



DOCTOR PORTAL --- GUIDE

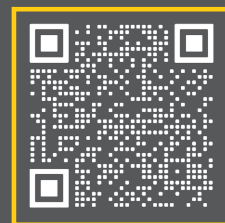


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Questions? Give us a call **1.800.462.3569**

Edmonds Dental Prosthetics
2065 W Woodland St,
Springfield, MO 65807

Hours:
Monday - Thursday: 8 am-5 pm
Friday: 8 am-12 pm
Saturday - Sunday
Closed

Getting Started

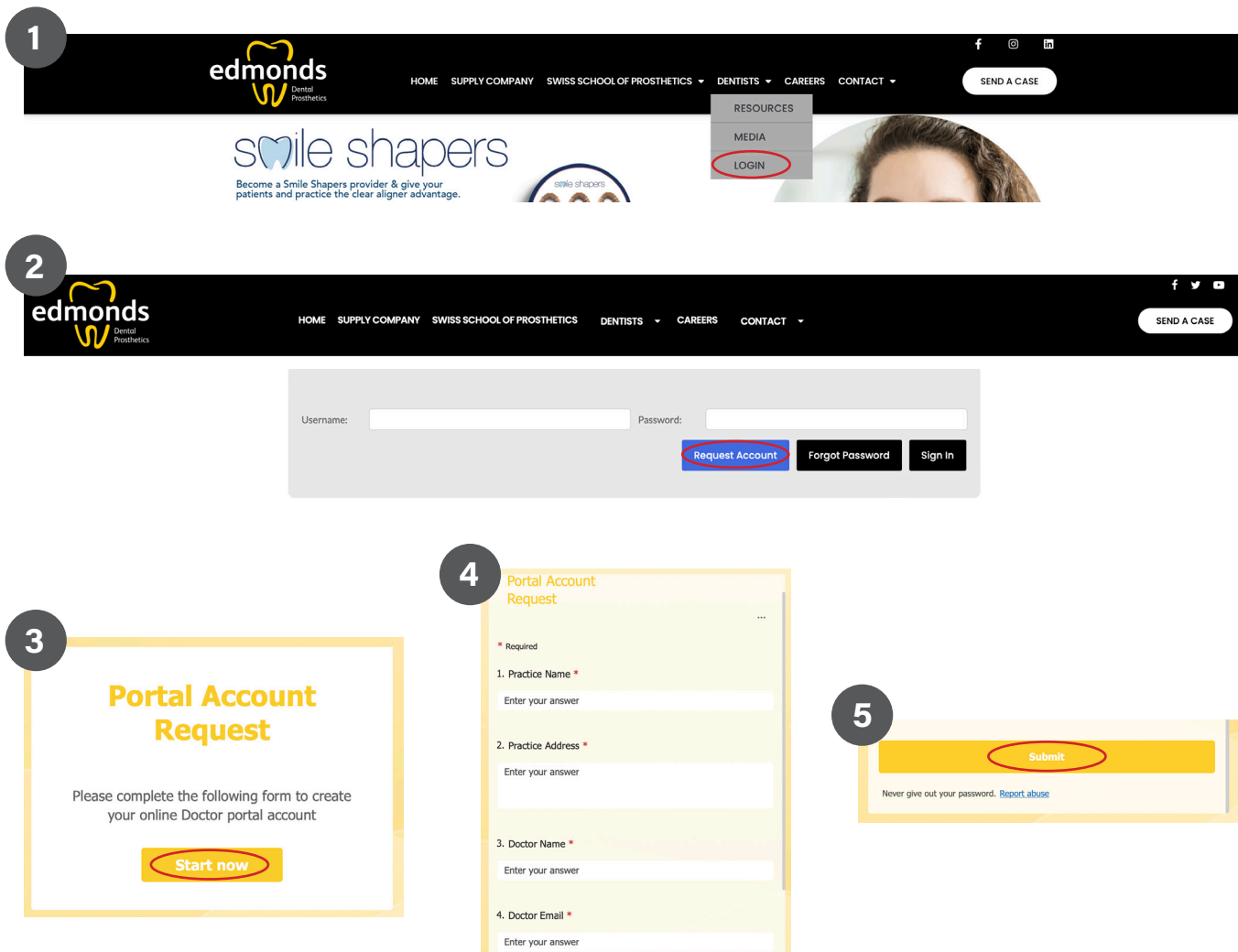
Edmonds Doctor Portal is a secure, HIPPA-compliant web portal for you to manage cases, upload images, view and print invoices and statements, and pay your bill.

