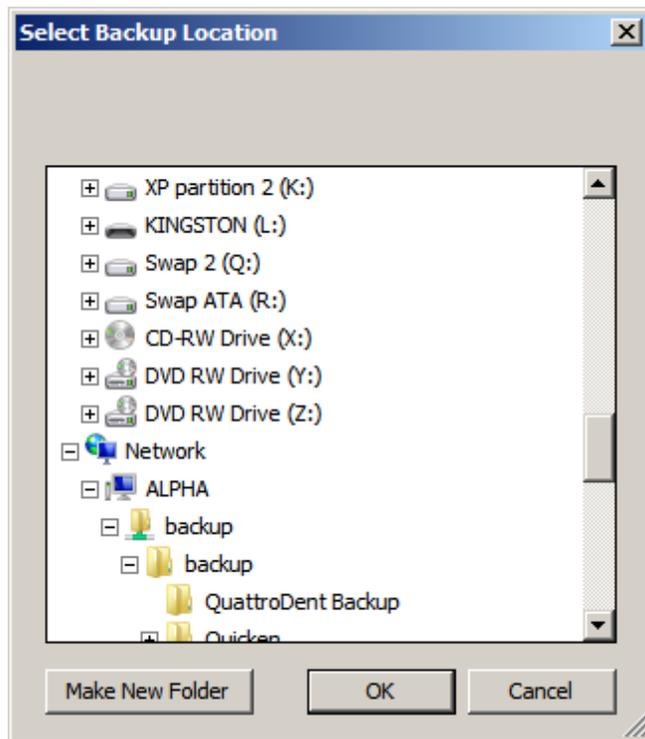
Backup Configuration

Select the QuattroDent database (selected by default). Then select the folder in which you want to place the backup.

This can be:-

- A local drive such as USB connected hard drive or memory stick
- A remote drive on your network
- A remote location connected by VPN

Clicking on the button at the end of the "Save backup to:" entry line brings up the standard Windows folder selection view.



Folder selection window

From where you can make your selection.

You can run your backup manually or

selecting "Backup Daily" allows you to set the time at which you want the automated backup to occur.

Note: It might seem obvious to most, but just in case Both the server (the computer which hosts your data) and the remote location need to be switched on at the time of the backup!

2.7.5 Reports Menu

Enter topic text here.

2.7.5.1 Financial

Enter topic text here.

2.7.5.2 Diary

Enter topic text here.

2.7.5.3 Recalls

Enter topic text here.

2.7.5.4 Patient Lists

Enter topic text here.

2.7.5.5 Treatment

Enter topic text here.

2.7.6 Window Menu

Enter topic text here.

2.7.6.1 QuattroDent Help

Enter topic text here.

2.7.6.2 Send Machine Name to Client

Enter topic text here.

2.7.6.3 About QuattroDent

Enter topic text here.

2.7.7 Help Menu

Enter topic text here.

2.7.7.1 Quattrodent Help

Displays this Help file - you have obviously found it!

2.7.7.2 Send Machine Name to Client

Enter topic text here.

2.7.7.3 About QuattroDent



About QuattroDent

Enter topic text here.

2.8 The Diary

Enter topic text here.

2.8.1 Arranging the diaries

Enter topic text here.

2.8.2 Making a patient appointment

Enter topic text here.

2.8.3 Cancelling an appointment

Enter topic text here.

2.8.4 Making a family appointment

Enter topic text here.

2.8.5 Making a general appointment

Enter topic text here.

2.8.6 Moving an appointment

Enter topic text here.

2.8.7 Rebooking an appointment

Enter topic text here.

2.8.8 Check Out

Enter topic text here.

2.9 The Patient Record

Adams, Alan - Patient Information

Patient Information | Medical History | Admin | Family | Treatments | Chart | Clinical Notes | Perio | Lab Work | Mouth Map

Code: ADAMSA010160 Picture: Capture
 Title: Mr Import...
 Forenames: Alan Clear
 : Arthur
 Surname: Adams Phone Home: 01234-1122333
 Address: 23 Wellington Drive Phone Work:
 : Cell/Mobile: 07770 -998877
 : Email:
 Town/City: Anytown Contact method:
 County/State: Devon Date of Birth: 01/01/60 Age: 52
 Post/Zip Code: QD14 3LS Sex: Male Permission to discuss Tx with Family Member
 Deceased Bad Debtor Left Practice

Insurance/Payment Plan: None Dentist: Annie Cutter
 Plan contribution code: Hygienist: Griselda Innocent
 Insurance History DHE:
 Last Exam: 05/01/12
 Last Xray: 05/01/12
 Last Appointment:
 Completed:
 Next Appointment: 10/01/12 16:00
 Balance: £70.00
 Plan Balance: £0.00
 Last BPE:

Plan Offer:
 Custom 2:
 Custom 3:
 Custom 4:

Exam Recall: 12 months Xray Recall: 24 months Hygienist Recall: 6 months

Redock Tabs Apply Ok Cancel

Patient record

The patient record has a number of tabs. Each of these tabs may be dragged off the record and displayed on another part of the screen or on a separate screen. To pull all the tabs back to the record click on the Redock Tabs button (bottom left).

The tabs are:-

[Patient Information](#) ¹⁰⁶[Medical History](#) ¹⁰⁸[Admin](#) ¹¹⁰[Family](#) ¹¹²[Treatments](#) ⁶⁹[Chart](#) ¹¹²[Clinical Notes](#) ¹¹²[Perio](#) ¹¹²[Lab Work](#) ¹¹⁷[Mouth Map](#) ¹¹⁸

2.9.1 Patient Information

Adams, Alan - Patient Information

Patient Information | Medical History | Admin | Family | Treatments | Chart | Clinical Notes | Perio | Lab Work | Mouth Map

Code: ADAMSA010160

Picture:  Capture
Import...
Clear

Title: Mr

Forenames: Alan
: Arthur

Surname: Adams

Address: 23 Wellington Drive

Town/City: Anytown

County/State: Devon

Post/Zip Code: QD14 3LS

Sex: Male

Phone Home: 01234-1122333

Phone Work:

Cell/Mobile: 07770 -998877

Email:

Contact method:

Date of Birth: 01/01/60 Age: 52

Permission to discuss Tx with Family Member
 Deceased Bad Debtor Left Practice

Insurance/Payment Plan: None

Plan contribution code:

Dentist: Annie Cutter

Hygienist: Griselda Innocent

DHE:

Insurance History

Last Exam: 05/01/12

Last Xray: 05/01/12

Last Appointment:

Completed:

Next Appointment: 10/01/12 16:00

Balance: £70.00

Plan Balance: £0.00

Last BPE:

Plan Offer:

Custom 2:

Custom 3:

Custom 4:

Exam Recall: 12 months Xray Recall: 24 months Hygienist Recall: 6 months

Xrays | Check Out | Edit Letter | Letter | Accounts | Edit

Redock Tabs | Apply | Ok | Cancel

Patient Information screen

The patient information screen is the opening view of the patient record.

The buttons on the bottom right offer the following functions:-

Xrays

This button will only be active if an external application has been [configured](#)^[73]. Such an application may be a third party RVG program called by the command line.

Check Out

This opens the [check out](#)^[105] window.

Edit Letter

This allows you to select a letter and edit it prior to printing (and saving with the patient's record)

Letter

This opens the file selection window to select a letter for (merge) printing and saving with the patient's record.

Accounts

Takes you to the [Accounts](#)^[121] window

Edit

Clicking on **Edit** allows the fields on record to be edited. Clicking on **Edit** again locks those fields and clicking on **Apply** saves them to the database.

