



GoodTeith

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A Manual For GoodTeith Software

About Time Too

by Simon Locke

GoodTeith

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Printed: February 2007

Special thanks to:

Alistair and Stewart Johnston

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Foreword

After many promises to compile an instruction manual for GoodTeith, I have finally decided to give it a go.

Hopefully this manual will answer many questions.

It will not be immediately exhaustive, but feedback may allow it to become so.

Patient names have been changed to protect the innocent.

Suggestions can be emailed to the Yahoo! User Group or directly to Simon Locke.

Please feel free to distribute, print and comment.

Simon

Part



1 Introduction

GoodTeith Software is a complete Dental Practice Management System, designed and coded by Alistair Johnston and Stuart Johnston, using Filemaker Pro - a relational database design package.

At the time of writing it is currently in use in 28 dental practices in Scotland. Some are new installations, others are conversions from other vendor's products.

Alistair has spent around 20,000 hours developing the software. It is continually evolving. He is open to feature suggestions, and usually integrates good ideas timeously.

The challenge for me is to complete this manual before significant changes render it useless! That said, you may notice that some of the screenshots vary from the version you are currently using. I am fortunate enough to have access to development builds of the software.

I would imagine most of the concepts are intuitive.

Part



2 Switching On & Turning Off

The order in which the computers are started, and then the order in which GoodTeith is started is important.

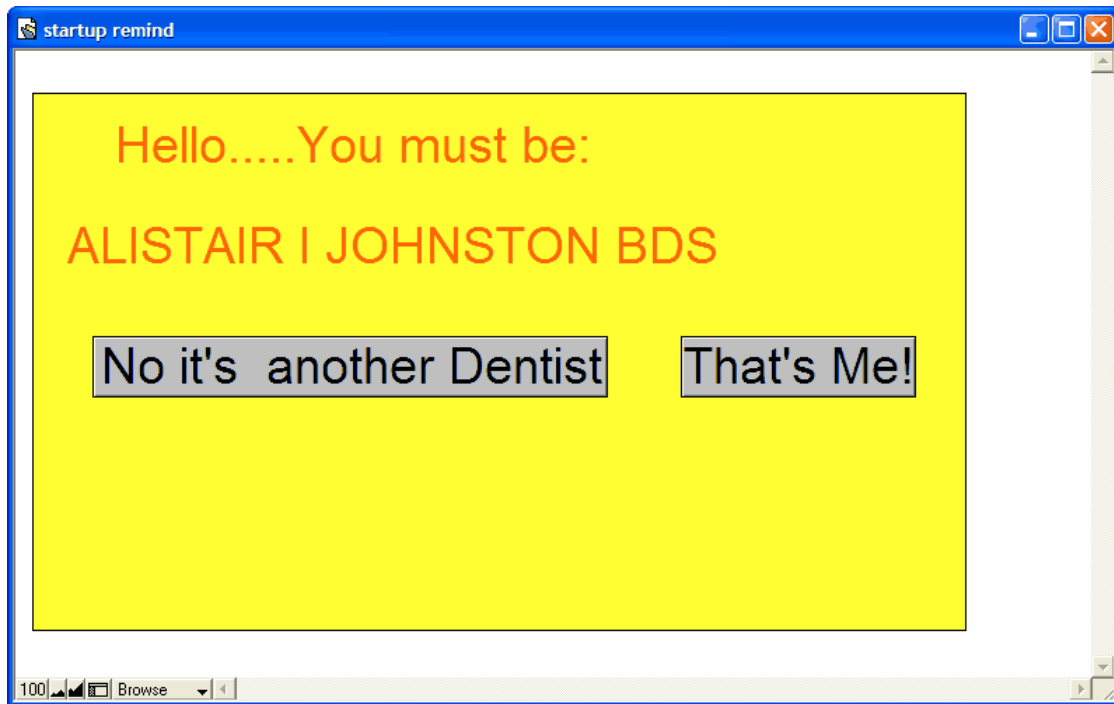
2.1 Switching On

There are usually a minimum of three computers in the GoodTeith system. Usually two are reception, and there is one per surgery.

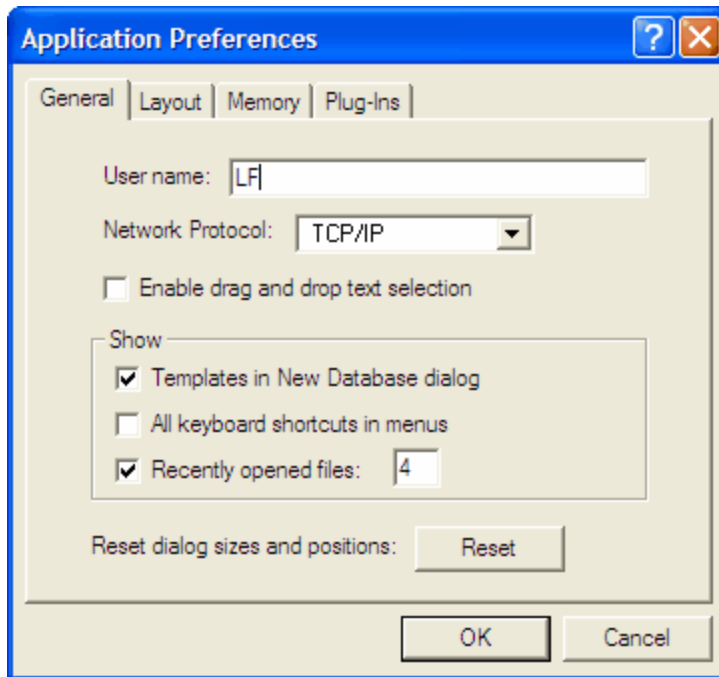
In reception the computers are named REC and REC2. The main computer is REC and it is essentially the server. This PC must be the first to be started in the morning and last to be shut down at the end of a working day.

Usually the system is configured to automatically start the GoodTeith software when REC is switched on. If your system is not configured in this way, an icon on the desktop called "AIJ's Startup File" should be double clicked. Once this system has started and all files are loaded, the other PCs can be started in any order. This is usually done by double clicking an icon on the desktop. The icon in this case is either called "AIJ Startup File (Guest)" or "Startup Remind".

If the surgery PC asks:



select whichever is appropriate and proceed. If you click "No it's another Dentist" a dialogue box appears. Simply substitute the found initials in the User name box to the appropriate set:



2.2 Turning Off



With the exception of REC, all computers are switched off by clicking the "Close" button on the toolbar of the main screen.

On REC, at the end of the day, *and not before*, click on the "Go Home" button to finalise that day's data. Once this has been completed, no further information can be entered on that day. The computer will print a payment report at this time.

It is important to leave REC2 switched on until this point, although GoodTeith must be closed down. This is because the printers are controlled by REC2, and is required to print the end of day report.

If, for any reason, you wish to close GoodTeith and then restart it for further data entry, choose "Close" from REC.