To use the portal, you will need a username and password. If you have not already received a temporary password, you must first visit edmondsdentalprosthetics.com to do so. Please follow the steps below.

SIGNING UP

1. Go to edmondsdentalprosthetics.com
2. Find the **DENTIST** dropdown menu in the navigation bar at the top of your screen (see image below)
3. Select **LOGIN**
4. Click on the blue **REQUEST ACCOUNT** button (see image below)
5. Click **START NOW** on the Portal Account Request (see images below)
6. Enter your answers to the questions in each field *All questions must be answered in order to move forward
7. Click **SUBMIT**

You will receive a pop up message that we will be in touch. We will then send an email with a temporary Username (your email) and password.

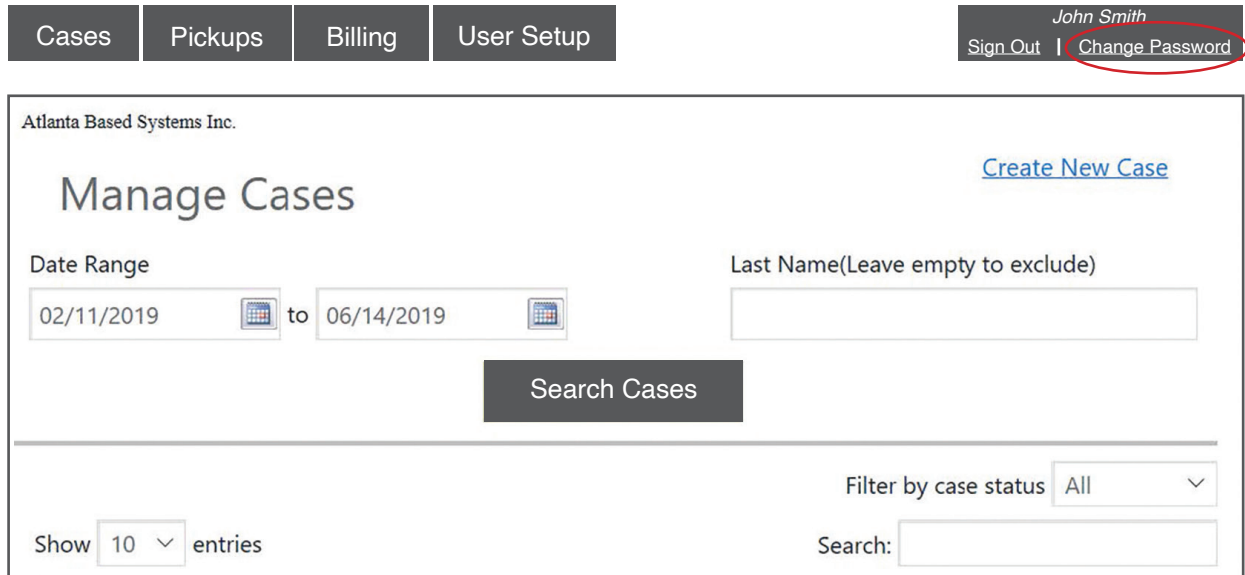


LOGGING IN FOR THE FIRST TIME

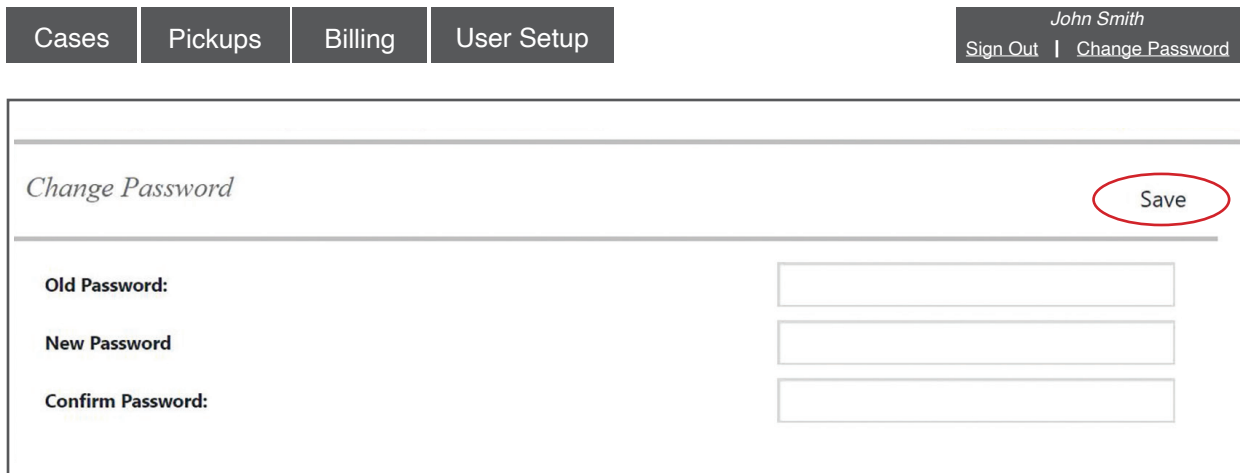
1. Go to edmondsdentalprosthetics.com
2. Find the **DENTIST** dropdown menu in the navigation bar at the top of your screen
3. Select **LOGIN**
4. Enter the Username (your email) and temporary Password that you received in our email
5. Click **SIGN IN**

CHANGE YOUR TEMPORARY PASSWORD TO A PERSONAL PASSWORD

1. To change your password, click on **CHANGE PASSWORD**.



2. Enter your old password, enter your newly created password and confirm your new password under confirm password. Once complete, click **SAVE**.



Billing

To access billing, login to your account and click on the **BILLING** tab. From this tab you will be able to view your account balance, view and download invoices and statements and make a payment.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

Create New Case

Date Range03/02/2019to06/14/2019Last Name(Leave empty to exclude)

Search Cases

Filter by case statusAll

Show 10 entriesSearch:

Patient	Doctor	Order	Status	Carrier	Tracking Number
Demo	House Account,	05/03/19	Completed <input checked="" type="checkbox"/> Shipped <input checked="" type="checkbox"/> Invoiced	LOCAL EAST	
