LOGIC TECH CORP

Dedicated to merging technology and dentistry through innovative solutions.

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book an appointment

1) Left-click and drag to select the number of units on the *Appointment Book*
2) Right-click on any highlighted unit
3) Enter the Account # or patient's Last Name and press the Tab key
4) Double left-click the patient's name if the *Patient List* window comes up
5) Enter the Job Type (Job Code) and press the Tab key
6) Left-click on the "Save" button

move /re- book appointment

If new time is visible on the Appt Book:

1) Left-click and hold the mouse button on the appointment.
2) While still holding down the left button, move the mouse to drag the appointment to the desired time.
3) Click "Confirm" to complete booking.

If new time is not visible on the Appt Book:

1) Left-click on the appointment, then click on the arrow (top right corner)
2) Select "Rebook". Appointment will show in a flashing red box on the right side
3) Select the desired day on the calendar
4) Left-click and hold the appointment in the flashing red box
5) While still holding down the left button, move the mouse to drag the appointment to the desired time
6) Click "Confirm" to complete booking

create a new patient account

1) Right-click on the *Patient* menu button.
2) Left-click the "New Patient" button
3) Select "Add New Account"
4) Enter patient's full name and phone numbers
5) Left-click "Save" to finish adding, or "Save-Modify" to enter complete information (i.e. Address, Patient List window comes up. Birthday, Marital Status, Gender)

enter a billing

1) Select patient's account so it appears at the top left corner of the program
2) Left-click on the *Billing* menu button.
3) Verify the service date, providers, and fee guide.
4) Left-click on "Start Billing"
5) Enter the Service Code
6) Make sure to press the Tab key through all fields until the Service Code field is cleared
7) Left-click on "Finish" when all codes are entered on the arrow (top right corner)
8) Select the type of billing (i.e. Patient, Insurance,Treatment Plan, Estimate, etc.)
9) Select, if applicable, whether to pay now and/or choose any appropriate forms to print. (Claim form, Walkout Statement, etc)
10) Click on "Finish" to complete billing

to learn more follow us on

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print monthly report

Printing Monthly Production Summary:

1) Left-click the Printing down arrow
2) Select “Monthly/Financial Reports"
3) Select “Production Summary”
4) Specify the desired date range
5) Left-click the “Process” button
6) After processing, click “Print” to view report

Printing Patient Aged Receivables:

1) Left-click the Printing down arrow.
2) Select “Monthly/Financial Reports”
3) Select “Patient AR”
4) Left-click the “Process” button
5) After processing, click “Print” to view report

print daily report

1) Left-click the Daily down arrow
2) Select “Daily Reports”
3) Select “Daily Journal”
4) Left-click the “Process” button
5) After processing, click “Print” to view report

enter a payment

1) Select patient’s account so it appears at the top left
2) Left-click on the Payment menu button
3) Select the form of payment. (Note: Only “Insurance Payment” can pay for insurance balances)
4) Click “Next”
5) Enter payment amount and press the Tab key
6) Verify payment date
7) Select “Manual Apply”
8) Left-click under the Pat/Ins Payment column next to the charge being paid for
9) When the payment amount is filled in press the Tab key and
10) Click “Confirm” to complete payment

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