2.9.2 Medical History

Question	Yes	Warn	Notes
Are There:			
Are there any other aspects about your health that you think your dentist ought to know?	<input type="checkbox"/>	<input type="checkbox"/>	
Are You:			
Attending or receiving treatment from a doctor, hospital, clinic or specialist?	<input type="checkbox"/>	<input type="checkbox"/>	
Taking any medicines from your doctor? (Tablets, creams, ointments, injections, other)	<input type="checkbox"/>	<input type="checkbox"/>	
Taking or have taken steroids in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>	
Allergic to any medicines, food or materials?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allergic to penicillin
Taking aspirin regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
Anaemic?	<input type="checkbox"/>	<input type="checkbox"/>	
Do You:			
Have arthritis?	<input type="checkbox"/>	<input type="checkbox"/>	
Have a pacemaker, or have you had any form of heart surgery?	<input type="checkbox"/>	<input type="checkbox"/>	
Suffer from hay-fever, eczema, or any other allergy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hay fever
Suffer from bronchitis, asthma or other chest condition?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Asthma - Symbicort inhaler
Have fainting attacks, giddiness, blackouts or epilepsy?	<input type="checkbox"/>	<input type="checkbox"/>	
Have diabetes or does anyone in your family?	<input type="checkbox"/>	<input type="checkbox"/>	
Bruise easily or, following a tooth extraction bled so much as to cause you to be worried?	<input type="checkbox"/>	<input type="checkbox"/>	
Carry a warning card?	<input type="checkbox"/>	<input type="checkbox"/>	
Ever get cold sores?	<input type="checkbox"/>	<input type="checkbox"/>	
Suffer from any infectious diseases (including HIV and Hepatitis)?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you drink alcohol – if so, how many units per week?	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke or chew tobacco products – if so, how many per day?	<input type="checkbox"/>	<input type="checkbox"/>	

Full medical history form

The medical history window allows the entry of the patient's general medical history. The questions are configurable in [Configuration > Set Preferences > Medical History](#)^[72]. Where the dentist considers that a positive response should show as an alert when the patient record is accessed then the **Warn** check-box is ticked. For example it may not be necessary to show an alert for a patient who has mild hay-fever or who's granny suffered from diabetes but you would definitely want to know if they were allergic to any antibiotics or if they were being prescribed Warfarin.

Adams, Alan - Patient Information

Patient Information **Medical History** Admin Family Treatments Chart Clinical Notes Perio Lab Work Mouth Map

Show positive results only Last Update: 05/01/12 Next Update: 05/01/13 Medical Practitioner: Dr Henry Jekyll MB BS

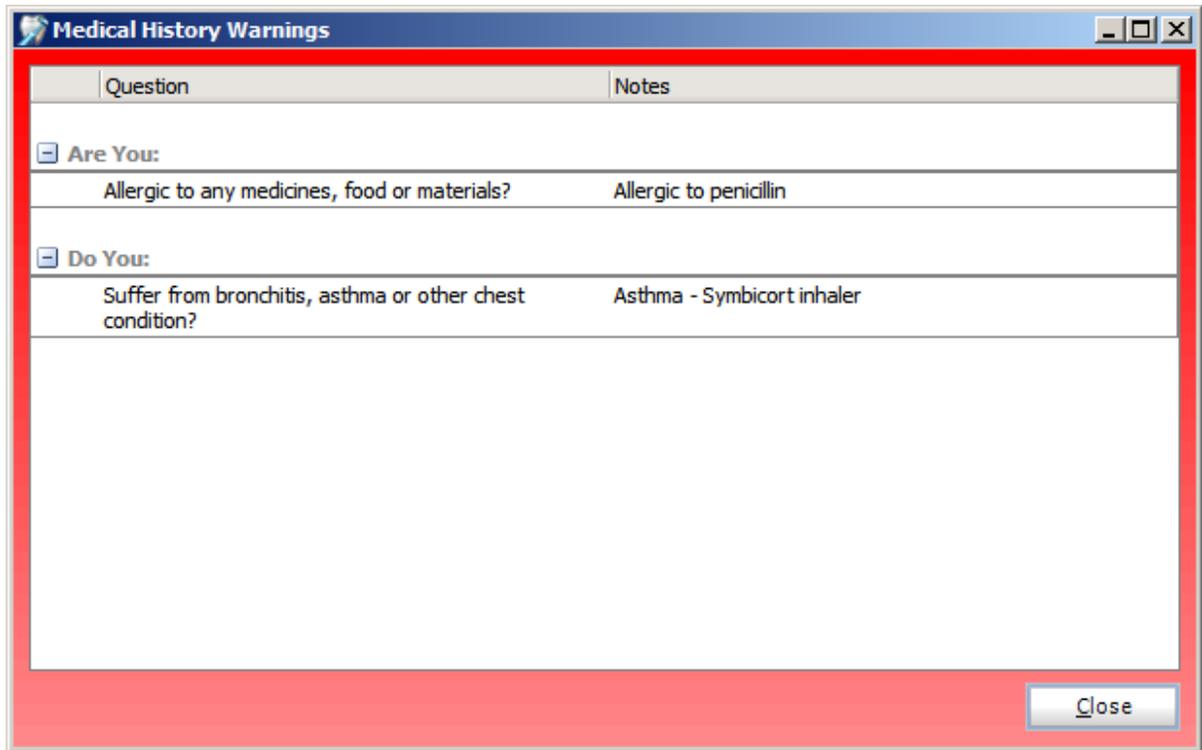
Question	Yes	Warn	Notes
Are You:			
Allergic to any medicines, food or materials?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allergic to penicillin
Do You:			
Suffer from hay-fever, eczema, or any other allergy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hay fever
Suffer from bronchitis, asthma or other chest condition?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Asthma - Symbicort inhaler

Notes

Redock Tabs Apply Ok Cancel

Positive results only

There is the option via a **check-box** on the top left to show only the positive results.



Warning on accessing record

In the above example this is what you would see on accessing the patient record.

2.9.3 Admin

The admin tab is the repository for all non-clinical records. It forms a record of automatically inserted text for:-

1. Appointment cards
2. Appointment cancellations
3. Letters
4. Other attachments

It can also contain manually inserted text that can be used as a flag when

- a. An appointment is booked
- or
- b. On all patient record access

Burr, George - Patient Information

Patient Information Medical History Admin Family Treatments Chart Clinical Notes Perio Lab Work Mouth Map

