
Program Setup and Configuration

Contents

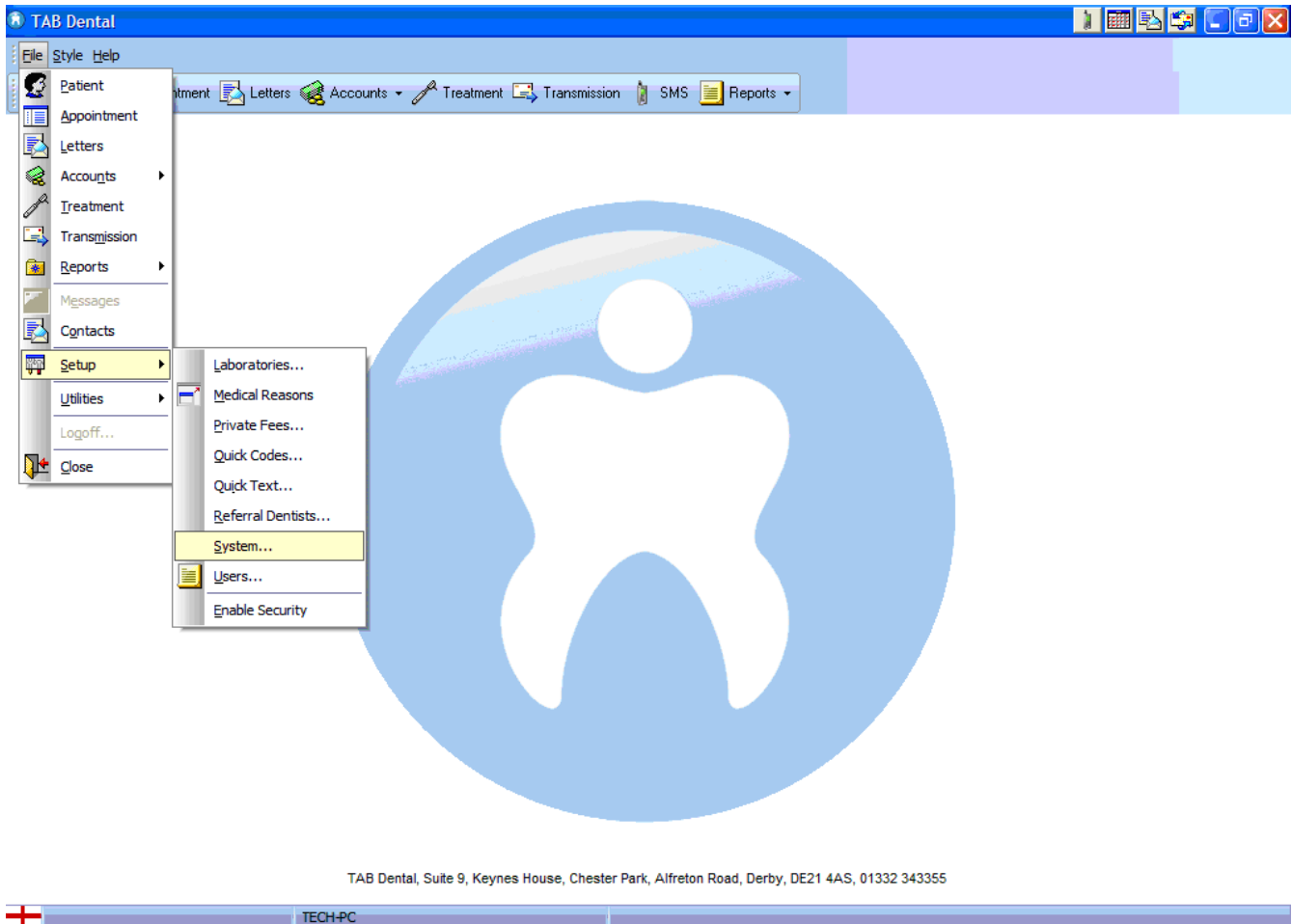
Program Setup and Configuration	1
Setup System	2
Links to External Programs	4
Setup Users	5
Setup Private Fees.....	6
Quick Codes.....	8
Quick Text	9
Referral Dentists	10
Medical Conditions.....	10
SMS	10
Security	11



