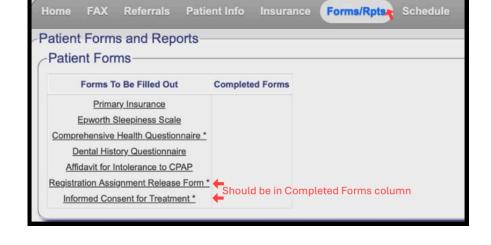


VISIT CONSULT NOTES & BILLING IN DENTAL REMMANAGER

1. DOCUMENTATION & COLLECTION

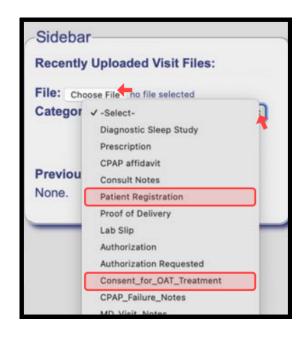
- If patient is starting treatment, provide:
 - Rights and Resp
 - Privacy Form
- Check Form/Rpts to confirm
- · completed:
 - Registration
 Assignment
 Release Form
 - Informed Consent for Treatment
- If not completed, give paper copies to sign



 Use Sidebar to upload the scanned signed documents

NOTE

- If a Consult/Records visit: collect the Disease Management fee.
- If a Delivery visit: sign the Proof of Delivery form with a delivery date.
- Use the Sidebar to upload the scanned, signed document, and update the status to "Ready to Schedule."







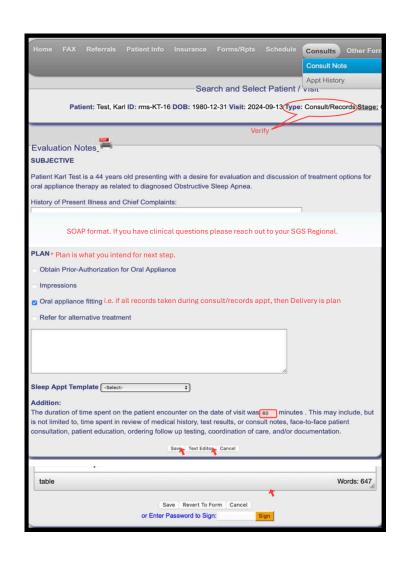




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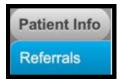
2. CONSULT NOTES

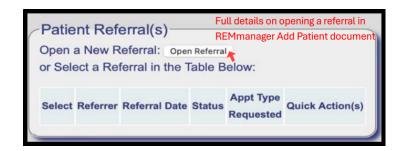
- Hover over "Consults"
- Select "Consult Notes"
- · Verify appt type
- Consult Notes template varies by Appt Type
- Fill out all sections of template
- Click "Save"
- Click "Text Editor"
- Sign
- Or Send for Signature to dentist



3. OPEN A REFERRAL FOR NEXT VISIT

- (Impressions, Delivery, or Follow up) and add to date on Schedule.
- Note: Impressions visit only made if unable to take records at consult









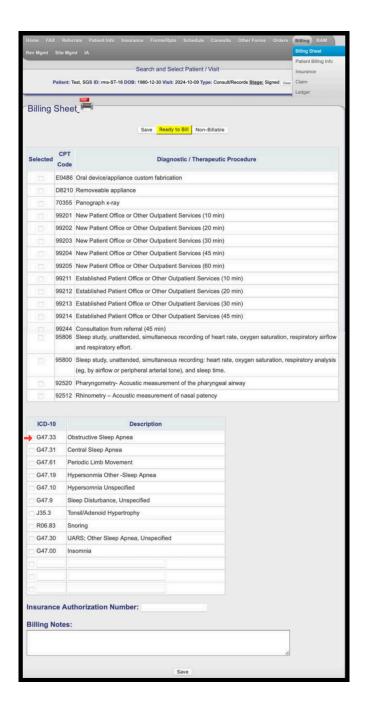




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4. BILLING SHEET

- Hover over "Billing"
- Select "Billing Sheet"
- Check services performed
- Typical codes:
 - Consult/Records Appt:
 - 99205 if 1st medical insurance & 60min
 - **92520**
 - **92512**
 - o Delivery Appt:
 - o E0486
 - o D8210
- Check the diagnosis of OSA.
- Click "Save."
- Click the yellow "Ready to Bill" button at the top
- If you do not see the yellow button, the Consult Note needs to be signed
- Note: If Sleep Impressions is not billing, such as a cash pay, click "Non-Billable."
- Fax the patient's physician with an update on treatment (optional)



TYPICAL CODES

Consult & Records
Appointment

• 99205

If 1st medical insurance & 60min

- 92520
- 92512
- 99205

Delivery Appointment

- E0486
- D8210

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