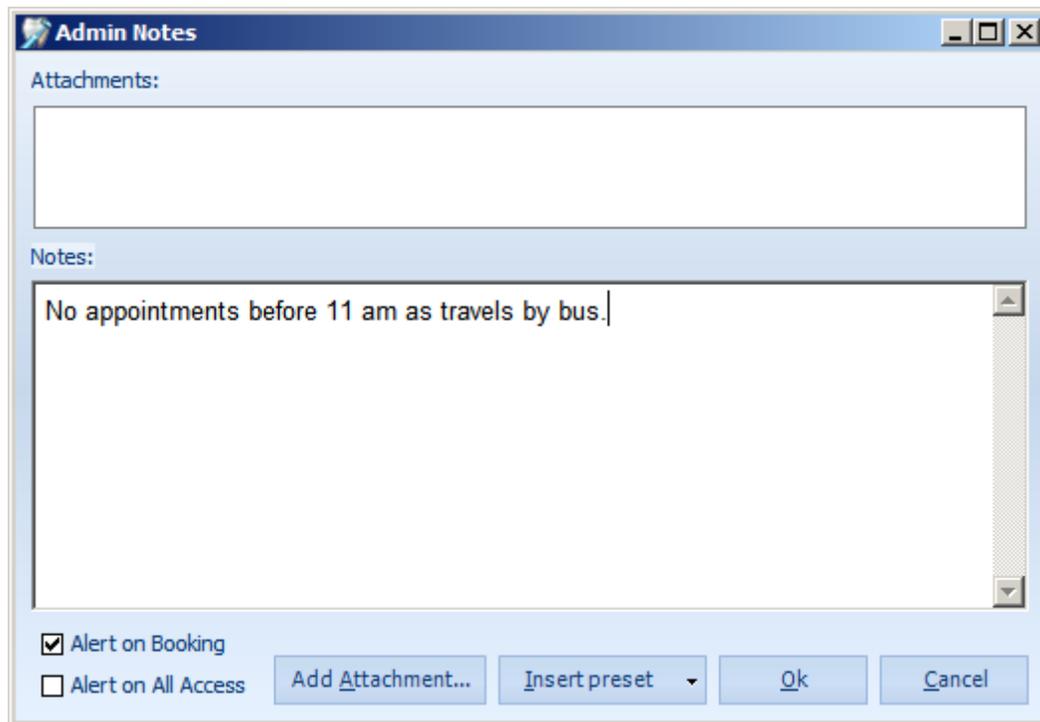
Referred From: [Dropdown]

Notes: Dr Pontius Payne BDS

Date/Time	Entered by	Lette	Attach	Notes
-----------	------------	-------	--------	-------

Add Edit Delete Add Referral...

Redock Tabs Apply Ok Cancel



2.9.4 Family

Enter topic text here.

2.9.5 Treatments

Enter topic text here.

2.9.6 Chart

Enter topic text here.

2.9.7 Clinical Notes

Enter topic text here.

2.9.8 Perio

Enter topic text here.

2.9.8.1 Perio-Graphical

The screenshot shows the 'Perio' tab in the QuattroDent software. The patient information is 'Adams, Alan'. The 'View exam' is '30/12/99'. The interface displays four dental arches (Upper and Lower Right and Left) with graphical representations of pocket depth and recession. A 'Mode' dropdown is set to 'Pocket', and a 'Redock' menu is open. The 'Pocket' menu options are 'Pocket', 'Recession, Pocket', and 'Recession, FGM, Pocket'. The 'Pocket' menu is currently selected. The 'Pocket' data is shown in yellow numbers below the teeth. The 'Recession' data is shown in red numbers above the teeth. The 'Bleeding' data is shown in green numbers below the teeth. The 'Mobility' data is shown in blue numbers above the teeth. The 'Suppuration' data is shown in red numbers below the teeth. The 'Plaque' data is shown in blue numbers above the teeth. The 'Furcation' data is shown in red numbers below the teeth. The 'Recession' data is shown in red numbers above the teeth. The 'Bleeding' data is shown in green numbers below the teeth. The 'Mobility' data is shown in blue numbers above the teeth. The 'Suppuration' data is shown in red numbers below the teeth. The 'Plaque' data is shown in blue numbers above the teeth. The 'Furcation' data is shown in red numbers below the teeth.

Enter topic text here.

2.9.8.2 Pocket-Text

Adams, Alan - Patient Information

Patient Information Medical History Admin Family Treatments Chart Clinical Notes Perio Lab Work Mouth Map

Pocket - Graphical Pocket - Text BPE/CPITN Debris & Bleeding

View exam: 30/12/99 [New Exam] [Clear] [Compare with]

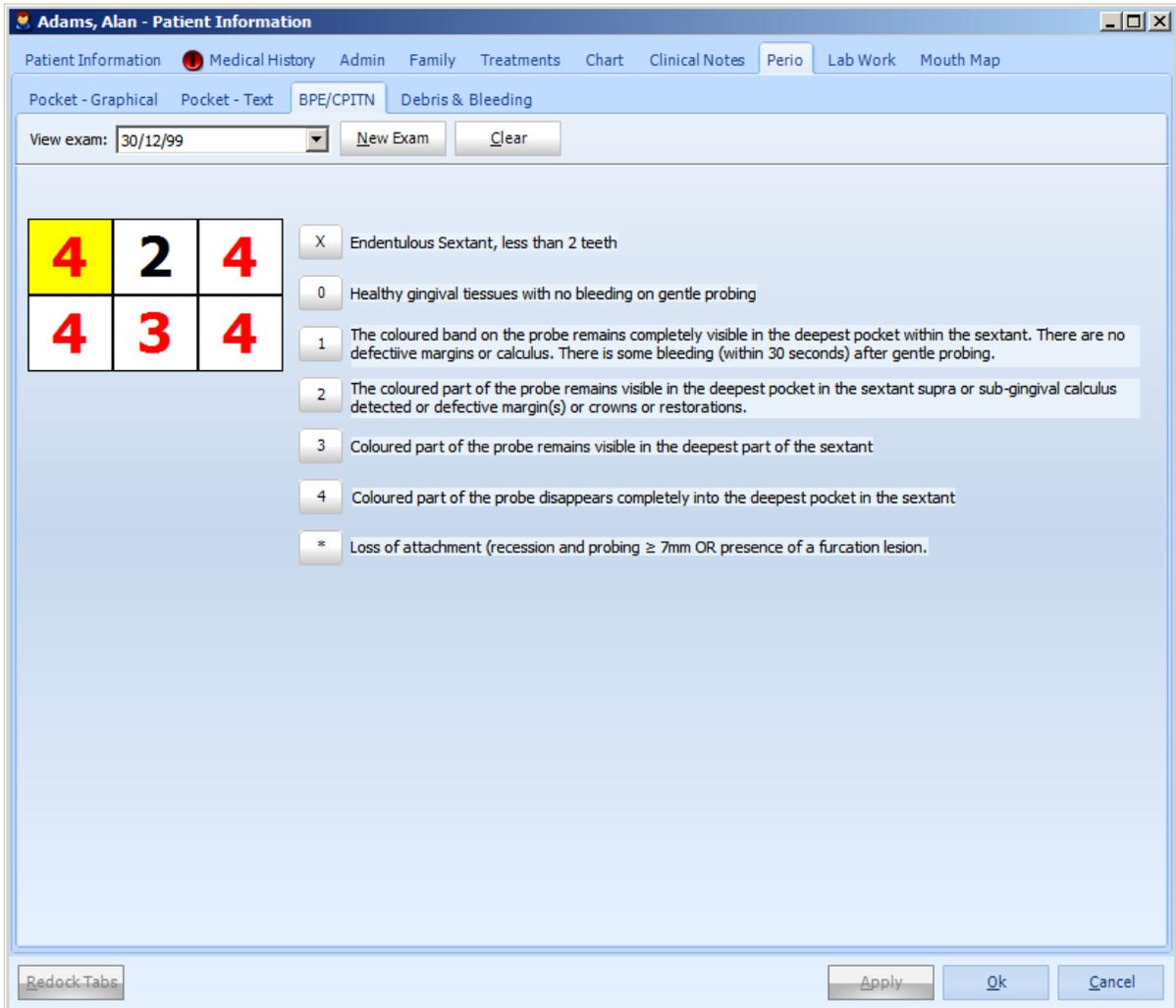
	UR8	UR7	UR6	UR5	UR4	UR3	UR2	UR1	UL1	UL2	UL3	UL4	UL5	UL6	UL7	UL8
Buccal																
Pocket	4	5	3	4	5	4	4	4	3	2	3	2	3	2	2	2
Recession	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2
FGM																
Mobility																
Furcation																
Bleeding																
Delayed Bleeding																
Plaque																
Suppuration																
Palatal																
Pocket	5	4	5	5	4	5	5	4	3	4	3	4	3	4	3	4
Recession	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
Bleeding																
Delayed Bleeding																
Plaque																
Suppuration																
Lingual																
Pocket	6	6	6	5	5	5	4	4	5	5	3	3	3	2	3	3
Recession																
Bleeding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Delayed Bleeding																
Plaque	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Suppuration																
Buccal																
Pocket	5	5	5	5	4	5	5	4	4	4	4	3	4	3	3	4
Recession	0	0	0	0	0	0	0	1	1	1	2	2	2	2	2	2
FGM																
Mobility	2	1														
Furcation																
Bleeding																
Delayed Bleeding																
Plaque																
Suppuration	✓	✓	✓													
Buccal																
Pocket																
Recession																
FGM																
Mobility																
Furcation																
Bleeding																
Delayed Bleeding																
Plaque																
Suppuration																
Buccal																
Pocket																
Recession																
FGM																
Mobility																
Furcation																
Bleeding																
Delayed Bleeding																
Plaque																
Suppuration																