Setup System

From the main menu test

1. Select **File, Setup, System**



2. Enter the Registration Details for your practice

The screenshot shows a 'Setup' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog has several tabs: 'Registration' (selected), 'Country', 'Patient', 'Orthodontic', 'Other', 'Capitation Chart Scores', and 'External Programs'. The 'Registration' tab contains the following fields:

- Name:** TAB Dental
- Address:** Suite 9, Keynes House, Chester Park, Alfreton Road, Derby, DE21 4AS
- Telephone:** (empty)
- Fax:** 01332 343355
- Serial Number:** XXX-XXX-XX

A 'Print' button is located to the right of the 'Details' section. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. The number '5' is centered in the lower right area of the dialog's main content area.

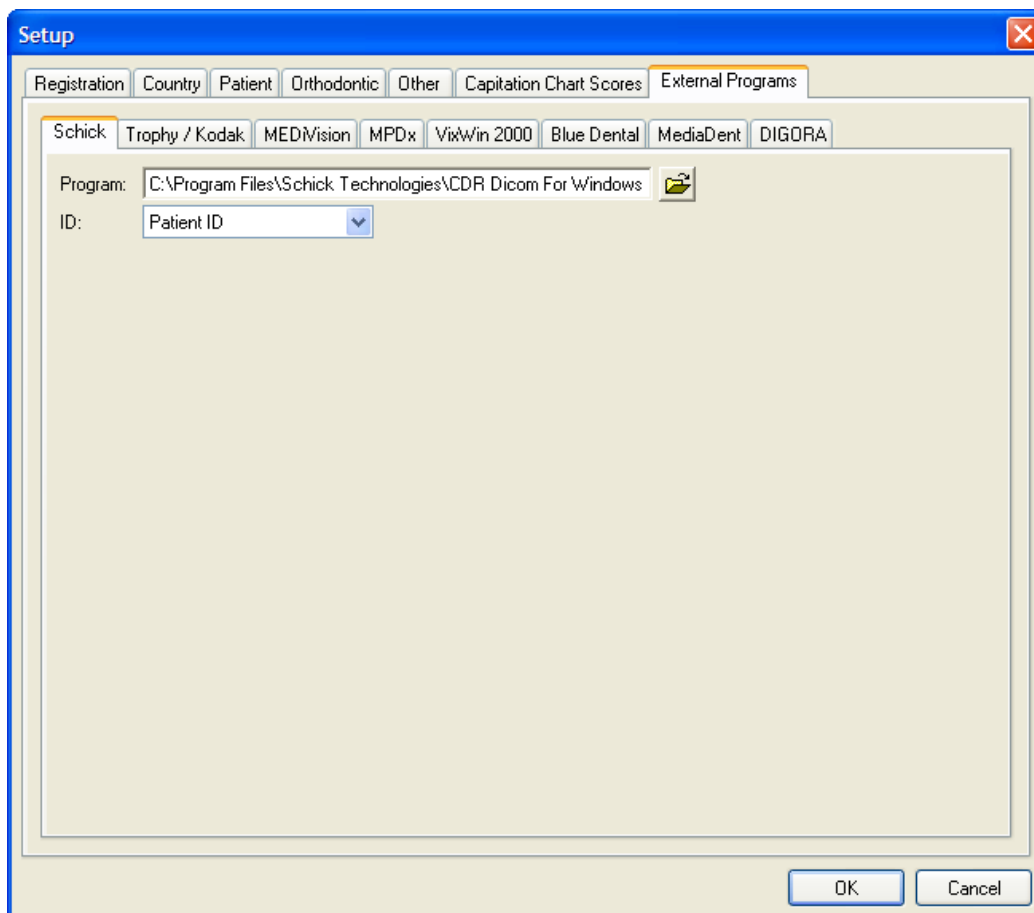
The configurable options in the other tabs are mostly self explanatory, but if help is required in setting up advanced features, please call 0800 612 7545 for assistance.



Links to External Programs

External Programs, offer the ability to link from TAB Dental, to third party applications, such as Schick CDR, Florida Probe, MEDI-Vision etc. If your application is not listed on the **External Programs** tab, please contact the support team on 0800 612 7545 and where possible it will be added free of charge.