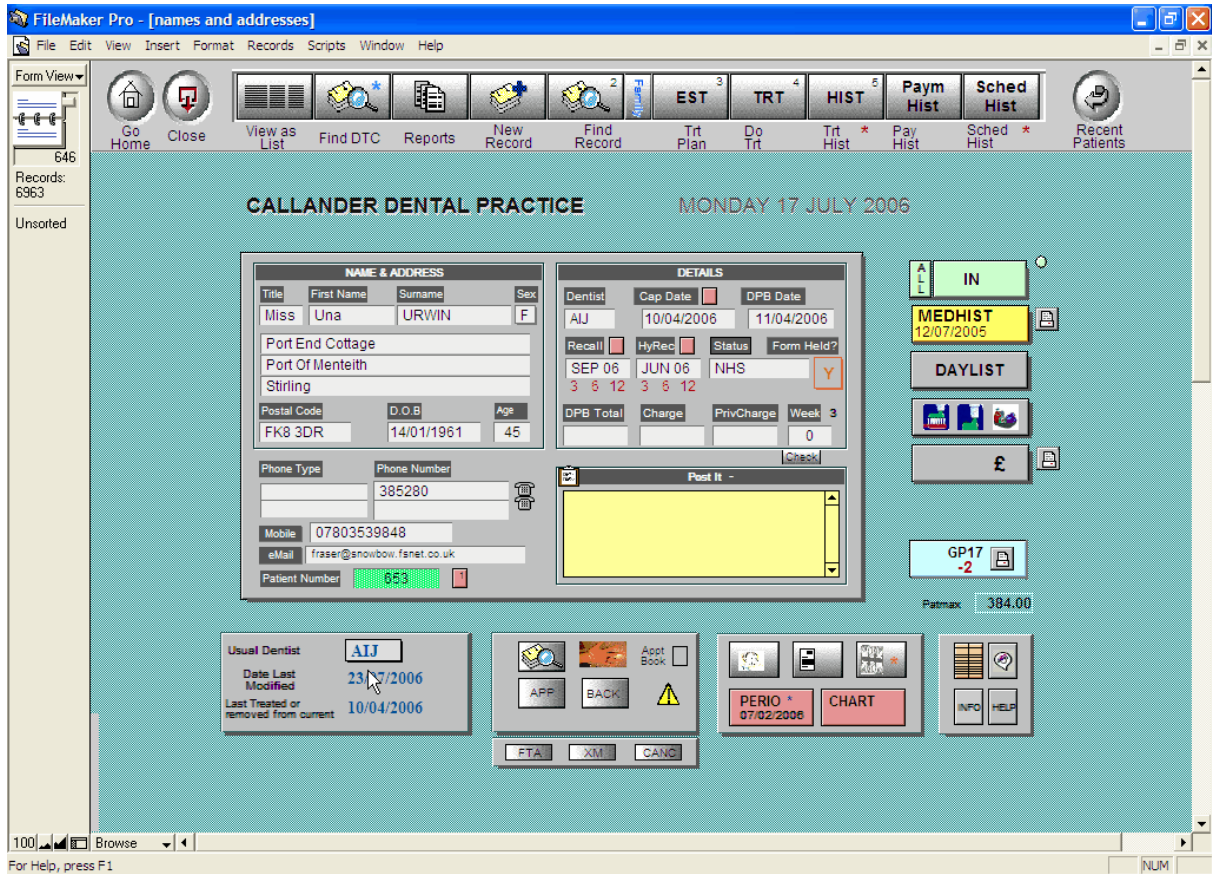
Once GoodTeith is closed, the PCs can be turned off by pressing the power button on the front of the computer. The surgery computers can be turned off without worrying about REC, so long as GoodTeith is closed on the surgery computer.

Part



3 The Main Screen

3.1 Overview



This is the Main Screen in GoodTeith Software. From this screen, all other functions are accessed.

Some basic terminology:

At the top of the screen is the "Toolbar", the "Status Area" is on the left side.

Each item of data relating to an individual patient is located in a "Field", so a patient's first name is located in a field, and a patient's date of birth is located in another field. A collection of fields on one screen, like the "Main Page" above is called a "Record". Therefore, each patient has his own record, containing many fields.

From here you can:

- Find an existing patient or group of patients.
- Enter the details of a new patient.
- Perform many administrative tasks.
- Make or change appointments.
- Collect fees.
- View payment history.

Enter / alter new treatment plan.
 View treatment plan.
 View patient history.
 Print address labels.
 Print medical history forms.
 Print GP17 or GP17PR (EDI) forms.
 Scan & view radiographs.
 Collate & view digital photographs.
 Scan & view referral letters or other patient correspondence.
 View NHS claim details.
 Check NHS payment schedules.
 Record FTA's and late cancellations.
 Sell sundry items.
 Send emails to patients.
 Send text messages to patients.
 Send pop-up messages to other terminals.

3.2 Details Section

The screenshot shows a 'DETAILS' form with the following fields and values:

Dentist	Cap Date	DPB Date
AIJ	29/03/2006	30/03/2006
Recall	HyRec	Status
<input type="checkbox"/>	<input type="checkbox"/>	NHS
3 6 12	3 6 12	Y
DPB Total	Charge	PrivCharge
Week	3	
0		
[Check]		
Post It -		
Enter anything you want here!		

Found on the main screen of every patient, this area is known as the "Details" area.

For NHS patients it looks like the screen above.

Dentist: This is the dentist who is currently treating, or last treated this patient.

Cap Date: This is the Start Date for the current course, or last course of treatment if the patient is not under treatment.

DBP Date: This is the date the "form" was either sent to the SDPB or EDI'd to them.

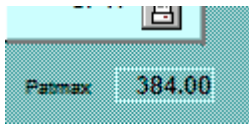
Recall: This is a date in the form JUN 06 or DEC 07 to allow recalls to be sent at the correct time. It can be set to automatically update with a six month interval upon completion of a course of treatment. Manual entry is possible, so long as the format (NOV 06) is adhered to. By clicking the pink square button beside recall, a screen will appear allowing you to select various intervals, and

have the field correctly populated.

HyRec: This is very similar to the Recall field except it is for recalls to the hygienist. It is not automatically updated, so the hygienist, nurse or receptionist must be vigilant. Again, the pink button allows manual entry from a selection of intervals.

Status: Signifies whether patient NHS / Private / Exempt / Denplan etc. To change, click the box below status and choose correct category. Automatically knows a child is exempt, so leave as NHS. All other exempt adults need to have status changed to exempt. When exempt is selected, the status box turns red. This needs to be told what exemption category the patient belongs to. Click the red box to select from a list. Click the small grey box next to the appropriate category. Consider making a note in the Post-It note box for future use.

If a patient has an HC3 form: Click the field next to 'Patmax' on the main screen. Enter the max amount payable by the patient.



Form Held: INCOMPLETE

DPB Total: Total amount (gross) of NHS treatment *completed* on patient.

Charge: Total amount of patient contribution for *completed* treatment.

Priv Charge: Total Private fees of *completed* treatment

Week: Involved in Accounts. INCOMPLETE

The Post-It Note box can be used for many things. You might simply decide to enter comments here, e.g. Patient does not like mouthwash, or create specific codes for future use, e.g. FF112006 if patient had dentures constructed in November 2006. In the future a search could be performed to find all patients who had dentures constructed in 2006, but had not since returned. A specific recall letter could be composed to allow follow up of all denture patients who had not had an oral cancer screen for 2 years etc.

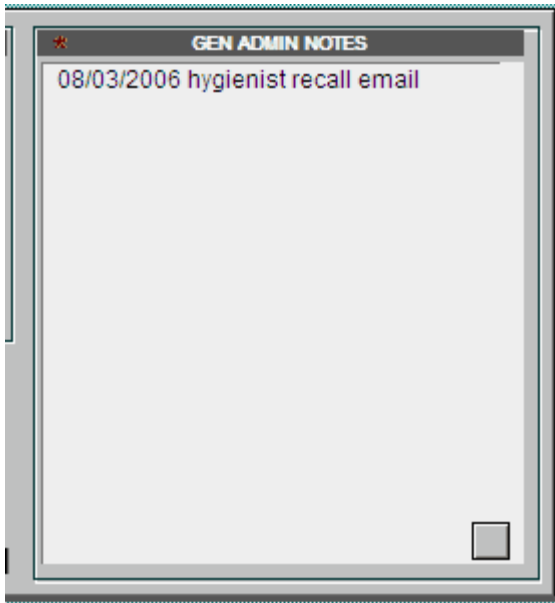
To restrict the use of the appointment book for a specific patient, enter an exclamation mark (!) as the first character in this box. If, for example, the patient has a bad debt and is *never* to be seen again, an ! will remind the reception staff, and it cannot be "accidentally" missed.

Use this box with caution when entering personal information as it can easily be seen by the patient both in the surgery and at reception.

To completely clear the contents of the Post-It box, click on the "-" next to the words "Post It"



If a sensitive issue is to be recorded, consider using a General Admin Note. To reveal this box, click on the word "Details" on the Details Area title bar. The following screen will appear.



If anything is recorded in this box, a red asterisk will appear in the Details Area title bar. To return to the main screen Details area, click the title bar again.

3.3 Finding Patients



From the toolbar at the top, click on the "Find Record" button.