Mode: Pocket [0] [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12]

[Redock Tabs] [Apply] [Ok] [Cancel]

Enter topic text here.

2.9.8.3 BPE/CPITN



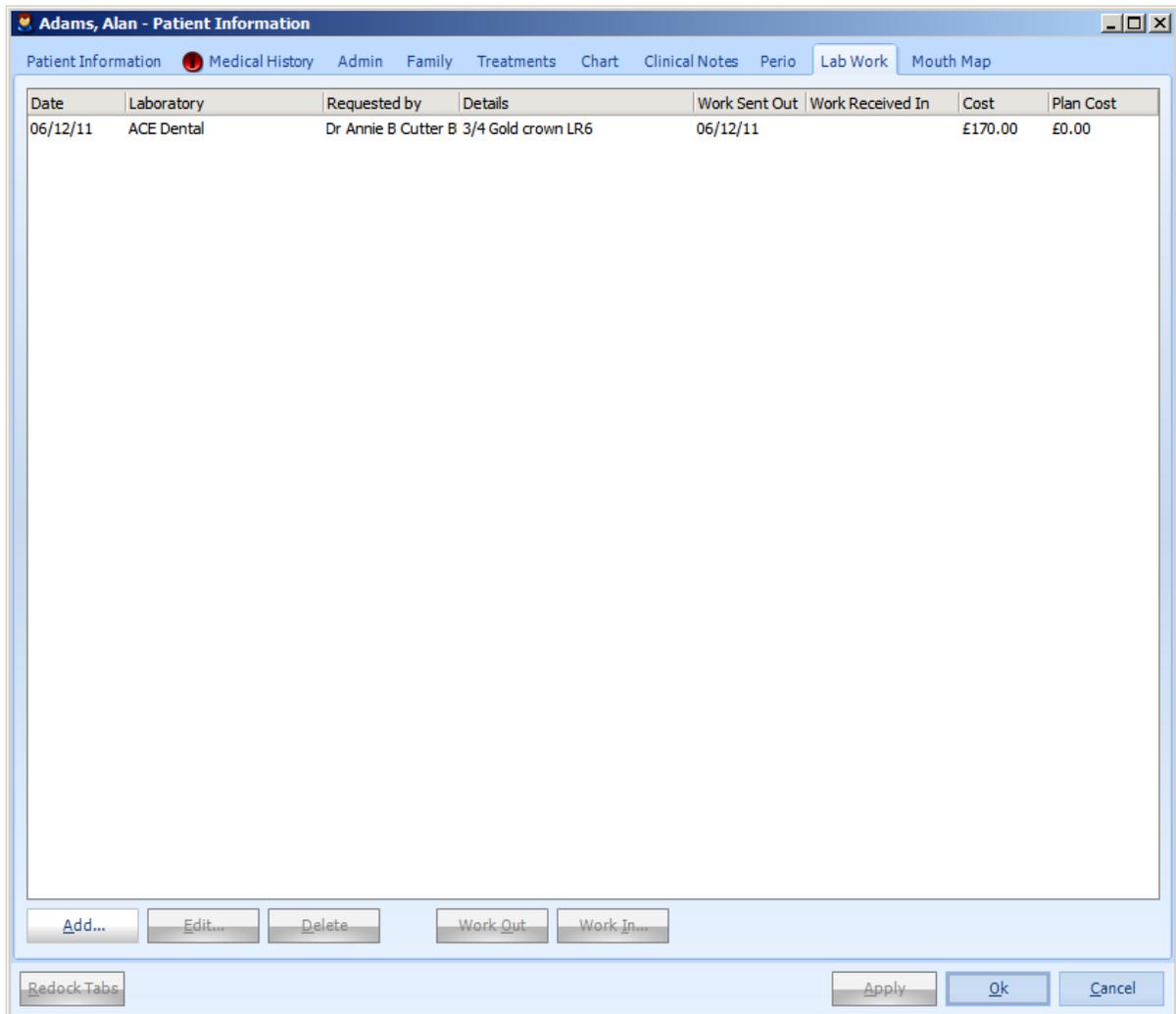
Enter topic text here.

2.9.8.4 Debris & Bleeding

The screenshot displays the 'Debris & Bleeding' window for patient Adams, Alan. The window title is 'Adams, Alan - Patient Information'. The main menu includes 'Patient Information', 'Medical History', 'Admin', 'Family', 'Treatments', 'Chart', 'Clinical Notes', 'Perio', 'Lab Work', and 'Mouth Map'. The sub-menu includes 'Pocket - Graphical', 'Pocket - Text', 'BPE/CPITN', and 'Debris & Bleeding'. The 'View exam:' dropdown is set to '20/12/11', with 'New Exam' and 'Clear' buttons. The 'Debris' section shows a 70% debris level, with yellow icons for teeth UR8-UR1, UL1-UL8, LL8-LL1, and LR1-LR8. The 'Bleeding' section shows a 53% bleeding level, with red icons for teeth UR8-UR1, UL1-UL8, LL8-LL1, and LR1-LR8. A 'Display sample' checkbox is located below the grid. At the bottom, there are 'Redock Tabs', 'Apply', 'Ok', and 'Cancel' buttons.