1. From the System Setup screen, select the **External Programs** tab
2. Choose your application from the list
3. Using the browse button and select the correct path for your application (if you are unsure check the documentation for the software)
4. After you have setup the External Program, you will be able to access patient records within the third party applications via TAB Dental

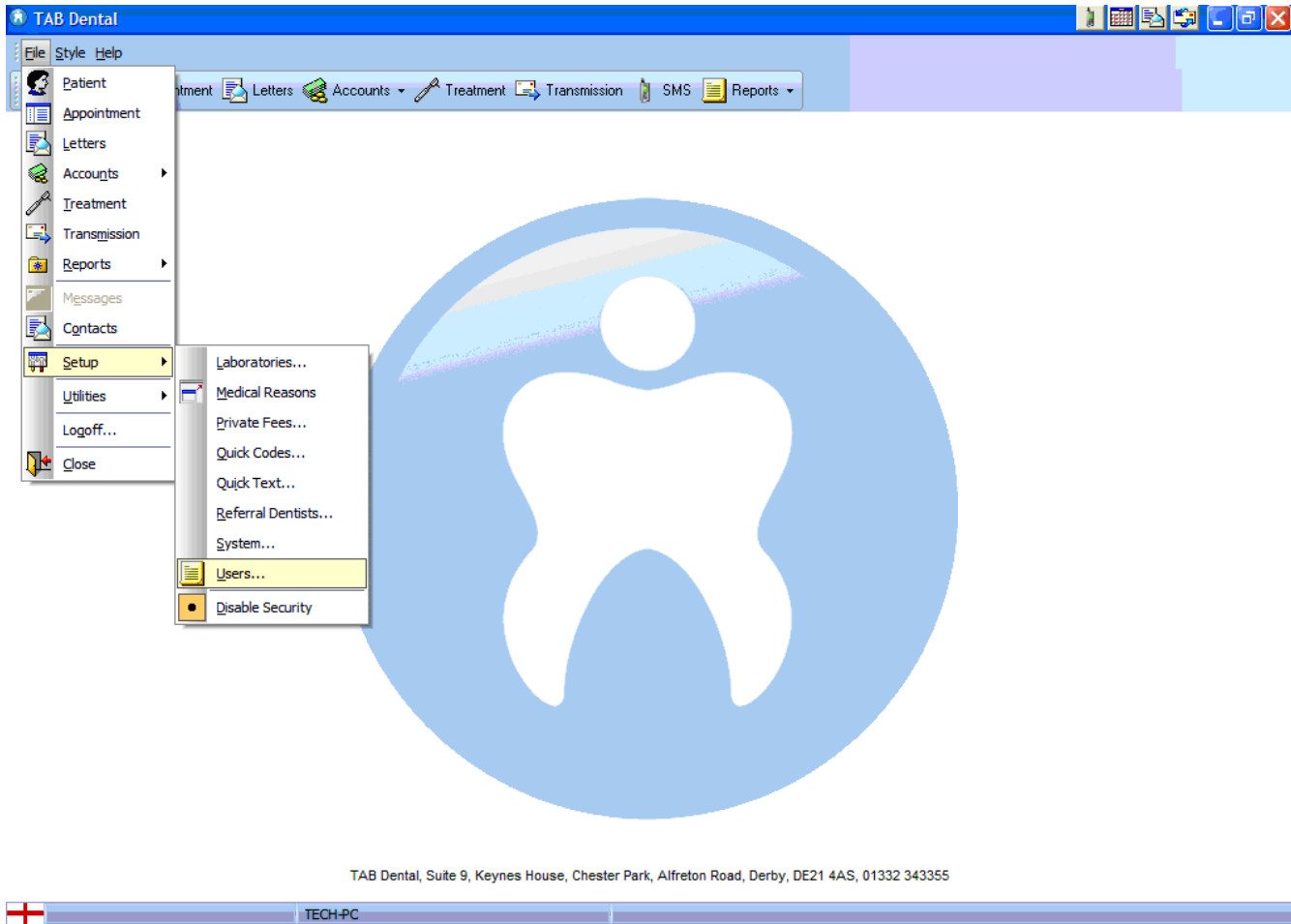


Setup Users

To add a dentist / hygienist

From the main menu

1. Select **File, Setup, Users.**



The User Setup window appears.

