

End of Year General Information

As the calendar year draws to a close, we want to ensure you properly and painlessly close out your fiscal year in EASY DENTAL. We have found the following information helpful in addressing three common concerns that frequently arise at this time:

1. Are there Special Utilities, Reports or processes that must be run in order to close out the year?
2. What do I do with outstanding insurance claims from the previous year?
3. Are there any reports that may be beneficial to run?

Closing the Year

One thing to note: EASY DENTAL does not have a separate procedure for closing the year. **Closing the last month of the fiscal year is all that is required to close the year.** This can be done using the *Month End Update* as described below.

When you first set up your practice, the Fiscal Year Beginning Month was selected. In most cases, the fiscal year starts in January, but the steps below hold true regardless of when the fiscal year begins. (The selected Fiscal Year Beginning Month is found in *Reports | Practice Setup | Practice Resource Setup*; click Edit under the Practice Information.)

When it is time to close the last month of the year, verify you have an up-to-the-minute backup (if you have any questions regarding backup recommendations, please see article #41335 located in our online knowledgebase at the following location: <http://www.easydental.com/resourcecenter>).

To begin, go to the *Accounts module | Month End | Update*. If your office is current in closing the month, the Close Out Month date will reflect the month that has just ended (12/2011). Click OK. EASY DENTAL closes the month then checks the Fiscal Year Beginning Month and calculates the yearly totals accordingly.

There are additional options that may be selected during the month end process, one of which is the Appointment Purge. The purpose of this is to delete all appointments from the Schedule

module that are older than the selected Cutoff Date. This date, by default, is 12 months prior to the listed Close Out Month date but can be modified. For example, if the Cutoff Date reads 1/1/2011 and is changed to 1/1/2012; all appointments prior to 1/1/2012 will be purged from the Schedule. If this happens, the only way to retrieve the deleted appointments is to restore the backup that was made prior to closing the month.

The second option in the Month End Update is Reset Insurance Benefits. By default this option is selected, therefore all insurance benefits and deductibles will reset according to the Benefit Renewal month. This ensures future insurance estimates are calculated correctly. The Benefit Renewal date is found in the Patients module by selecting a patient with insurance, double clicking on the Primary Insurance box, clicking Ins Data, and locating the Benefit Renewal field.

Claims Created in One Year, but Received During the Following Year

After a fiscal year has been closed, EASY DENTAL detects all pending claims created during the previous year. By default all payments posted to these claims are applied to the previous year's benefits, unless the Adjust Benefits/Deductible boxes are changed to the current year.

Year End Reports

The only difference between year and month end reports is the "Selected date range." Below is a list and brief description of some reports which you can generate at the end of the fiscal year.

Analysis Summary Report (*Reports module | Management Reports | Analysis Summary*)

This report lists charges, payments, adjustments, etc... You can use this report to generate totals for a set date range, as well as daily breakdowns. You can also generate a detailed summary for each provider, which includes MTD and YTD totals.

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To be placed on our Do Not Fax list, please check the box, fully complete the required information below and fax this request form to our 24-hour toll-free fax 1-866-609-5506

Name: _____ Account Number: _____ Fax Number: _____

You may also request to be placed on our Do Not Fax list by calling 24-hours a day at 800-306-6516 or writing to us at 727 E. Utah Valley DR. Suite # 500, American Fork, UT 84003-9932

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Production Summary Report (*Reports module | Management Reports | Production Summary*)

This report allows you to generate a detailed list showing the total number of each procedure completed in the specified date range and the average charge for each. To generate this report uncheck all options under Select Summary Reports except “Production Summary.” If a more general report is desired, leave the “By Category” option checked. The report groups the procedures by categories, such as Diagnostic, Preventive, etc...

Adjustment Summary Report (*Reports module | Management Reports | Production Summary*)

The Adjustment Summary Report provides detailed information such as: the number of times each adjustment type was used and the total amount adjusted off during the selected date range.

Payment Summary Report (*Reports module | Management Reports | Production Summary*)

This is similar to the Adjustment Summary Report in that it provides a detailed summary of payments received. These may include Cash Payment, Credit Card Payment, etc...

Patient Summary Report (*Reports module | Management Reports | Production Summary*)

This is a demographic report that shows the total number of current patients broken down by gender, age, insured, non-insured, etc...

Many offices also find it useful to print an **Aging and Insurance Aging Report** at the end of each year or even month. Both of these reports can be found in the *Reports module | Account Reports | Aging Report, Insurance Aging Report*.

Often **patients** request a print out of their **Ledger for the previous year**. To do this open the *Report module | Account Reports | Family Account Report*. Select the guarantor for the desired family. The First Transaction Date should be modified to show the first day of the year (1/1/2011) and the Report Date (at the top) should be the last day of the year (12/31/11). A Family Ledger Report can also be printed from the Accounts module itself, but it is not possible to specify a date range.

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Following these recommendations will make the Year End process less stressful and time consuming. In case you do have any additional questions here are two available resources:

1. Refer to the following articles in our online Knowledgebase: #15244 and #35525
<http://www.easydental.com/resourcecenter>
2. Contact Customer Support at 1(800) 824-6375