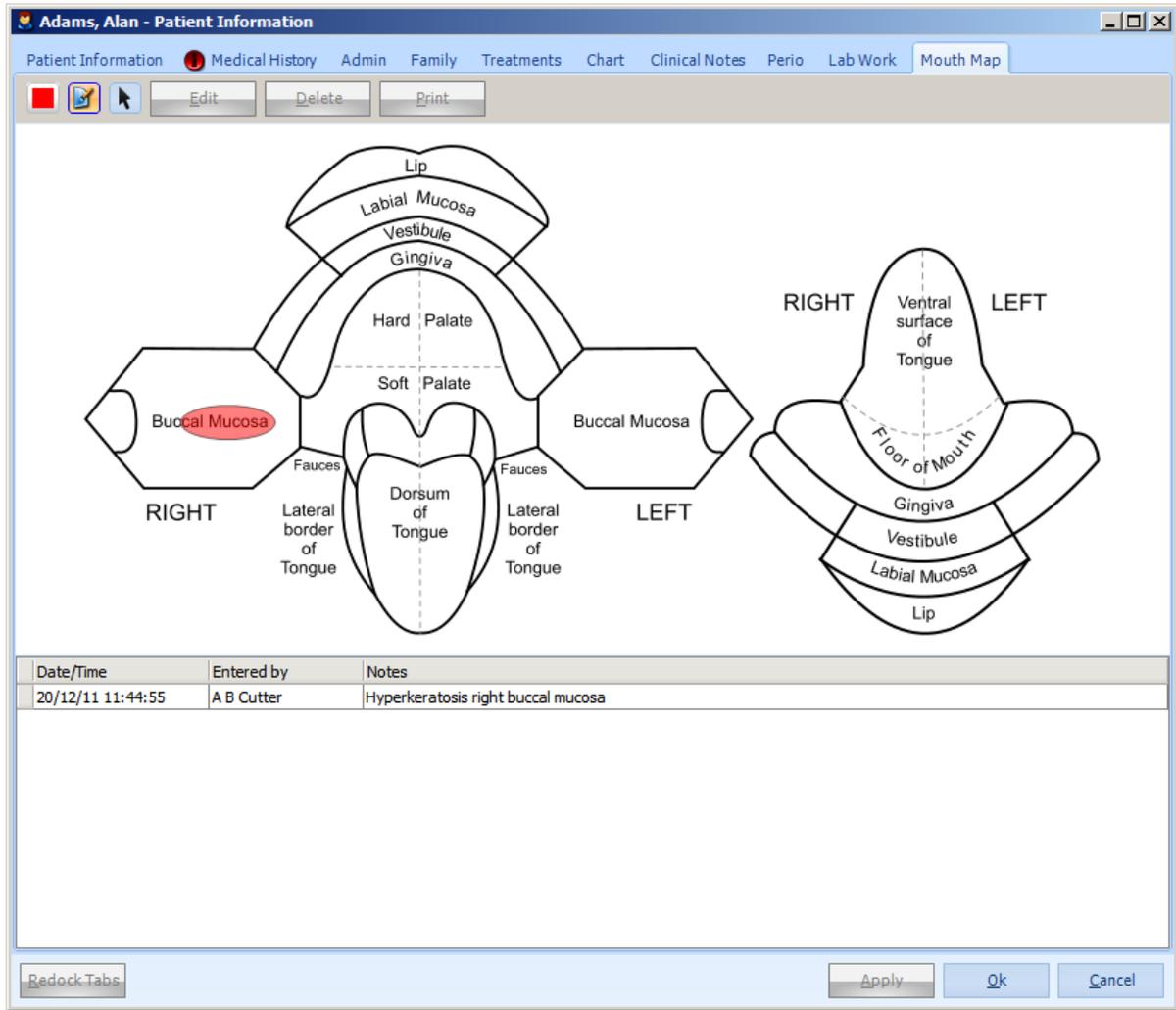
Enter topic text here.

2.9.9 Lab Work



Enter topic text here.

2.9.10 Mouth Map



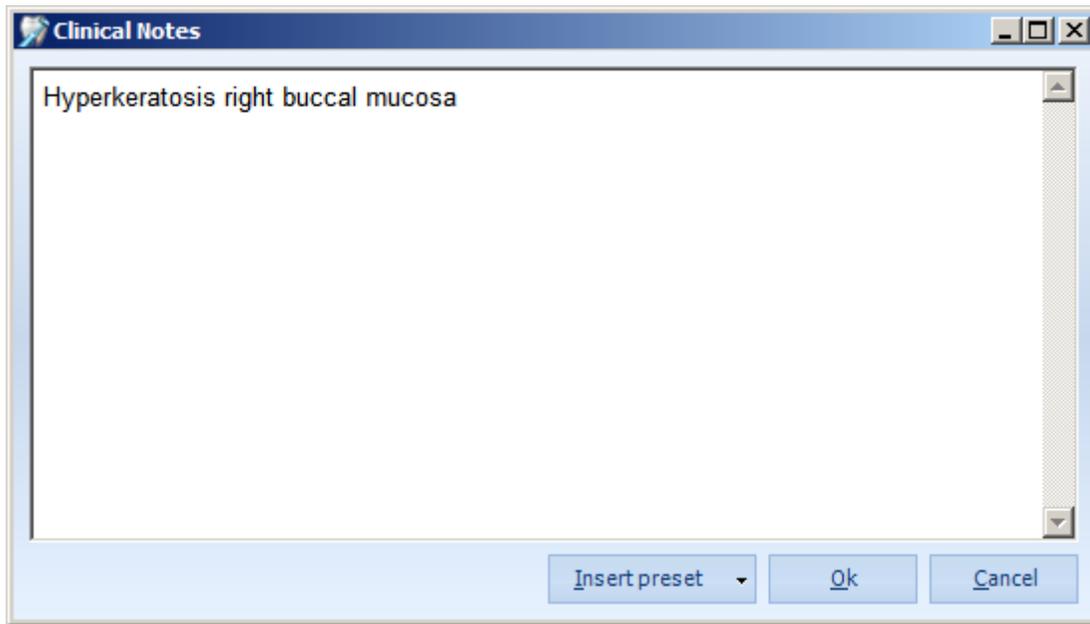
The Mouth Map allows you to chart soft tissue lesions. The three buttons on the top left are:-

- colour selector so that you can select the colour to represent different types of lesion or superimpose another lesion on top e.g. an area of bleeding in a leukoplakia. Note: the colour must be selected before the lesion is drawn.
- create tool to create the drawing.
- selector tool to adjust the size shape and position of the lesion.

The procedure for placing a drawing on the Mouth Map is:-

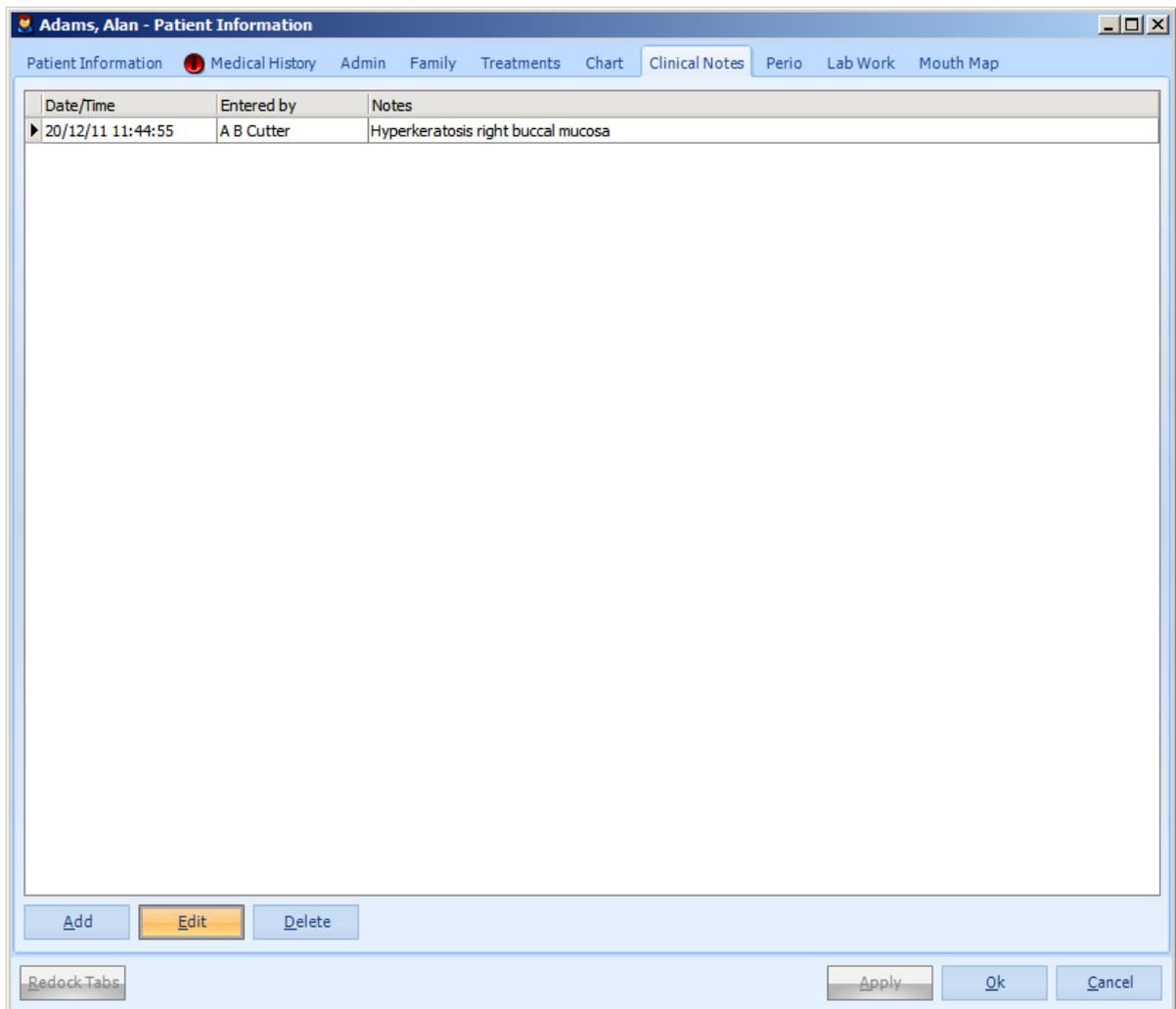
1. Select the colour
2. Click on the create tool