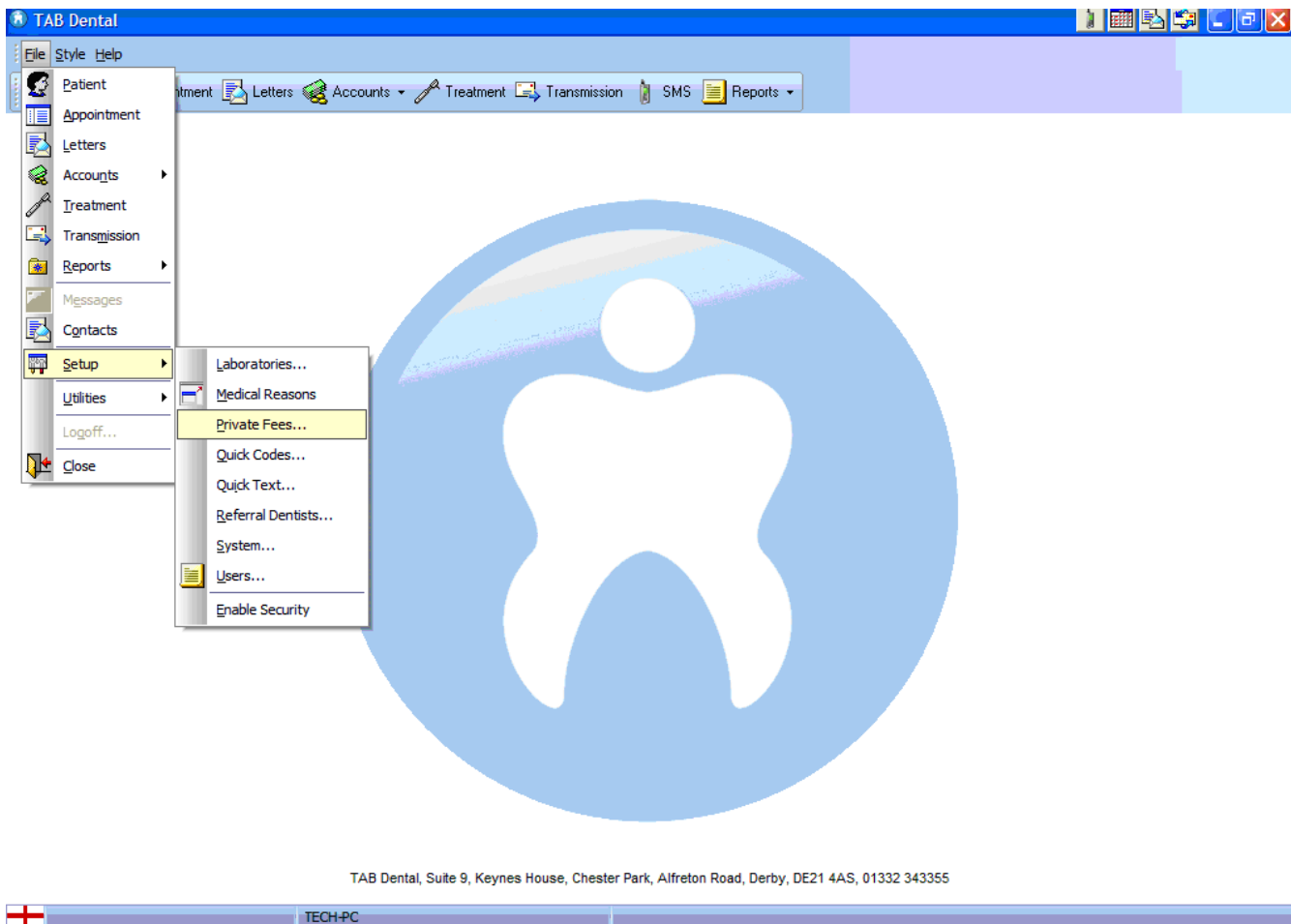
2. Click the **New** button.
3. The User Wizard starts.
4. Follow the instructions in the User Wizard.
5. Continue to add users until details have been entered.