demo	House Account,	03/14/19	Completed <input checked="" type="checkbox"/> Shipped <input checked="" type="checkbox"/> Invoiced	LOCAL EAST	

VIEW ACCOUNT BALANCE

1. When you click on the **BILLING** tab, you will automatically be taken to the **ACCOUNT BALANCE** screen. This screen shows the total invoices and payments month to date as well as the total balance on the account.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Billing

Account BalanceView InvoicesView StatementsPay My Bill

Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
07/01/19 to 07/31/19	\$0.00	\$0.00	(\$149.80)	\$0.00

VIEW DETAILED INVOICES

1. To view and download invoices, click on **VIEW INVOICES**.

Cases	Pickups	Billing	User Setup	John Smith Sign Out Change Password
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Billing

Account Balance **View Invoices** View Statements Pay My Bill

Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
07/01/19 to 07/31/19	\$0.00	\$0.00	(\$149.80)	\$0.00

2. Invoices are searchable by date, patient name, case number and invoice status. To search by Date, input your start date and end date and click **SEARCH**. To view, print or download a specific invoice, click on the **PDF SYMBOL** next the invoice you wish to view. A new window will open with your invoice.

Cases	Pickups	Billing	User Setup	John Smith Sign Out Change Password
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Billing

Account Balance View Invoices View Statements Pay My Bill

Search Invoices

Start date End date

05/01/2019 To 06/28/2019 **Search**

Filter by invoice status All

Search:

Case	Date	Doctor	Patient	Status	Type	Total	Bal Due	Payment Received	Invoice PDF
2019-16347	06/11/2019	House Account	Test	Unpaid	Invoice(M)	\$9.63	\$6.20	06/11/19	
2019-14785	05/24/2019	House Account	Mike Ray	Paid	Invoice	\$33.00	\$0.00	05/28/19	
2019-12578	05/09/2019	House Account	Demo	Paid	Invoice	\$0.00	\$0.00		