3. Draw a circular lesion in roughly the position of the lesion
4. Write the note regarding this lesion in the notes window



5. Click on OK
6. Click on the selector tool
7. Click on the lesion you have just placed
8. Edit the size, shape and position of the lesion

Note that the text regarding this lesion appears in the clinical notes.



2.9.11 Facial Aesthetics

Enter topic text here.

2.10 Accounts

Adams, Alan - Patient Account

Patient Insurance/Plan

Show only unpaid treatments

Date	Quantit	Description	Cost	Outstanding	Staff
05/01/12	1	New patient examination	£50.00	£50.00	A Cutter
05/01/12	2	Bitewing radiographs	£20.00	£20.00	A Cutter

Show only unpaid sundries/fees

Date	Details	Cost	Outstanding

Payments:

Date	Details	Payment Type	Payment	Taken By

Current patient balance: £70.00 Current sundry balance: Current estimated treatment costs: £70.00

Current Insurance/Plan balance: £0.00 Payments collected: Treatment cost today: £0.00

Checkout collection requested: £0.00 Unallocated Payments: £0.00

Adams, Alan Insurance/Plan Payment... Patient Payment... Sundries... Print Report... Ok Cancel

Enter topic text here.

2.11 Keyboard Shortcuts

CTRL + Logout
L

2.12 FAQ

2.12.1 FAQ General

Q. How do I show the day on the diary header bar?

A. The default for US date display is to include the day. So for countries that don't have that default go to the Windows control panel. Select regional and language settings. Press the customise button. Click the date tab. Add "dddd", or "ddd" to the start of the long date format.

Q. What monitor resolution do you recommend?

A. 1920 x 1080 (widescreen) works very well but 1280 x 1024 copes OK. Dual monitor set-ups work extremely well where you can drag the patient record tabs on the second monitor and have it visible from your operating position.

Q. How do I prevent blank lines appearing in merge data where there is no entry in the field?

A. Use SHIFT-RETURN to enter in a soft line break.

2.12.2 FAQ Treatment

Q. How do you pull treatment from the chart to the treatment screen? "pull from chart" doesn't seem to work.

A. You haven't defined any "Chart to Treatment Links". Go to Menu **Configuration > Chart Configuration > Chart to Treatment Links** and add the links from the chart symbol and material to the treatment item.

2.13 Reference

Enter topic text here.

2.13.1 Data Fields

Name	Datatype	Not NULL	Default
1. Accounts ¹²¹			
1.ID	AutoInc		
2.PatientID	Integer	X	
3.Date	Timestamp		
4.Details	NVarChar(64)		
5.Amount	Money		
6.PaymentTypeID	Integer		
7.EnteredByStaffID	Integer		
8.InsuranceID	Integer		
2. Addresses ¹⁰⁶			
1.ID	AutoInc		

2.PatientID	Integer
3.Date	Date
4.Address1	NVarChar(64)
5.Address2	NVarChar(64)
6.Address3	NVarChar(64)
7.Town	NVarChar(64)
8.County	NVarChar(64)
9.Postcode	NVarChar(12)

3. AdminNotes | ¹¹⁰

1.ID	AutoInc
2.PatientID	Integer
3.Date	Timestamp
4.ReadOnly	Boolean
5.ShowGray	Boolean
6.MadeByStaffID	Integer
7.Notes	NCLOB
8.HasLetter	Boolean
9.Letter	BLOB
10.ReferralDentistID	Integer
11.AlertOnBooking	Boolean
12.AlertOnAccess	Boolean
13.Attachments	Integer

4. AdminNotesAttachments | ¹¹⁰

1.ID	AutoInc
2.AdminNotesID	Integer
3.Date	Timestamp
4.AddedByStaffID	Integer
5.Attachment	BLOB
6.Filename	NVarChar(256)

5. AlternateCourse | ¹¹²

1.ID	AutoInc
2.CourseID	Integer
3.AlternateNumber	Integer
4.Name	NVarChar(64)

6. AppointmentsPresets | ⁹⁹

1.ID	AutoInc
2.StaffID	Integer
3.Name	NVarChar(128)
4.Details	NVarChar(256)
5.Length	Integer
6.InSessionIDs	NCLOB
7.NotInSessionIDs	NCLOB

7. AutoInc

1.ID	AutoInc
------	---------

2.Counter	Integer	
3.Value	Integer	
<u>8. Breaks</u> 75 ↗		
1.ID	AutoInc	
2.StaffID	Integer	
3.Day	Integer	
4.Time	Time	
5.Length	Integer	
6.Colour	Integer	
7.Details	NVarChar(64)	
<u>9. Cancel</u> 104 ↗		
1.ID	AutoInc	
2.StaffID	Integer	
3.Date	Date	
4.PatientID	Integer	
5.Time	Time	
6.Length	Integer	
7.CancelledByStaffID	Integer	
8.RebookStatus	Integer	
9.RebookDeletedByStaffID	Timestamp	
10.DiaryID	Integer	
11.TimeCancelled	Timestamp	
12.Forename	NVarChar(64)	
13.Surname	NVarChar(64)	
14.Details	NVarChar(256)	
15.Reason	NVarChar(256)	
16.Colour	Integer	
<u>10. ChargeType</u> 96 ↗		
1.ID	AutoInc	
2.Type	NVarChar(32)	
<u>11. Chart</u> 112 ↗		
1.ID	AutoInc	
2.PatientID	Integer	
3.CourseID	Integer	
4.ChartSymbolID	Integer	0
5.ChartMaterialID	Integer	0
6.StaffID	Integer	
7.Added	Timestamp	
8.Date	Timestamp	
9.Tooth	Integer	
10.Done	Boolean	FALSE
11.Baseline	Boolean	FALSE
12.X	Integer	0
13.Y	Integer	0
14.TreatmentID	Integer	0