Setup Private Fees

From the main menu

1. Select **File, Setup, Private Fees**



The Private Fees Setup window appears.

2. Click **Categories** and enter the treatments performed by the practice (e.g. Diagnosis, Fillings, X-Rays, etc.)
3. Once the categories have been entered click **Close**



The screenshot shows the 'TAB Dental - [Private Fees]' application window. The main window contains a table with the following data:

Code	Description	IND - Private Fee	PRV - Private Fee
0402	Amalgam (large)	55.00	55.00
0403	Composite (small white)	50.00	50.00
0404	Composite (large white)	55.00	55.00
0405	Gold Inlay	95.00	75.00
0406	Porcelain		
0407	Glass Ionomer		
0501	Extraction		
0502	Extraction Surgical		
0601	Gold Crown		
0602	Porcelain Crown		
0603	Bonded Crown		
0604	Gold Post		
0605	Porcelain Post		
0606	Fibre Post		
0607	Gold Retainer		
0608	Porcelain Retainer		
0609	Bonded Retainer		
0610	Gold Bridge		
0611	Porcelain Bridge		
0612	Bonded Bridge		
0613	Maryland		
0614	Pin	35.00	20.00
0701	Full upper & Full Lower Denture	500.00	500.00
0801	Biteguard	70.00	70.00
0802	Laser Bleaching (plus home kit)	550.00	550.00
1001	Biteguard	70.00	70.00
1002	Laser Bleaching (plus home kit)	550.00	550.00

The 'Private Fee Categories' dialog box is open, showing a list of categories:

- 01 Diagnosis
- 02 X-rays
- 03 Hygiene
- 04 Fillings
- 05 Extractions
- 06 Crowns & Bridges
- 07 Dentures
- 08 Miscellaneous
- 09
- 10
- 11
- 12
- 13
- 14

Now add a new private treatment and fee scale.

Each private fee requires the following information.

- Code
- Description
- Category
- Format (single item, count item or tooth specific)
 - Single item example - Examination
 - Count item example - X-rays
 - Tooth specific example - Amalgam filling

4. Click **New** and enter

- Code (personal choice)
- Description (personal choice)
- Category (from the categories entered earlier)
- Format (select single item, count item or tooth specific)
- Chart Shape (for tooth specific items)



Quick Codes

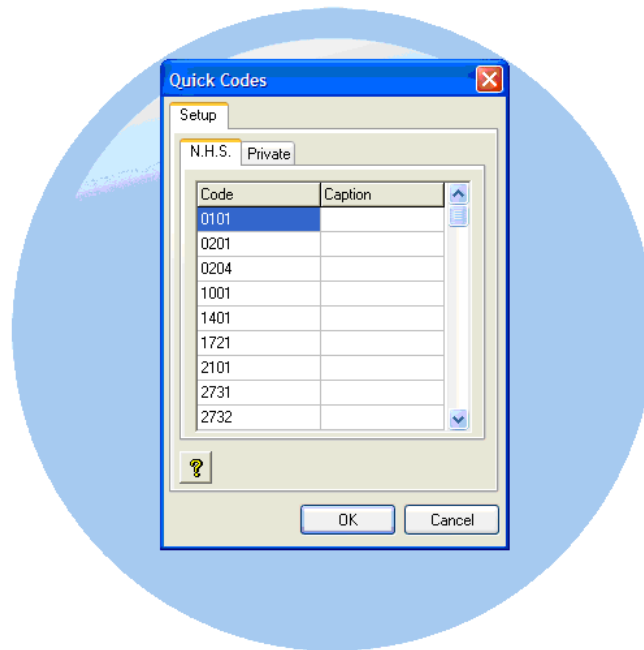
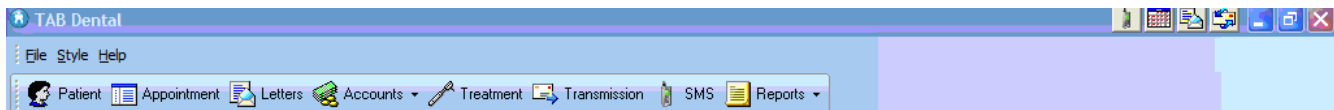
The quick codes are provided for quick access to the most common treatment items.