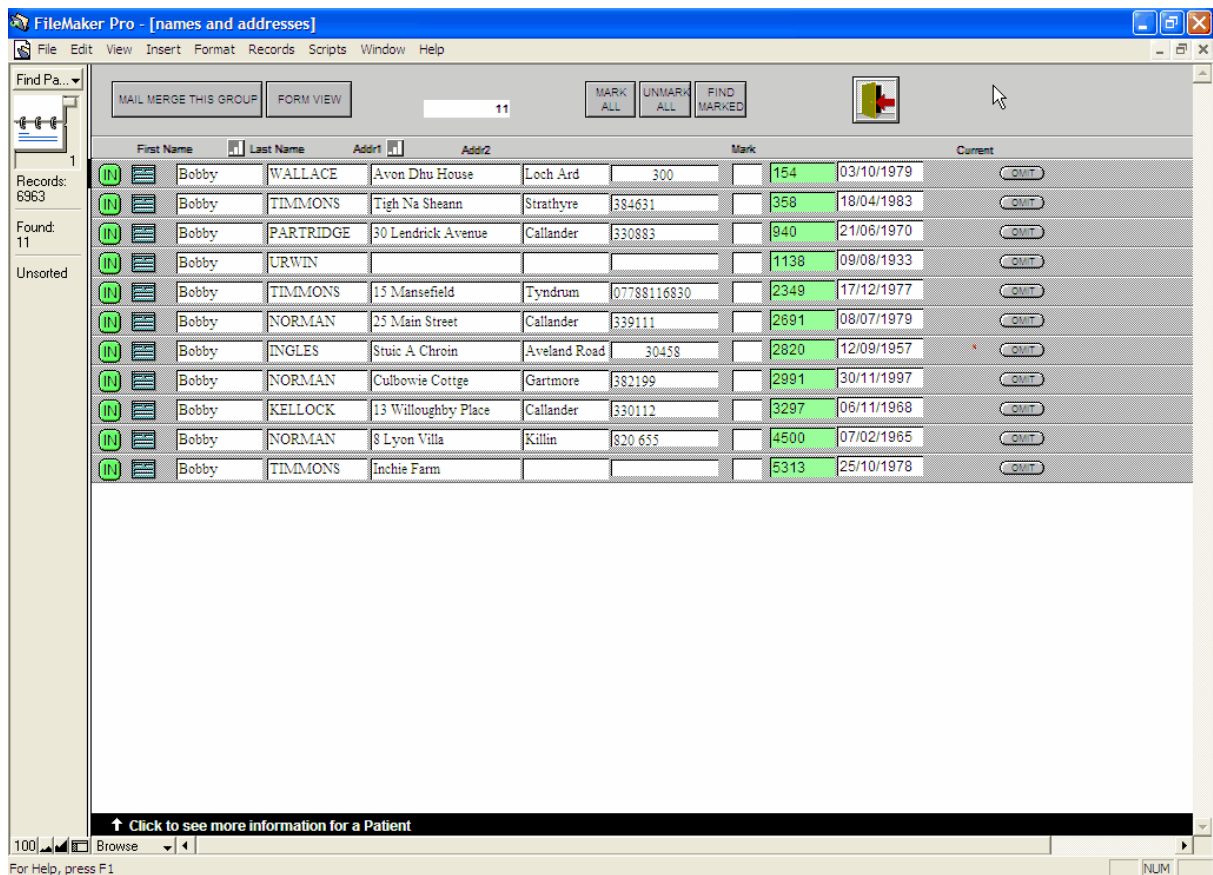
You may enter values in almost any field to find patients.

The more specific you are, the more chance of a search returning a single result. You may enter a part of a name e.g. you may enter Ro in the first name field, and Sm in the second name field to find Robert Smith, but it would also find Robina Smythe or Roberto Small etc.

A useful tip for finding patients with unusual names is to search by date of birth.

If a single result is found, that patient's record will appear immediately. If more than one is found, then a screen will appear showing a list of patients.

In this example we have searched for all patients with the first name Bobby.



To go to a particular patient in the list, click the small icon on the left next to them:



To find members of the same family, use the "Family" button. With one of the family members on the main screen, click the "Family" button on the toolbar and, if found, a list of patients with exactly the same surname and first part of the address will be displayed. Obviously this will not function for family members with dissimilar surnames, or addresses entered in a different format e.g. Flat 0/1 is not the same as Flat 0-1.

3.4 Entering A New Patient's Details



From the toolbar at the top, click on the "New Record" button.

Enter as much information as possible about the new patient.

Enter the date of birth in the format DD/MM/YYYY e.g. 09/06/1974

Some fields *must* contain specific values. GoodTeith will prompt you if a mistake is made.

The patient number field is automatically entered and is not able to be modified.

At this time it is normal to enter a dentist for this patient. The "Usual Dentist" field at the bottom left of the screen allows selection from a drop down list of all the dentists in the practice. This field usually contains the initials of the dentist is registered with.

To allow an appointment to be made with the correct dentist, and the correct printing of a GP17, a dentist should be entered in the "Dentist" field in the Details section of the main screen.

Part



4 Appointments

This section will cover making appointments, changing appointments, deleting appointments, searching for appointments, printing appointments and the configuration of the appointment book.

It will also cover the restriction of the appointment book based on several user defined criteria.



The screenshot above shows the buttons you will use to access most of the functions of the appointment book.

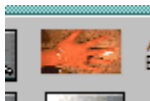
4.1 Making An Appointment

Appointments can be made in several ways.

To make a patient an appointment, make sure that it is the correct patients details on the main screen.

There are two distinctly different appointment book screens. Both allow you to make and delete appointments, and both contain the same overall information. One is designed to allow easy searching for a specific length of appointment (Give View), and the other is slightly easier to browse with (Browse View).

4.2 Give View



To enter the "Give View" screen, click on the hand icon on the main screen.

The screenshot shows a FileMaker Pro window titled "FileMaker Pro - [Appt book]". The main area is a grid of appointment slots. The columns are labeled with dentist names: ALISTAIR I, LESLEY FEATHER, DAVID MATEU, Joan Clarkson, and MARGARE. The rows represent time slots from 8:00 to 10:05 in 5-minute increments. Each slot contains a small icon and a colored bar. The interface also features a calendar for June 2006, a date and time selector (Monday 5 June 2006, 8:00 AM), and various control buttons such as "Give Appt", "FAMILY", "NEXTAPPS", "ANY", "OOPS", "AFTER", and "NUM".

The appointment book is separated into a main screen, containing the actual appointment spaces for the dentists. Each dentist has a separate column with their name above it. The area at the bottom of the screen is where most of the functions are performed.

In the example above, only Lesley Feather is working during the times visible on the screen (8.00am - 10.05am). If a dentist has available appointments a coloured bar (individual to each dentist) will be shown as empty. The example below shows spaces in Joan Clarkson's day at 19.30 to 19.45 and 20.15 to 21.00.

Each line is a 5 minute appointment slot. When an appointment is made, the patient's name on a line indicates the appointment start time. The amount of time blocked off for a patient is indicated by the lines of Xxxxx's. When these end, that is the end of the patient's appointment.

The real power in Give mode is found with the use of the "clock".



Consider each black mark on the clock as 5 mins, so to find a 15 minute appointment, click the black mark at the 3 o'clock position. The button in the 12 o'clock position selects a one hour appointment. To search for a space longer than one hour, click the blue centre and another screen will allow further searches.

In this example we are using a patient called Kev Queen, and we are searching for a 15 minute appointment with Alistair Johnston. We simply find Kev Queen's record from the main page, click on the hand to enter Give Appointment mode, and click the 3 o'clock button to find all available 15 minute appointments.