Showing 1 to 3 of 3 entries

Edmonds Dental Prosthetics 2065 West Woodland Springfield, MO 65807 Phone: 800-462-3569	Invoice 2023-42589 Date 8/24/23	Edmonds Dental Prosthetics 2065 West Woodland Springfield, MO 65807 Phone: 800-462-3569
---	--	---

Bill To / Acct. No. 689000 SAMPLE Sample 2065 W Woodland Springfield, MO 65807	Ship To: Billin SAMPLE Sample 2065 W Woodland Springfield, MO 65807
--	---

Patient: SAMPLE, SAMPLE	Case No. 2023-42280
--------------------------------	----------------------------

Qty	Description	Unit Price	Extension
1.00	E-ZR TOTAL	\$125.00	\$125.00

Invoice 2023-42589 Date 8/24/23	SAMPLE Sample 2065 W Woodland Springfield, MO 65807
--	--

Bill Acct: 689000	Ship To: Billin
--------------------------	------------------------

Patient: SAMPLE, SAMPLE	Case No. 2023-42280
--------------------------------	----------------------------

Qty	Description	Price	Ext
1.00	E-ZR TOTAL	\$125.00	\$125.00

VIEW STATEMENTS

1. To view and download invoices, click on **VIEW STATEMENTS**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Billing

Account BalanceView InvoicesView StatementsPay My Bill

Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
07/01/19 to 07/31/19	\$0.00	\$0.00	(\$149.80)	\$0.00













2. Statements are arranged by date, newest to oldest. To view, print or download a statement, click on the **PDF SYMBOL** next the statement you wish to view. A new window will open with your statement.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Billing

Account BalanceView InvoicesView StatementsPay My Bill

Statement Date	Statement PDF
06/30/2019	
05/31/2019	
04/30/2019	
03/31/2019	
02/28/2019	
01/31/2019	
12/31/2018	
11/30/2018	
10/31/2018	
09/30/2018	
08/31/2018	
07/31/2018	



2065 West Woodland
Springfield MO 65807
Phone: 417-881-8572
Toll Free: 800-462-3569

Dr. John Smith

If paying by credit card, please complete this section.		
CARD NUMBER	EXP. DATE	AMOUNT
CARD TYPE	SECURITY CODE	
CARD HOLDER NAME (Please Print)	SIGNATURE	
CUSTOMER NAME		
Dr. John Smith		
DATE	TOTAL DUE	
07/31/2023	\$2,021.00	

Account #: 20816

AMOUNT PAID	
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ALL PAYMENTS WILL BE APPLIED TO THE
OLDEST UNPAID INVOICES UNLESS
OTHERWISE NOTED.

Detach and return with payment.

Edmonds Dental Prosthetics, Inc.
2065 West Woodland
Springfield, MO 65807
Phone: 417-881-8572
Toll Free: 800-462-3569

CUSTOMER NAME	DATE
Dr. John Smith	07/31/2023

Account #: 20816

DATE	INV/PMT NUMBER	CASE NUMBER	PATIENT	INV AMT	AMT PAID	BAL DUE
07/06/2023	2023-34455	2023-31961	Last Statement Balance ----->			\$2,007.05
07/06/2023	2023-34327	2023-32867	Patient Name	\$213.60		\$2,220.65
07/07/2023	2023-34705	2023-32884	Patient Name	\$150.00		\$2,370.65
07/07/2023	2023-34541	2023-33798	Patient Name	\$412.00		\$2,782.65
07/11/2023	2023-35056	2023-32885	Patient Name	\$213.60		\$2,996.25
07/12/2023	2023-35264	2023-33401	Patient Name	\$0.00		\$2,996.25
07/24/2023	2023-37081	2023-34524	Patient Name	\$507.00		\$3,503.25
07/24/2023	2023-36999	2023-34647	Patient Name	\$194.40		\$3,697.65
07/24/2023	2023-36997	2023-34651	Patient Name	\$194.40		\$3,892.05
07/26/2023	Visa/Mastercard 8564311237				\$2,007.05	\$1,885.00
07/28/2023	2023-38088	2023-37396	Patient Name	\$136.00		\$2,021.00
				\$2,021.00	\$0.00	\$0.00
				Discounts:		
				Current - 30 days	31 - 60 days	61 - 90 days
				91+ days	Total:	
						\$2,021.00

INTEREST OF 1 1/2% PER MONTH WILL BE CHARGED ON ALL PAST DUE BALANCES
THANK YOU FOR YOUR BUSINESS
THE CLOSING DATE IS ON THE LAST BUSINESS DAY OF EACH MONTH

MAKE A PAYMENT

1. 1. To make a payment on your account, click **PAY MY BILL**.