To add / modify quick codes

From the main menu

1. Select **File, Setup, Quick Codes.**

The Quick Codes window appears.



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2. Select NHS or Private
 - For NHS the codes are the Item of Service Codes (e.g. 0101 - Exam)
 - For Private Codes these are your own expressions (e.g. SC - Scale and Polish)
3. Click the Question mark on the bottom left to see and search for codes.
4. Add your favourite codes to the lists.



Quick Text

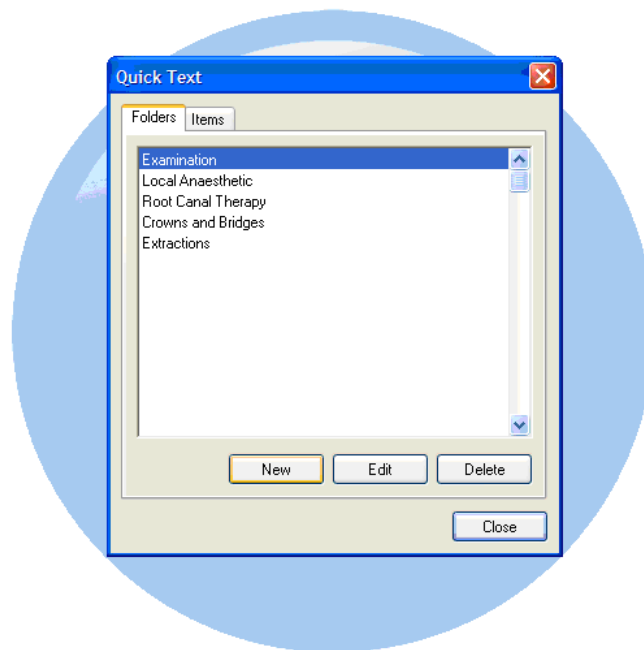
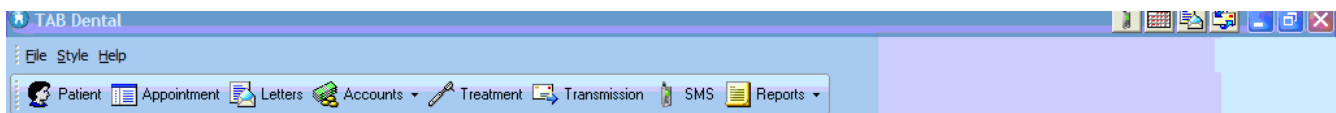
The Quick Text is provided for quick access to the most commonly used treatment notes, and allows you to enter repetitive text into the notes section with a double click of the mouse.

To add / modify quick text

From the main menu

1. Select **File, Setup, Quick Text**

The quick Text window appears



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TECH-PC

2. With the folders Tab selected, click **New** – Type the name of the folder e.g. *New Patient Exam*, then click **Ok**.
3. With the created category selected, click the **Items** tab and click **New**. Enter the text in the new window then click **Ok**
4. Repeat this until you have all the quick text you need.



Referral Dentists

The referral dentists are used when printing referral letters. You enter the details of the dentist once, and then when printing the referral letter, you simply choose the dentist from a list. Their details are automatically inserted into the letter.

To add a referral dentist

From the main menu

1. Click **File, Setup, Referral Dentists**.

The list of referral dentists appears.

2. Click the **New** button and enter the details

Medical Conditions

The Dental Practice is responsible for keeping a record of patient's current medical conditions. The BDA approved questionnaire can be used, or if preferred, a list of up to 100 medical conditions can be entered, which must be set up prior to the creation of patient's record. A combination of both the BDA approved form and your own customisable list can be used.

From the main menu

1. Click **File, Setup, Medical Reasons**.
2. Double click the white space, and type your first medical condition.
3. Continue doing this until all required medical conditions are entered.
4. Click OK when you have entered all conditions. They will always be displayed in alphabetical order when shown in the patient record.