Appointment Book Spaces for ALISTAIR I JOHNSTON BDS
15 minute appointments for KEV QUEEN

Click beside the appointment to Book

<input type="radio"/>	<input type="radio"/>	3:35 PM on Monday 19 June	(1 Hour 25 Mins)
<input type="radio"/>	<input type="radio"/>	8:45 PM on Tuesday 20 June	(20 Mins)
<input type="radio"/>	<input type="radio"/>	6:00 PM on Thursday 22 June	(3 Hours)
<input type="radio"/>	<input type="radio"/>	1:00 PM on Monday 26 June	(4 Hours)
<input type="radio"/>	<input type="radio"/>	6:05 PM on Tuesday 27 June	(55 Mins)
<input type="radio"/>	<input type="radio"/>	7:25 PM on Tuesday 27 June	(1 Hour 40 Mins)
<input type="radio"/>	<input type="radio"/>	1:15 PM on Monday 17 July	(3 Hours 20 Mins)
<input type="radio"/>	<input type="radio"/>	6:00 PM on Tuesday 18 July	(1 Hour 15 Mins)
<input type="radio"/>	<input type="radio"/>	7:30 PM on Tuesday 18 July	(1 Hour 35 Mins)
<input type="radio"/>	<input type="radio"/>	10:50 AM on Wednesday 19 July	(15 Mins)
<input type="radio"/>	<input type="radio"/>	2:40 PM on Wednesday 19 July	(20 Mins)
<input type="radio"/>	<input type="radio"/>	3:15 PM on Wednesday 19 July	(1 Hour)
<input type="radio"/>	<input type="radio"/>	2:20 PM on Thursday 20 July	(2 Hours 40 Mins)
<input type="radio"/>	<input type="radio"/>	6:00 PM on Thursday 20 July	(1 Hour)
1	<input type="radio"/>	7:35 PM on Thursday 20 July	(1 Hour 25 Mins)
	<input type="radio"/>	8:00 AM on Monday 24 July	(3 Hours)
	<input type="radio"/>	1:00 PM on Monday 24 July	(4 Hours)
	<input type="radio"/>	1:35 PM on Tuesday 25 July	(2 Hours 55 Mins)
	<input type="radio"/>	6:00 PM on Tuesday 25 July	(3 Hours 5 Mins)
	<input type="radio"/>	9:00 AM on Wednesday 26 July	(1 Hour 30 Mins)

? = Man
? = Auto

oops

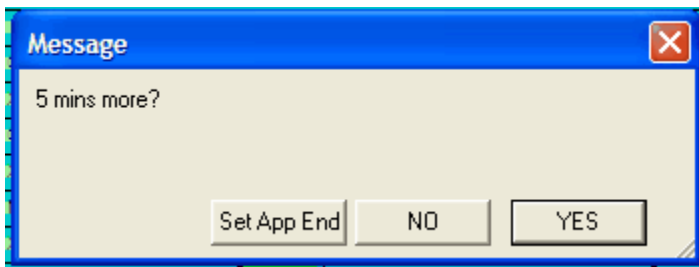
100% Browse
For Help, press F1

The screen above shows the results of this search. Each line shows a possible appointment. In this example, the first result shows that at 3.35pm on Monday 19th June, there is a space 1 hour and 25 minutes long. To give the patient the appointment at 3.35pm, simply click the green button to the left of it. If the patient would rather have 4.00pm, click the orange button and you will be redirected to the appointment book on that particular day, at the empty space start time, allowing you to scroll to the appropriate appointment start time.

To select a start time, click on the green bar, next to where you wish the appointment to start.


15.05	2	Xxxxxxx XXXXX		
15.10	2	Xxxxxxx XXXXX		
15.15	2	Xxxxxxx XXXXX		
15.20	2	Xxxxxxx XXXXX		
15.25	2	Xxxxxxx XXXXX		
15.30	2	Xxxxxxx XXXXX	5831	Xavier OLIPHANT 6/12
15.35			2	Xxxxxxx XXXXX
15.40			5832	Nikky OLIPHANT 6/12
15.45			2	Xxxxxxx XXXXX
15.50			3885	Xavier NORMAN 6/12
15.55			2	Xxxxxxx XXXXX
16.00			3540	Zach INGLES RCT
16.05			2	Xxxxxxx XXXXX
16.10			2	Xxxxxxx XXXXX
16.15			2	Xxxxxxx XXXXX
16.20			2	Xxxxxxx XXXXX

You will then be asked the following via a dialogue box:




Every time YES is clicked, a row of Xxxxxx Xxxxxx will be added, extending the appointment by 5 minutes. So, after the original placement of the appointment start, which itself is a 5 minute slot, 2 additional clicks on YES will result in a 15 minute appointment. When the desired number of slots have been added, click the NO button. A drop down box will appear allowing you the opportunity to annotate the appointment with a description, e.g. RCT, Fill, Exam, etc..

Alternatively, for a longer appointment, the "Set App End" button is useful. Again, select the start time of the appointment, and the dialogue box will appear. Click "Set App End" and scroll to the point at which you wish the appointment to end. Click the green bar to the left of this time to set the appointment end time. The same drop down box will appear allowing you to select an appointment type.

Once appointment type has been selected, you can print a label for this time. Simply click on the  button.



Going back to the list of possible appointments, the  button allows you to return to the Give screen, and change selections.

To assist further in the making of appointments, it is possible to search only for appointments on a particular day of the week, or after a particular time, or before a particular time.

Using the calendar at the bottom of the screen, clicking on the letter corresponding to that day will add a search criterion limiting the results to those days selected only. In the example below, "W" was clicked, and "WEDNESD" can be seen in the centre underneath Alistair I Johnston.

In this example, only appointments after 4.00pm are being searched for. This was done by clicking the "4".

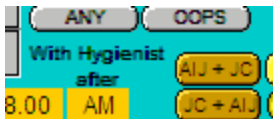
Once your criteria have been selected, click the desired time on the clock face as before. If you make a mistake, click on the "OOPS" button under the clock.



If we had wanted appointments before 10.00am, we would have clicked the "AFTER" button and it would toggle to "BEFORE" and then clicked "10".

Multiple days can be selected, so clicking on "W" and "TH" would return only appointments on Wednesdays and Thursdays.

We can also use Give mode to allow us to book a hygienist appointment at the same time as a dentist appointment. In the screenshot above, the two orange buttons "AIJ+JC" and "JC+AIJ" facilitate this. In this example, AIJ is the dentist, and JC the hygienist. So to book a dental appointment first, then a hygienist appointment straight after, click the "AIJ+JC" button.

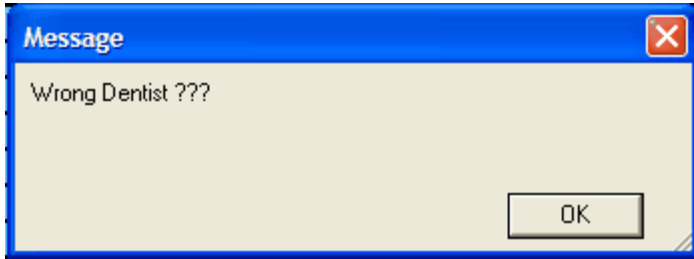


"With Hygienist after" will appear as shown above. Now select the appropriate appointment time for the dental appointment, and the system will find the next available slot that allows all the criteria to be met. You can still choose particular days, and after, or before, specific times. The hygienist default appointment time is system set and can be configured depending on your practice.



The current patient's dentist is located in the centre of the screen as shown in the screenshot above. To make an appointment with another dentist, you must click on the yellow button bearing their initials. So clicking the yellow "LF" button would allow the making of appointments with Lesley

Feather. If this is not done, the following dialogue box appears:



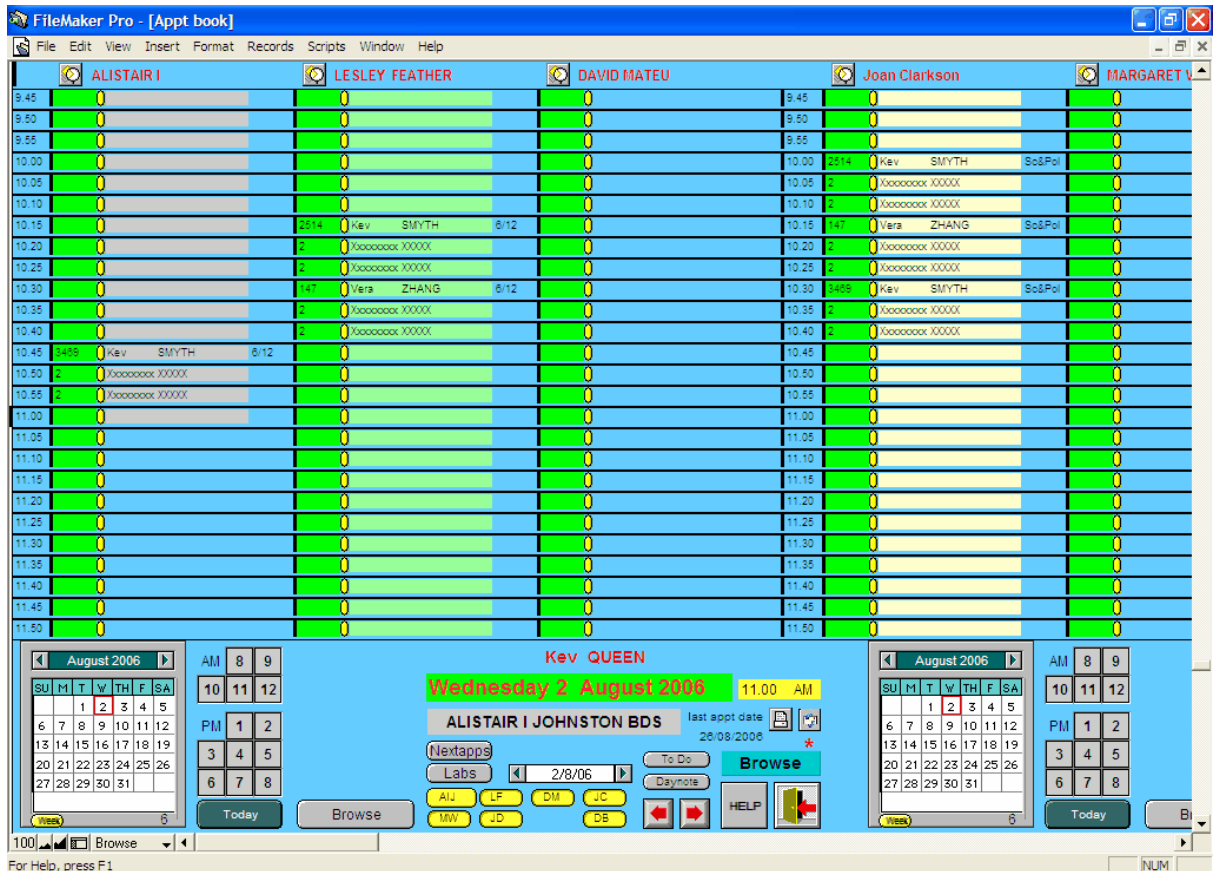
To correct this, simply click OK, and choose the correct dentist's appointment book, or override it by clicking the yellow buttons as appropriate. This feature is to prevent a patient being accidentally booked in with the wrong dentist.

To toggle between Browse Mode and Give Mode, click the "Give Appt" button.

4.3 Browse View



To enter the "Browse View" screen, click on the "APP" icon on the main screen.




Although very similar in appearance, Browse mode performs fewer tasks.

As the name suggests, this screen is used to simply browse for appointments. Useful for squeezing a patient in, although that can also be done in Give mode.

To jump to a particular day, simply click that date in the calendar. Move forward and backwards through the months using the arrows beside the month name.

Appointments are made and deleted in the same way as when in Give mode.

Specific to Browse mode are the two icons at the bottom of the calendar.

The  button brings up a screen similar to the one below. It shows a full week, starting with the current week, with all dentists and all times represented. Filled appointments are shown with black bands in them, empty spaces are clear.

This view is particularly useful for finding spaces in any dentist's book in a given week, e.g. if trying to find a good place to squeeze in a toothache. To navigate to a particular day at a particular time, click on the slot required and you will be redirected to the appropriate place in the appointment book.

To move to the next week click "NEXT", and to a previous week click "PREV".

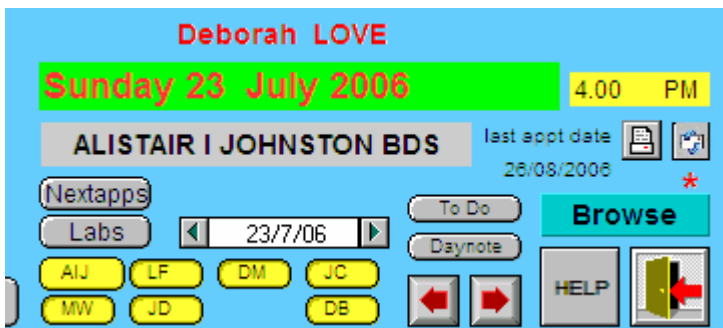


For practices who like to make six monthly check-ups in advance, the "6" at the bottom of the calendar will jump you exactly 6 months forward in the appointment book.

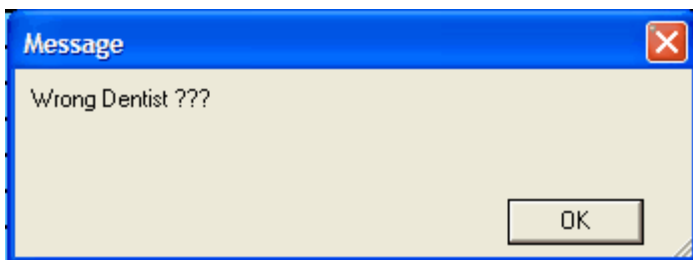


Clicking on the Today button will return you to the current day.

Clicking on the numbered buttons will jump you straight to that time, e.g. clicking on the "4" will move directly to the 4.00pm and later appointment time, handy for after school appointments.



The current patient's dentist is located in the centre of the screen as shown in the screenshot above. To make an appointment with another dentist, you must click on the yellow button bearing their initials. So clicking the yellow "LF" button would allow the making of appointments with Lesley Feather. If this is not done, the following dialogue box appears:



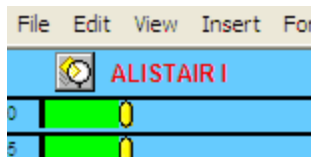
To correct this, simply click OK, and choose the correct dentist's appointment book, or override it by clicking the yellow buttons as appropriate. This feature is to prevent a patient being accidentally booked in with the wrong dentist.

To toggle between Browse Mode and Give Mode, click the "Browse" button.