Cases	Pickups	Billing	User Setup										
<div> John Smith Sign Out Change Password </div>													
<div> Billing Account Balance View Invoices View Statements Pay My Bill </div>													
<table border="1"> <thead> <tr> <th>Current Period</th> <th>Invoices</th> <th>Total Payments</th> <th>Total Balance</th> <th>Current Period Balance</th> </tr> </thead> <tbody> <tr> <td>07/01/19 to 07/31/19</td> <td>\$0.00</td> <td>\$0.00</td> <td>(\$149.80)</td> <td>\$0.00</td> </tr> </tbody> </table>				Current Period	Invoices	Total Payments	Total Balance	Current Period Balance	07/01/19 to 07/31/19	\$0.00	\$0.00	(\$149.80)	\$0.00
Current Period	Invoices	Total Payments	Total Balance	Current Period Balance									
07/01/19 to 07/31/19	\$0.00	\$0.00	(\$149.80)	\$0.00									

2. You have the option to pay your balance in full, pay by selected invoice, pay your statement balance or pay a specific amount. Select the option you would like and click **CONTINUE**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

BillingAccount BalanceView InvoicesView StatementsPay My Bill

Make Payments(\$149.80)

☒ Pay in Full
☐ Pay by Selected Invoice
☐ Pay Statement Balance
☐ Pay Specified Amount :

Continue

Payment Amount: \$0.00

SearchSelect AllClear All

Search:

Pay	Case	Date	Doctor	Patient	Status	Type	Total	Bal Due	Payment Received	Invoice PDF
<input type="checkbox"/>	2019-16347	06/11/2019	House Account	Test	Unpaid	Invoice(M)	\$9.63	\$6.20	06/11/19	

Showing 1 to 1 of 1 entries

3. If you have a credit card on file with us, you can choose **EXISTING CARD** and select the card from the pull down menu and click **SUBMIT**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

BillingAccount BalanceView InvoicesView StatementsPay My Bill

Make Payments(\$149.80)

Security Code:

☒ Existing Card☐ New Card

Pay Total Balance

Select Credit Card:

Select Card
MasterCard **** 9907
Select Card
Visa **** 1288

Payment Amount: \$100.00

4. If you do not have a credit card on file with us, or wish to use another card, select **NEW CARD**. Fill out the information and click **SUBMIT**. If you wish to save the new card to your account, click **SAVE CREDIT CARD**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Billing

[Account Balance](#) [View Invoices](#) [View Statements](#) [Pay My Bill](#)

Make Payments (\$149.80)

Security Code:

☐ Existing Card ☒ New Card

Pay Total Balance

New Card

☐ Save Credit Card

Credit Card Number:

Expiration Date:

Name:

Address 1:

Address 2:

City:

State:

ALASKA

Zip Code:

Country:

UNITED STATES

Back

Submit

Payment Amount: \$100.00

5. After you click **SUBMIT**, you will receive an email with a receipt for payment.

User Setup

To access User Set Up, login to your account and click on the User Setup tab. From this tab you can add, deactivate, and manage users. Only Admin Users are able to access this tab.

Atlanta Based Systems Inc.

[Create New Case](#)

Date Range: 02/11/2019 to 06/14/2019

Last Name(Leave empty to exclude):

[Search Cases](#)

Filter by case status: All

Show 10 entries

Search:

Patient	Doctor	Order	Status	Carrier	Tracking Number
			Completed		

ADD NEW USER

1. There are two types of users for the Doctor Portal: Admin User and Standard User. The Admin User can add other users and has access to all areas of the portal. The Admin User can also dictate the level of access granted to Standard Users. To add a Standard User, click **ADD NEW USER**.

