

# PracticeWorks

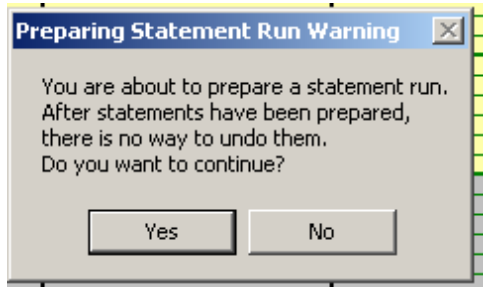
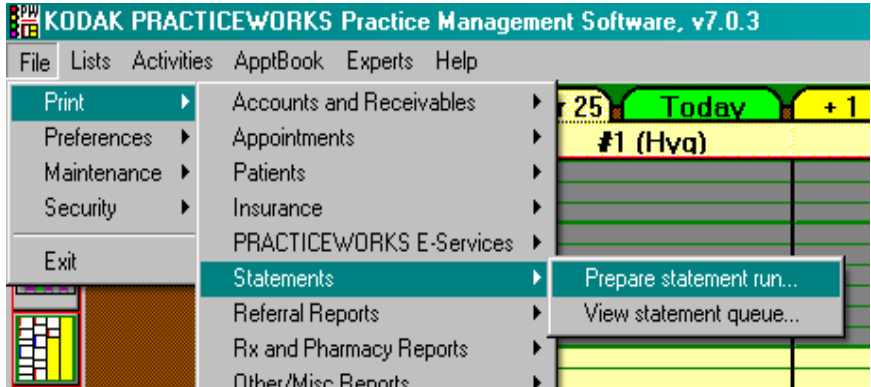
Exclusive Maker of **Kodak** Dental Systems

## PracticeWorks Electronic Statement Quick Reference Tool

1765 The Exchange  
Atlanta, GA 30339

For additional assistance, contact:  
PRACTICEWORKS Software E-Services Technical Support 1-800-262-8593  
Hours (excluding holidays): Monday through Thursday, 8am to 8pm and Friday, 8am to 6pm EST

**1. Getting Started:** To begin processing your Statements in your Kodak PracticeWorks practice management software, click **File** → **Print** → **Statements** → **Prepare statement run...**

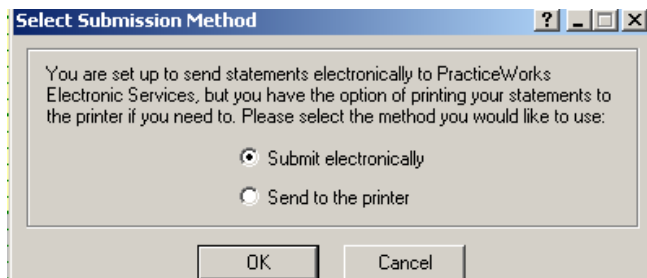
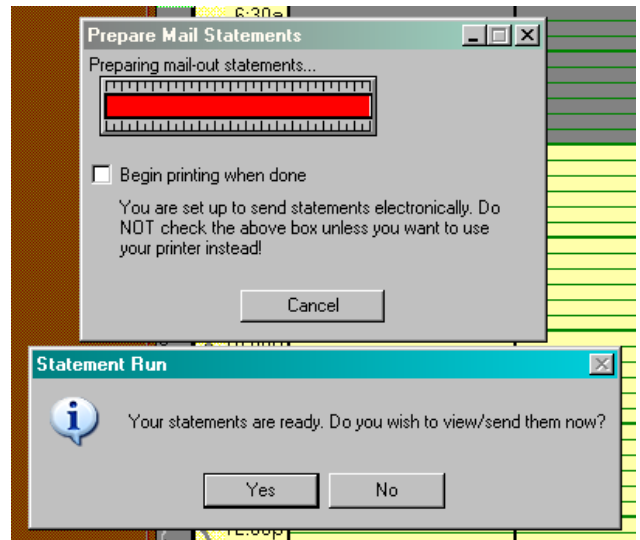


PracticeWorks software will display a warning that you are about to prepare the statement run. This cannot be undone after you create your statement batch. Click **Yes** to continue.

The software will display a status bar as it reviews your accounts and processes your statements.

**2. Review Your Statements:** When the software is finished, it will prompt you that your statements are now ready to be sent and if you want to review them now. Click **Yes** to continue.

*If you choose to review your statements later, you can bring the queue back up by going to **File** → **Print** → **Statements** → **View Statement queue...***



The software will now prompt you to select how you want to send your statements. Select **Submit electronically** and then click **OK**.

The Statement Queue is a listing of only the statements that were created during this statement run—NOT a listing of accounts.

In the Statement Queue, you can remove any statement by highlighting it and clicking the **Remove this Statement** button.

Use the **Preview Contents** button to see what transactions will be on the body of the statement.

Use the **View Clipboard** button to view the patient's clipboard. From the clipboard you can add Personal Statement notes using Yellow Stickies in the Responsible Party Section.

Last name	First name	Created	Balance	Amt Due	Fin Chrgs	Printed/Sent
Allford	Paul	03-25-08	330.46	330.46	Yes	No
Brown	Wesley	03-25-08	126.60	126.60	Yes	No
Dean	Eric	03-25-08	113.99	113.99	Yes	No
Doss	Carol	03-25-08	113.99	113.99	Yes	No
Heckman	Joseph	03-25-08	113.99	113.99	Yes	No
Herrin	Ladonna	03-25-08	113.99	113.99	Yes	No
Hodgen	John	03-25-08	113.99	113.99	Yes	No
Hoskins	Keith	03-25-08	113.99	113.99	Yes	No
Johnson	Tom	03-25-08	338.35	338.35	Yes	No
Jones	Brett	03-25-08	329.56	329.56	Yes	No
Lewis	Jimmy	03-25-08	113.99	113.99	Yes	No
Magnussen	Eric	03-25-08	113.99	113.99	Yes	No
Massey	Kenneth	03-25-08	113.99	113.99	Yes	No
McFall	Allyson	03-25-08	113.99	113.99	Yes	No
McNulty	Jim	03-25-08	113.99	113.99	Yes	No

Buttons at the bottom: Send all statements, View clipboard, Remove this statement, Preview contents, View/Retrieve Reports, Archived statements, Remove all statements, Close.

Total #: 15  
Unprinted: 15

When attaching the sticky, make sure you choose **on mail out statement** under the **Print on items for patient**. If you want to only use this message once, put in a de-activation date.

**Yellow Sticky attached to Responsible Party**

Automatically display on screen

- on date
- at patient check-in
- when making appointments
- at patient check-out
- when viewing tx plans
- when viewing ledger

Print on items for patient

- on Tx proposals
- on walk out statement
- on mail out statement

Print on reports for internal use

- on route slip
- on recall report

When to de-activate note

- never
- after date
- after 1st auto display/print
- after prnt from patient of at least 0.00
- after prnt from insurance of at least 0.00

Buttons: OK, Cancel

**3. To send statements:** When you have finished adding notes and removing the necessary statements, click on the **Send all statements** button to send the statements. You will get a confirmation window that your statements have been sent successfully.