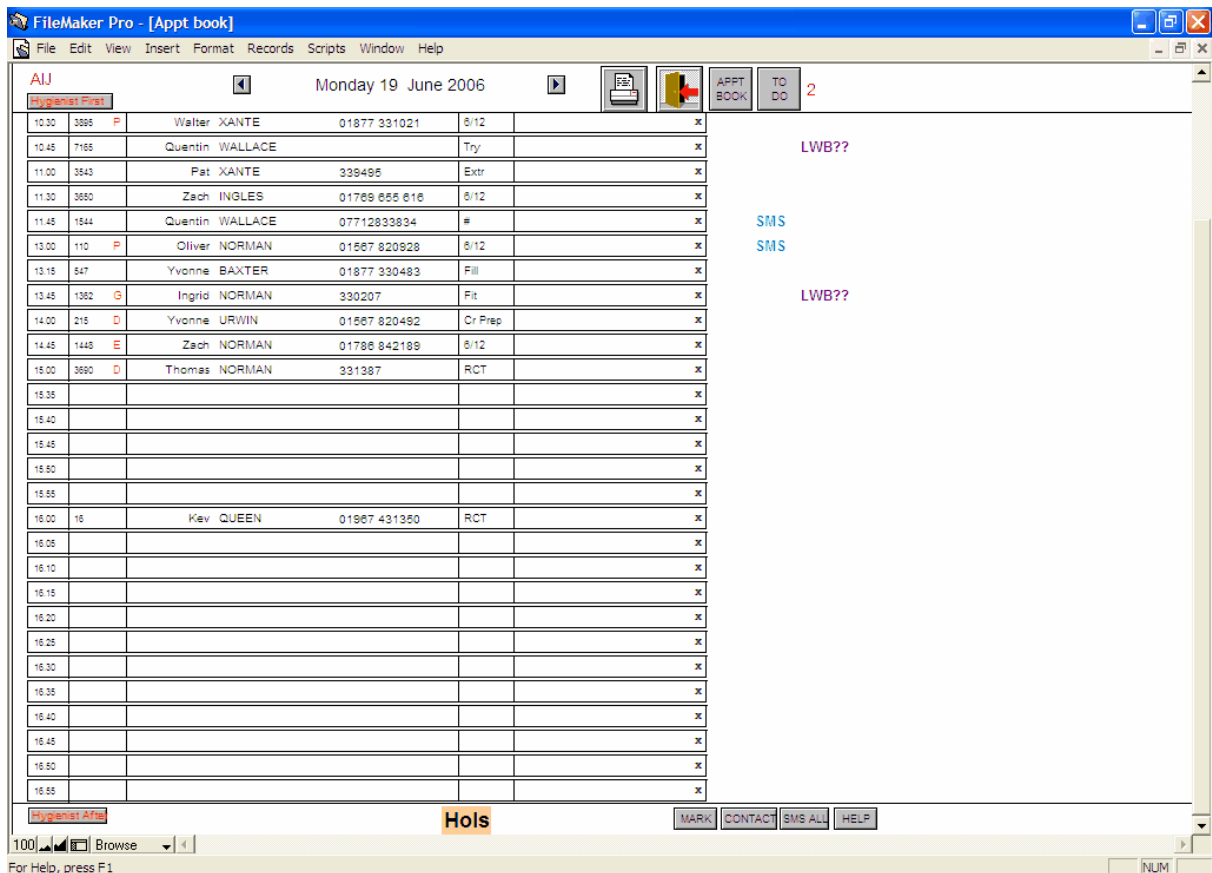
4.4 Daylists

Daylists are an easily read representation of the appointment book.

Daylists are accessed by clicking on the small magnifying glass icon next to the dentist's name in Browse Mode.



It can also be accessed by clicking the yellow button next to the green bar in either appointment book view, although this provides a *slightly* different view but with identical functionality.



The daylist above shows each patient with their phone number and treatment item they are booked in for. The appointment length is not represented, other than the starting time of the one immediately following.

Empty slots appear as multiple empty lines.

The comments box to the right of the appointment type is useful for giving the dentist further information about the appointment, e.g. if they are booked in for a 6/12 check-up but have requested a scaling at the same visit, this could be entered here.

The letters "SMS" in the right hand column signify that the patient has a mobile telephone, and a text message can be sent to them reminding them of their appointment.

This only works if you have configured this service, and have an account with SMS2.COM. This service costs a maximum of 10p per text message.

Similarly, the "SMS ALL" button at the bottom of the screen sends all patients with mobile telephones

a text message.

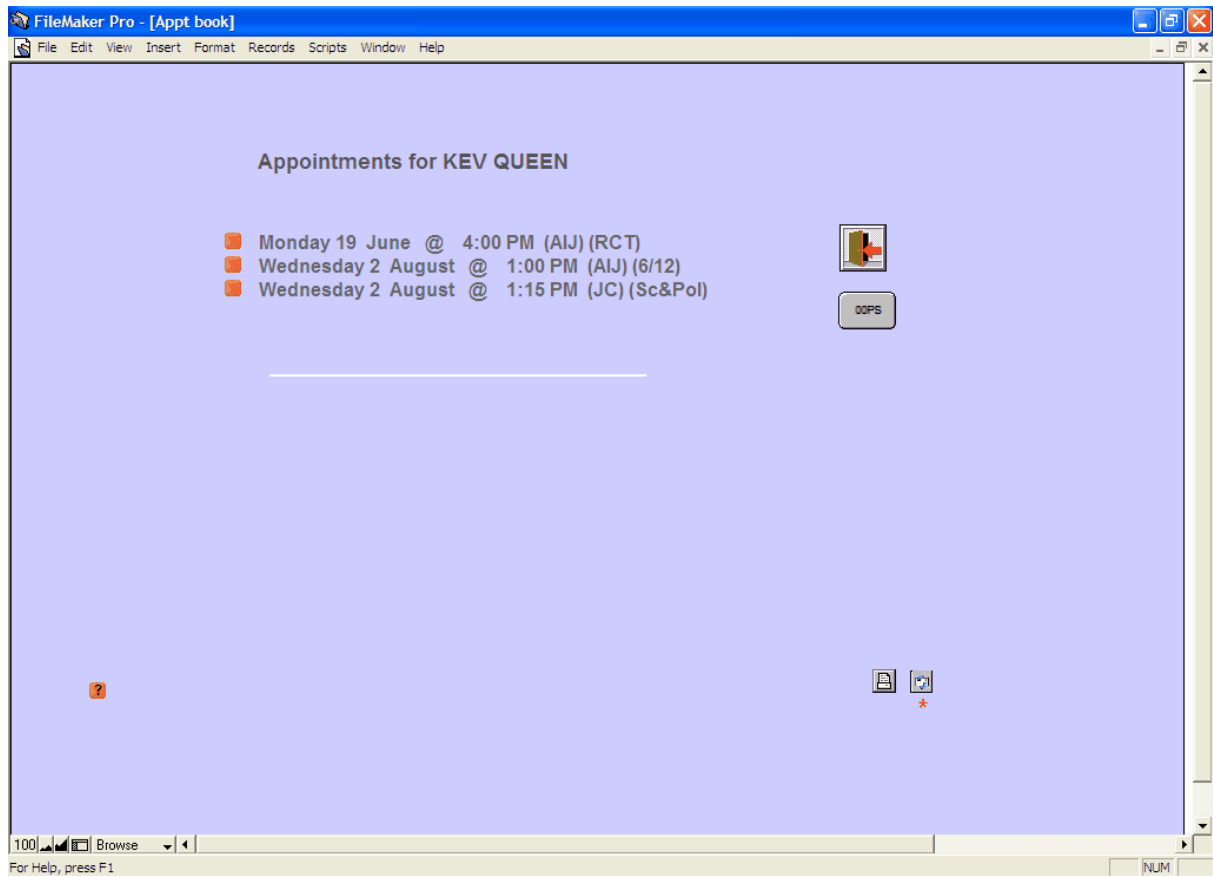
"LWB?" in the right hand columns is a reminder for staff to check to see if labwork relating to this patient is in the practice. If it is, then by clicking on "LWB?" will place the letters "LWB" in the comments section to allow the dentist to see the item has been located.


4.5 Finding Appointments




To find when a patient has an appointment, handy if they phone up to check, or to check dates for labwork return etc., click the magnifying glass icon on the correct patient's main screen.

This screen is also useful for printing appointment card labels



Any appointments the patient has will be listed here. To print this list onto a label, click the printer button . This is handy for printing appointment labels for denture patients who have multiple appointments.

To send a patient an email to remind them of their appointments, click the  button. If the patient has an email address entered on the main page, a red asterisk will be present under the button. Obviously, if no address is entered, the function will not work.

4.6 Deleting & Moving Appointments

To delete an appointment, simply click on the green bar to the left of the appointment start time you wish to delete.

15.05	2	Xxxxxxxxx XXXXX		
15.10	2	Xxxxxxxxx XXXXX		
15.15	2	Xxxxxxxxx XXXXX		
15.20	2	Xxxxxxxxx XXXXX		
15.25	2	Xxxxxxxxx XXXXX		
15.30	2	Xxxxxxxxx XXXXX	5831	Xavier OLIPHANT 6/12
15.35			2	Xxxxxxxxx XXXXX
15.40			5832	Nikky OLIPHANT 6/12
15.45			2	Xxxxxxxxx XXXXX
15.50			3885	Xavier NORMAN 6/12
15.55			2	Xxxxxxxxx XXXXX
16.00			3540	Zach INGLES RCT
16.05			2	Xxxxxxxxx XXXXX
16.10			2	Xxxxxxxxx XXXXX
16.15			2	Xxxxxxxxx XXXXX
16.20			2	Xxxxxxxxx XXXXX

So, to delete Nikky Oliphant's appointment at 15.40, simply click the green bar with the patient's number in it, 5832 in this case. The patient's name and the subsequent Xxxxxxxx XXXXX will be removed up to the beginning of the next appointment, creating a space in the book for reuse.

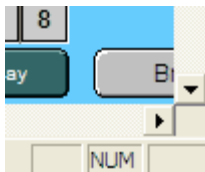
There is no particular way to move an appointment. Simply delete the appointment you need to move, remembering the length and type of appointment, and make a new one. No record is made of this deletion and remake. If you wish to make a manual note of this, consider using the Post-It Note or creating a General Comment in the Treatment File.