12. ChartMaterial | 94

1.ID	AutoInc
2.Name	NVarChar(32)
3.Order	Integer
4.Colour	Integer

13. ChartSymbol | 93

1.ID	AutoInc	
2.Name	NVarChar(32)	
3.Order	Integer	
4.HasIco	Boolean	FALSE
5.RemoveAllOthersWhenDone	Boolean	FALSE
6.NoMaterial	Boolean	FALSE
7.ChangeComplete	Boolean	FALSE
8.CompleteChartSymbolID	Integer	0
9.ICO	BLOB	
10.Missing	Boolean	FALSE
11.Unerupted	Boolean	

14. ChartTeeth | 112

1.ID	AutoInc
2.PatientID	Integer
3.CourseID	Integer
4.Tooth	Integer
5.IsDeciduous	Boolean

15. ChartTreatmentLink | 95

1.ID	AutoInc
2.ChartSymbolID	Integer
3.ChartMaterialID	Integer
4.TreatmentCodeID	Integer

16. Checkout | 105

1.ID	AutoInc
2.CheckoutGroupID	Integer
3.Days	Integer
4.Length	Integer
5.Details	NVarChar(256)
6.InSessionIDs	NCLOB
7.NotInSessionIDs	NCLOB
8.Collect	Money
9.StaffID	Integer
10.DiaryID	Integer

17. CheckoutGroup | 105

1.ID	AutoInc
2.PatientID	Integer
3.Name	NVarChar(64)

4.AllBooked	Boolean	
5.DateCreated	Date	
<u>18. Course</u> ¹¹²		
1.ID	AutoInc	
2.PatientID	Integer	
3.CourseNumber	Integer	
4.DateStarted	Timestamp	
5.DateCompleted	Timestamp	
6.Completed	Boolean	FALSE
7.ActiveAlternate	Integer	
<u>19. Diary</u> ¹⁰⁴		
1.ID	AutoInc	
2.StaffID	Integer	
3.Date	Date	
4.PatientID	Integer	
5.Time	Time	
6.Length	Integer	
7.BookingByStaffID	Integer	
8.CheckedInTime	Integer	
9.TimeBooked	Timestamp	
10.Forename	NVarChar(64)	
11.Surname	NVarChar(64)	
12.Details	NVarChar(256)	
13.Colour	Integer	
14.MadeByPhone	Boolean	FALSE
15.DayInitialised	Boolean	FALSE
16.Break	Boolean	FALSE
17.NewPatient	Boolean	FALSE
18.CheckedInByStaffID	Integer	0
19.AllDay	Boolean	FALSE
20.CheckoutGroupID	Integer	
21.CheckInTime	Timestamp	
22.CheckInCallInTime	Timestamp	
23.SnapCount	Integer	0
<u>20. Family</u> ¹¹²		
1.ID	AutoInc	
2.PatientID	Integer	
3.RelatedToPatientID	Integer	
4.Notes	NVarChar(64)	
5.Head	Boolean	
<u>21. Insurance</u> ⁸⁴		
1.ID	AutoInc	
2.Name	NVarChar(64)	
3.Contact	NVarChar(64)	
4.Address1	NVarChar(64)	

5.Address2	NVarChar(64)
6.Address3	NVarChar(64)
7.Town	NVarChar(64)
8.County	NVarChar(64)
9.Postcode	NVarChar(64)
10.Phone	NVarChar(64)
11.Fax	NVarChar(64)
12.PracticeId	NVarChar(64)
13.Notes	NCLOB
14.PatientPercent	Double Precision
15.PatientLabPercent	Double Precision

22. InsuranceContributions

1.ID	AutoInc
2.InsuranceID	Integer
3.Code	NVarChar(64)
4.Frequency	Integer
5.Amount	Money

23. InsuranceFees

1.ID	AutoInc
2.InsuranceID	Integer
3.TreatmentCodeID	Integer
4.PatientCharge	Money
5.InsurerCharge	Money
6.InsurerCode	NVarChar(16)
7.OverrideType	Integer Double
8.PatientPercent	Precision

24 InsuranceHistory

1.ID	AutoInc
2.PatientID	Integer
3.InsuranceID	Integer
4.InsuranceContributionsID	Integer
5.Date	Timestamp

25. InsuranceIncome

1.ID	AutoInc
2.PatientID	Integer
3.InsuranceID	Integer
4.Date	Date
5.AmountReceived	Money
6.Costs	Money

26. InsuranceList

1.ID	AutoInc
------	---------

2.StaffID	Integer
3.InsuranceID	Integer
4.Details	NVarChar(64)

27. Laboratories

1.ID	AutoInc
2.Name	NVarChar(64)
3.Address1	NVarChar(64)
4.Address2	NVarChar(64)
5.Address3	NVarChar(64)
6.Town	NVarChar(64)
7.County	NVarChar(64)
8.Postcode	NVarChar(64)
9.Phone	NVarChar(64)
10.Fax	NVarChar(64)
11.Email	NVarChar(256)

28. LabWork

1.ID	AutoInc
2.PatientID	Integer
3.MadeByStaffID	Integer
4.Date	Date
5.LaboratoriesID	Integer
6.StaffID	Integer
7.Details	NVarChar(256)
8.Out	Date
9.In	Date
10.PatientCost	Money
11.InsuranceCost	Money
12.ReadOnly	Boolean

29. LabWorkPayments

1.ID	AutoInc
2.LabWorkID	Integer
3.PatientID	Integer
4.AccountsID	Integer
5.Date	Timestamp
6.Amount	Money
7.InsuranceID	Integer

30. MedicalHistory

1.ID	AutoInc
2.PatientID	Integer
3.MHQuestionsID	Integer
4.Yes	Boolean
5.TriggerWarning	Boolean
6.Notes	NCLOB

31. MedicalPractitioners

1.ID	AutoInc
2.Title	NVarChar(24)
3.Forename1	NVarChar(64)
4.Forename2	NVarChar(64)
5.Surname	NVarChar(64)
6.Qualifications	NVarChar(61)
7.Address1	NVarChar(64)
8.Address2	NVarChar(64)
9.Address3	NVarChar(64)
10.Town	NVarChar(64)
11.County	NVarChar(64)
12.Postcode	NVarChar(64)
13.Phone	NVarChar(64)
14.Fax	NVarChar(64)
15.Email	NVarChar(256)

32. MHQuestions

1.ID	AutoInc
2.Active	Boolean
3.Header	NVarChar(64)
4.Question	NVarChar(128)
5.Order	Integer

33. MouthMap

1.ID	AutoInc
2.PatientID	Integer
3.Left	Integer
4.Top	Integer
5.Width	Integer
6.Height	Integer
7.Colour	Integer
8.ReadOnly	Boolean

34. Notes

1.ID	AutoInc	
2.PatientID	Integer	
3.TreatmentID	Integer	0
4.MouthMapID	Integer	0
5.Date	Timestamp	
6.ReadOnly	Boolean	FALSE
7.ShowGray	Boolean	
8.MadeByStaffID	Integer	
9.Notes	NCLOB	