SMS

TAB Dental has a built in SMS text messaging service which allows the automatic sending of SMS (Text Messages) to your patients, for appointment reminders and recalls, with the aim of reducing Failure to Attends

If this feature is required, the practice must set up a contract with an SMS service provider. TAB Dental work closely with TXT Connections who are able to offer you this service. To sign up or request a free trial, call 0203 026 3646 (ext 2) or email sales@TXTconnections.com

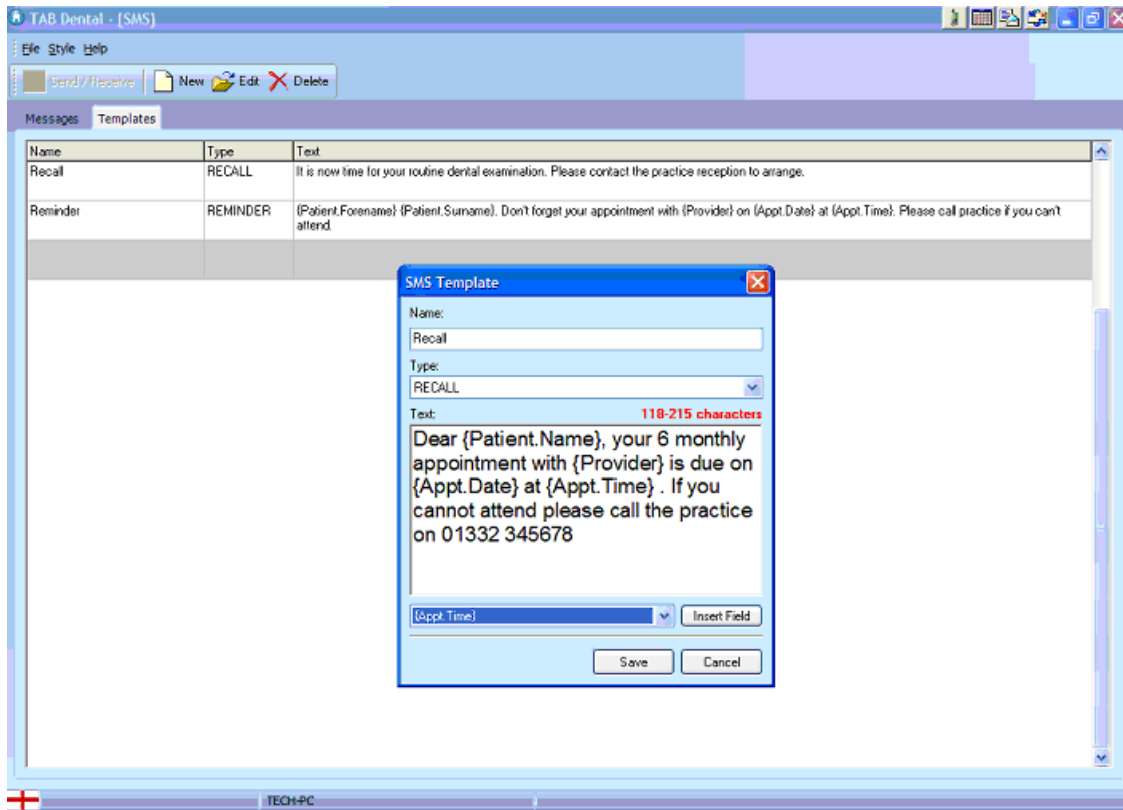
Once the contract has been established

From the main menu

1. Click on the **SMS** button
2. Click **File, Setup**
3. In the box enter your username and password, as provided by your SMS provider.
4. Now you can setup some templates. Click on the Templates Tab, click **New**



5. Choose a name for the template and select the category of message e.g. **recall**
6. Using the drop down list, compose the template text message inserting the appropriate fields as shown



Security

TAB Dental offers a customisable security system that allows the practice to restrict access to parts of the program from authorised users and to lock unauthorised users out completely.

To Enable Security:

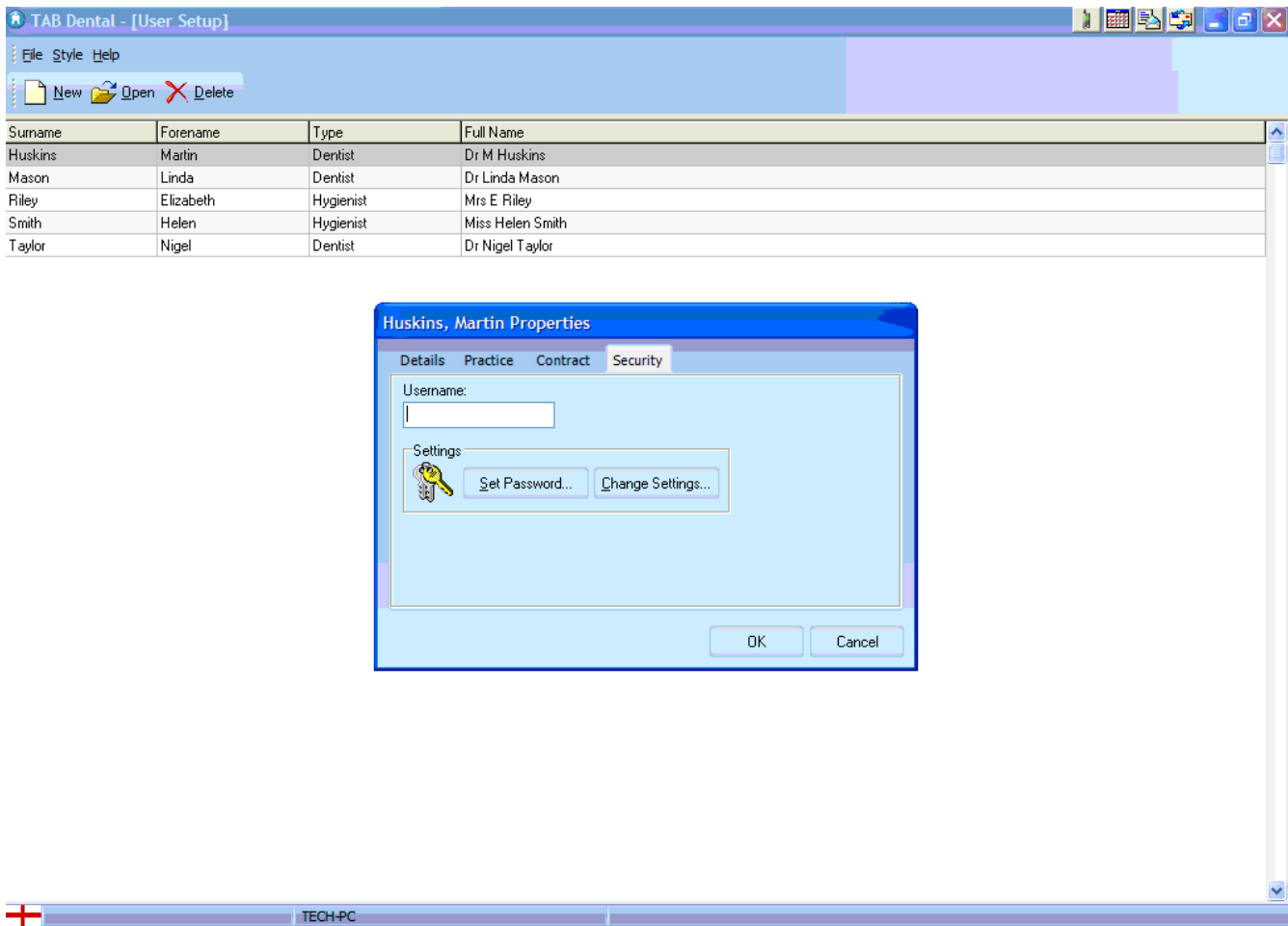
From the main menu

1. Click **File, Setup, Enable Security**
2. A password Box will appear. Ask the appropriate person in the practice to type in the password (supplied by TAB Dental Systems Ltd)
3. Now you have security enabled, you need to assign usernames and passwords to each of the users on your system to enable them to log in under their own user ID

From the main menu

4. Select **File, Setup, Users.**
5. Double click on the user you wish to edit.
6. You will now see that there is a new tab called **security**. Select this tab.





7. Enter a username or initials of your choice
8. Click **Set Password**, and create a password, leave the old password field blank.
9. **Change Settings**, to restrict / allow access to different areas of TAB Dental

When you have completed this for each user, you can exit this area of the software. The next time you start TAB Dental, users will be required to enter a username and password and an audit trail will be created against that specific user.

It is important that individual users keep their password secure and log out each time they leave their PC to avoid another user using their credentials.