4.7 Configuring The Appointment Book

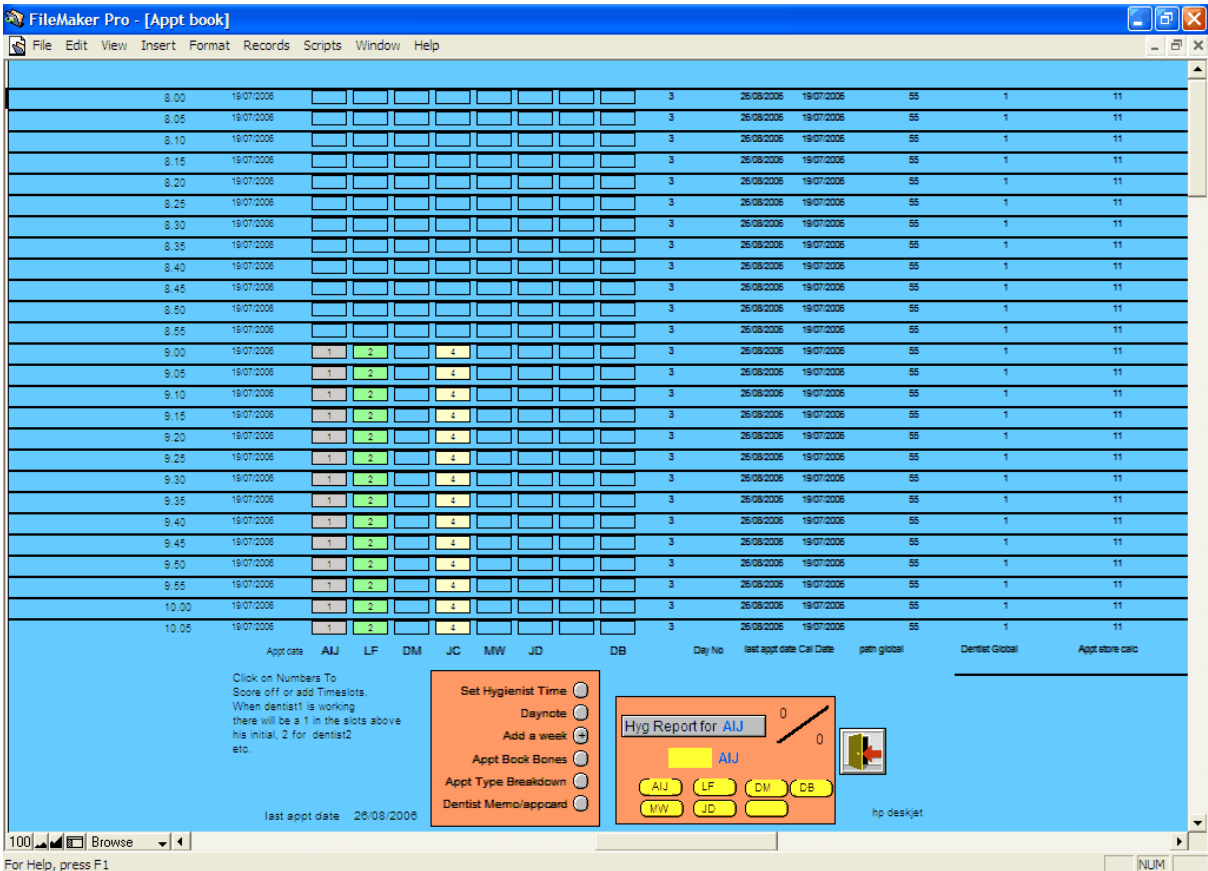
These tasks must be done on REC.

The appointment book needs to be configured for first use. It is required that the system knows which dentists work on what days and their particular hours. This configuration is done using the "Appointment Book Bones"

To access the appointment book bones, go into the appointment book browse mode, and scroll along to the right using the arrows at the bottom right of the screenshot below.



When you have scrolled along sufficiently, the following will appear:



Click on the button next to Appt Book Bones to display the following screen:

The screenshot shows the FileMaker Pro interface for an appointment book. The main window is titled "FileMaker Pro - [Appt book bones]". The interface is for setting working times for Monday. It features a grid with time slots on the vertical axis (from 8:00 to 10:25) and dentist names on the horizontal axis (AUJ, LF, DM, JC, MW, JD). Each cell in the grid contains a small orange button with a number (1 or 2) and a colored slot (green or red). A legend at the bottom explains the controls: "1 Click on Day", "2) Use Orange Buttons in appointment slots", "Coloured slot indicates Dentist Working", and "Or ● Start ● Stop".

Each day has its own page, each dentist their own column. Each day and each dentist has to be individually configured.

The first time this screen is configured will normally be on the day of installation, and help should be given. Subsequent alteration should only be required when a new dentist joins the practice, one leaves, or someone decides to alter their hours permanently.

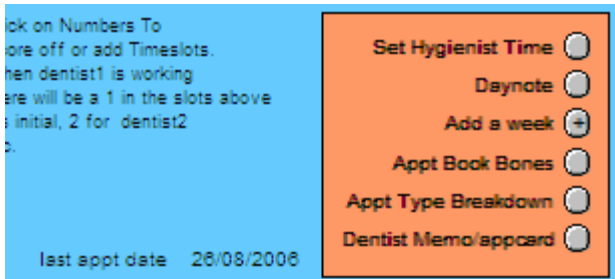
It can be altered in 2 ways:

1. By clicking the orange square next to a time slot, a dentist can be marked as working, or not working. If the dentist is working, a number will appear in the box, and the time slot will fill with colour. If the dentist is not working, the orange box is empty, as is the time slot. The working / not working status is toggled by clicking the orange button. This process is repeated for every time slot and every dentist and for every day. It is time consuming, but rarely needs to be done.

2. By using the green and red buttons, multiple slots can be added en masse. The simplest way to do this is to clear a dentist's day by clicking "Clear", and then clicking the green button next to the time they wish to start, and then scrolling down to where they wish to stop and clicking the red button. All the spaces in between should populate with colour.

In most situations a combination of both techniques will be required.

Adding weeks.



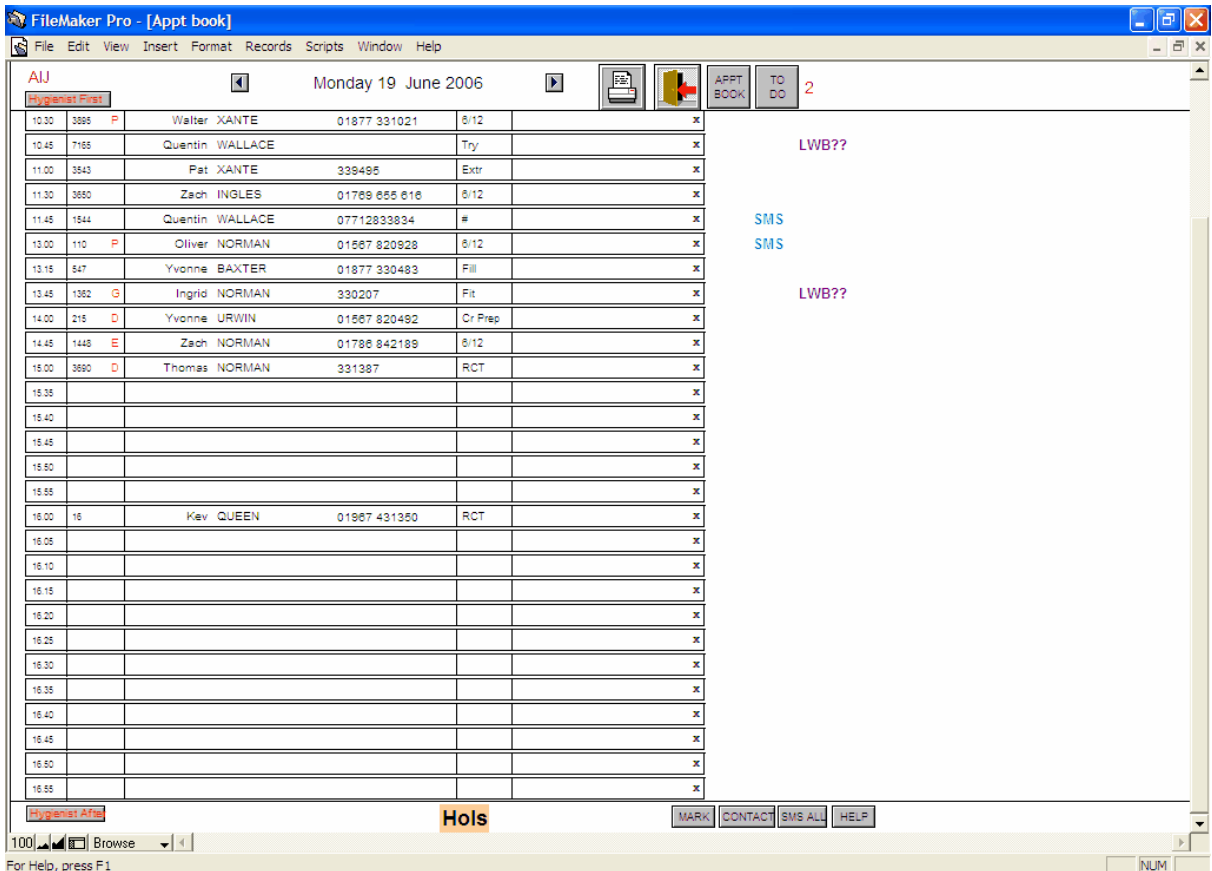
The appointment book is further configured by "Adding Weeks". In a fashion similar to preparing an old appointment book by adding additional sheets of paper, GoodTeeth requires new pages to be added.