35. NotesPresets

1.ID	AutoInc
2.Name	NVarChar(256)
3.Notes	NCLOB
4.ShortCut	Integer

36. Patient

1.ID	AutoInc	
2.Code	NVarChar(74)	
3.Title	NVarChar(24)	
4.Surname	NVarChar(64)	
5.Forename1	NVarChar(64)	
6.Forename2	NVarChar(64)	
7.Address1	NVarChar(64)	
8.Address2	NVarChar(64)	
9.Address3	NVarChar(64)	
10.Town	NVarChar(64)	
11.County	NVarChar(64)	
12.Postcode	NVarChar(64)	
13.PhoneHome	NVarChar(64)	
14.PhoneWork	NVarChar(64)	
15.PhoneMobile	NVarChar(64)	
16.Email	NVarChar(256)	
17.SSN	NVarChar(12)	
18.Custom1	NVarChar(256)	
19.Custom2	NVarChar(256)	
20.Custom3	NVarChar(256)	
21.Custom4	NVarChar(256)	
22.DOB	Date	
23.PreferredContact	Integer	
24.DentistStaffID	Integer	
25.HygienistStaffID	Integer	
26.DHEStaffID	Integer	
27.OrthodontistStaffID	Integer	
28.ReferrerID	Integer	
29.MedicalPractitionerID	Integer	
30.Sex	Integer	
31.InsuranceID	Integer	
32.InsuranceContributionsID	Integer	
33.DiscussWithFamily	Boolean	
34.Deceased	Boolean	
35.LeftPractice	Boolean	
36.BadDebtor	Boolean	
37.Picture	Image	
38.MedicalHistoryLastUpdate	Date	
39.MedicalHistoryNextUpdate	Date	
40.MedicalHistoryUpdateByStaffID	Integer	
41.CheckoutMessage	NCLOB	
42.OutstandingBalance	Money	0E0
43.InsuranceBalance	Money	0E0
44.DateDeceased	Date	
45.ExamRecall	Integer	
46.XrayRecall	Integer	
47.HygienistRecall	Integer	

48.PreferredTimes	BLOB
37. PaymentTypes	
1.ID	AutoInc
2.Code	NVarChar(16)
3.Description	NVarChar(64)
38. PerioBPE	
1.ID	AutoInc
2.PatientID	Integer
3.Date	Timestamp
4.MadeByStaffID	Integer
5.BPE	ByteArray(24)
39. PerioDandB	
1.ID	AutoInc
2.PatientID	Integer
3.Date	Timestamp
4.MadeByStaffID	Integer
5.Debris	ByteArray(768)
6.Bleeding	ByteArray(768)
7.Samples	ByteArray(128)
8.Sample	Boolean
40. PerioPocket	
1.ID	AutoInc
2.PatientID	Integer
3.Date	Timestamp
4.MadeByStaffID	Integer
5.PocketTeeth	ByteArray(384)
6.PocketCrowns	ByteArray(384)
7.RecessionTeeth	ByteArray(384)
8.RecessionCrowns	ByteArray(384)
9.BleedingTeeth	ByteArray(384)
10.BleedingCrowns	ByteArray(384)
11.FGMTeeth	ByteArray(384)
12.FurcationTeeth	ByteArray(128)
13.MobilityTeeth	ByteArray(128)
14.SuppurationTeeth	ByteArray(96)
15.SuppurationCrowns	ByteArray(96)
16.PlaqueTeeth	ByteArray(96)
17.PlaqueCrowns	ByteArray(96)
41. ReferralDentists	
1.ID	AutoInc
2.Title	NVarChar(24)
3.Forename1	NVarChar(64)
4.Forename2	NVarChar(64)
5.Surname	NVarChar(64)

6.Qualifications	NVarChar(61)
7.Address1	NVarChar(64)
8.Address2	NVarChar(64)
9.Address3	NVarChar(64)
10.Town	NVarChar(64)
11.County	NVarChar(64)
12.Postcode	NVarChar(64)
13.Phone	NVarChar(64)
14.Fax	NVarChar(64)
15.Email	NVarChar(256)

42. Reminder

1.ID	AutoInc	
2.Date	Date	
3.Time	Time	
4.ReminderDateTime	Timestamp	
5.StaffID	Integer	
6.CreatedByStaffID	Integer	
7.Dismissed	Boolean	FALSE
8.MinutesBefore	Integer	
9.Title	NVarChar(64)	
10.Text	NVarChar(256)	

43. ReminderDismissed

1.ID	AutoInc	
2.ReminderID	Integer	
3.StaffID	Integer	
4.ReminderDateTime	Timestamp	
5.Dismissed	Boolean	FALSE

44. Security

1.ID	AutoInc
2.Name	NVarChar(64)
3.InactivityTimer	Integer
4.IsAdministrator	Boolean
5.Security	BLOB

45. Session

1.ID	AutoInc
2.StaffID	Integer
3.Name	NVarChar(64)

46. SessionTimes

1.ID	AutoInc
2.SessionID	Integer
3.Day	Integer
4.From	Integer
5.To	Integer
6.Colour	Integer

7.Font	BLOB
47. StaffType	
1.ID	AutoInc
2.Type	NVarChar(32)
3.Notes	NVarChar(256)
4.SecurityID	Integer
48. StandardAppointment	
1.ID	AutoInc
2.Details	NVarChar(256)
3.Length	Integer
4.Colour	Integer
49. Stock	
1.ID	AutoInc
2.UPC	NVarChar(32)
3.PLU	NVarChar(32)
4.Description	NVarChar(128)
5.CostPrice	Money
6.SalePrice	Money
7.TaxCodeID	Integer
8.Stock	Integer
50. Sundries	
1.ID	AutoInc
2.PatientID	Integer
3.StockID	Integer
4.Date	Timestamp
5.Details	NVarChar(64)
6.Cost	Money
7.Paid	Money
8.EnteredByStaffID	Integer
51. SundriesPayments	
1.ID	AutoInc
2.SundriesID	Integer
3.PatientID	Integer
4.AccountsID	Integer
5.Date	Timestamp
6.Amount	Money
52. Surnames	
1.ID	AutoInc
2.PatientID	Integer
3.Date	Date
4.Surname	NVarChar(64)
53. TaxCodes	

1.ID	AutoInc	
2.Code	NVarChar(16)	
3.Percentage	Float	
54. Town		
1.ID	AutoInc	
2.Town	NVarChar(64)	
3.County	NVarChar(64)	
4.Postcode	NVarChar(64)	
55. Treatment		
1.ID	AutoInc	
2.PatientID	Integer	
3.CourseID	Integer	
4.AlternateNumber	Integer	0
5.Added	Timestamp	
6.Date	Timestamp	
7.Code	NVarChar(16)	
8.Quantity	Integer	
9.Description	NVarChar(128)	
10.Tooth	Integer	
11.Time	Integer	
12.PatientCost	Money	
13.InsuranceCost	Money	
14.StaffID	Integer	
15.Status	Integer	
16.Order	Integer	
17.InsuranceID	Integer	
18.TreatmentCodeID	Integer	
56. TreatmentCodes		
1.ID	AutoInc	
2.Code	NVarChar(16)	
3.TreatmentGroupID	Integer	
4.Description	NVarChar(128)	
5.Warnings	NCLOB	
6.Time	Integer	
7.Order	Integer	
8.RequiresQuantity	Boolean	FALSE
9.RequiresTooth	Boolean	FALSE
10.Price	Money	0E0
11.IsExam	Boolean	
12.IsXray	Boolean	
57. TreatmentGroups		
1.ID	AutoInc	
2.Name	NVarChar(128)	
3.Order	Integer	

58. TreatmentPayments

1.ID	AutoInc
2.TreatmentID	Integer
3.PatientID	Integer
4.AccountsID	Integer
5.Date	Timestamp
6.Amount	Money
7.InsuranceID	Integer

59. TreatmentPresets

1.ID	AutoInc
2.Name	NVarChar(256)

60. TreatmentPresetsItems

1.ID	AutoInc
2.TreatmentPresetsID	Integer
3.TreatmentCodesID	Integer
4.Code	NVarChar(16)
5.Quantity	Integer
6.Description	NVarChar(128)
7.Tooth	Integer
8.Order	Integer

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