The last available date in the appointment book can be seen in the screenshot above. Each time "Add a week" is clicked, this date will roll on 7 days. A blank week, based on the bones we have just created will be added. Repeat as many times as required. Caution should be employed when adding too many weeks. If a dentist subsequently requires their hours to be changed, multiple manual changes will need to be made.

4.8 Booking Time Off

This procedure should be followed when a dentist requires time off, either a full day, or part of it.

To book a whole day off for a dentist go to the daylist for that particular day and click the "HOLS" button at the bottom of the screen.



The day will then be marked as having no available slots for appointments for this dentist only. A list can be printed, if required, to cancel patients. GoodTeith Software will tell you if patients require cancelling, or if the day was empty.

To book *part* of a day off but not all of it, you must go to the Browse Mode of the appointment book, and scroll along to the following part of the screen.

Make sure you are editing the correct day. This is useful if a dentist needs an hour off, or decides to change his working hours, and although the Appointment Book Bones have been altered, any previously added weeks will be the old hours.

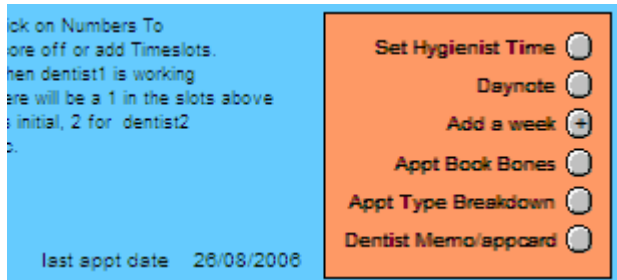
In the screenshot above we can see 3 dentists are working from 9.00am onwards. The dentist's initials are at the bottom of the list to allow easier identification. Similar to the appointment book bones, when a dentist is working, a number and a coloured box indicate this. To remove slots, and therefore give the dentist time off, click on the coloured box next to the time you wish the time off to start. A dialogue box asking how many 5 min slots to change will appear. Type the number in as appropriate, e.g. 1 hour is 12 slots. A second dialogue box will ask whether these slots are to be added or removed. Choose remove.

To add slots to an individual day, a similar method is employed. Click where you wish the extra time to begin, enter the number of slots, and this time choose add.

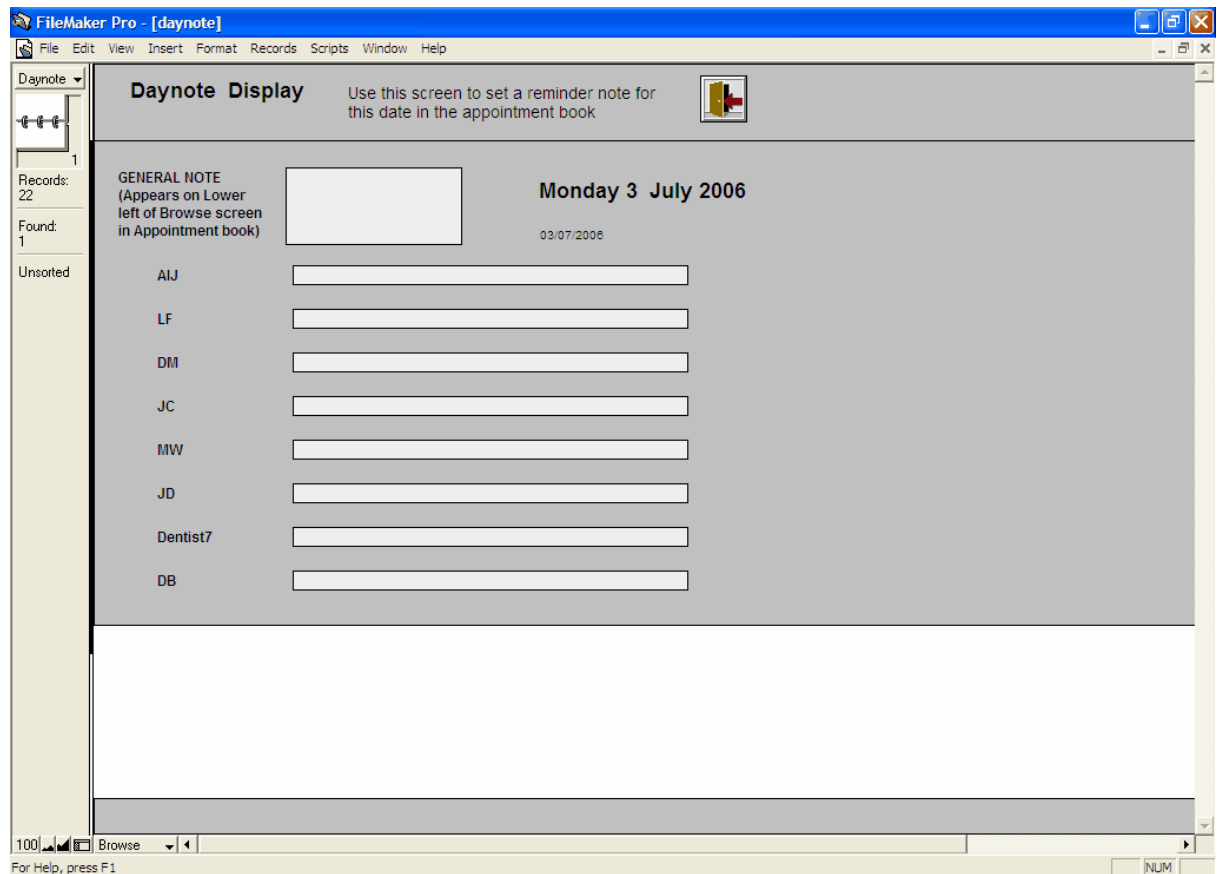
4.9 Daynote

A Daynote is a handy way of annotating the appointment book with messages specific to individual dentists, e.g. Playing golf at 4.00pm.

To add a daynote, enter the appointment book browse mode, browse to the day you wish the daynote to relate to, and scroll along to the following part:



Choose "Daynote" and the following screen appears.



Type your note in the box relating to the dentist. This will appear at the top of the appointment book, next to the dentist's name.

A message typed into the GENERAL NOTE box will appear in the appointment book at the bottom left corner for all to see.

Part



5 Backing Up

Taking a Backup is extremely important.

Medico-legally it is required to allow an audit trail to show continuity.

For Data Protection purposes you are required to be responsible for the data you collect.

In the case of a system crash, error, accidental deletion or corruption, a good backup regimen is paramount.

5.1 Backing Up To A CD

On some systems, an icon on the desktop of REC may allow you to double click and write the complete data set to one CD.

5.2 Backing Up To A Pen Drive

Enter topic text here.

Endnotes 2... (after index)