Users: add and manage

[Set Email Preferences](#) [Add Admin User](#) [Add New User](#) [Save](#)

Existing Users - select to edit

John Smith

User Information

Salutation:

First Name: John

Last Name: Smith

Email: jsmith@dental.com

Password: <password>

Account Status: (Active)

Functions Allowed For This User:

☒ Balances View ☒ Invoices View ☒ Cases View ☒ Pickup Request ☒ Case Schedule ☒ Payment Processing ☒ Images View ☒ Statements View

Which dentist's cases will this user manage?

House Account

2. Fill out User Information. Each user must have their own email address. Their email address will serve as their Username. You will also assign the user their password on this screen. Once the user has logged in for the first time, they may change their password.

Cases **Pickups** **Billing** **User Setup** John Smith Sign Out | Change Password

Users: add and manage Set Email Preferences Add Admin User **Add New User** Save

Existing Users - select to edit
John Smith

User Information

Salutation: [] Account Status: ☒ (Active)

First Name: Jane Last Name: Green

Email: jgreen@dental.com Password: Passw0rd321

Functions Allowed For This User:

☐ Balances View ☐ Invoices View ☐ Cases View ☐ Pickup Request ☐ Case Schedule ☐ Payment Processing ☐ Images View ☐ Statements View

Which dentist's cases will this user manage?
House Account

3. Fill out Functions Allowed For This User. Click the boxes of the areas you would like the user to be able to access. If there are multiple doctors associated with one account, select the doctor for which the user will be managing cases. If there is only one doctor associated with the account will default to the doctor's name or practice name. Once complete, click Save.

Cases **Pickups** **Billing** **User Setup** John Smith Sign Out | Change Password

Users: add and manage Set Email Preferences Add Admin User **Add New User** **Save**

Existing Users - select to edit
John Smith

User Information

Salutation: [] Account Status: ☒ (Active)

First Name: Jane Last Name: Green

Email: jgreen@dental.com Password: Passw0rd321

Functions Allowed For This User:

☐ Balances View ☐ Invoices View ☒ Cases View ☒ Pickup Request ☒ Case Schedule ☐ Payment Processing ☒ Images View ☐ Statements View

Which dentist's cases will this user manage?
House Account

4. To add an Admin User, click Add Admin User. Admin Users will have access to all areas of the online portal. Fill out User Information. Each user must have their own email address. Their email address will serve as their Username. You will also assign the user their password on this screen. Once the user has logged in for the first time, they may change their password. Once complete, click **SAVE**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manage

Set Email PreferencesAdd Admin UserAdd New UserSave

Account Name

House Account

User Information

Salutation:

First Name:

Last Name:

Email:

Password:

DEACTIVATE A USER

1. To deactivate a user, select the user you would like to deactivate from the Existing Users menu.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manage

Set Email PreferencesAdd Admin UserAdd New UserSave

Existing Users - select to edit

John Smith

Sarah Jones

Joe White

Jen Albertson

Jane Green

Salutation:

Account Status:

(Active)

First Name:

John

Last Name:

Smith

Email:

jsmith@dental.com

Password:

<password>

Functions Allowed For This User:

☒ Balances View☒ Invoices View☒ Cases View☒ Pickup Request☒ Case Schedule☒ Payment Processing☒ Images View☒ Statements View

Which dentist's cases will this user manage?

House Account

2. Uncheck the Account Status box so that the status reads Inactive. Once complete, click **SAVE**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manageSet Email PreferencesAdd Admin UserAdd New UserSave

Existing Users - select to edit
Jane Green

User Information

Salutation:Account Status: ☐ (Inactive)

First Name: JaneLast Name: Green

Email: jgreen@dental.comPassword: <password>

Functions Allowed For This User:

☒ Balances View☐ Invoices View☒ Cases View☒ Pickup Request☒ Case Schedule☐ Payment Processing☐ Images View☐ Statements View

Which dentist's cases will this user manage?

House Account

CHANGE PASSWORD

1. To change your password, click on Change Password.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage CasesCreate New Case

Date Range02/11/2019to06/14/2019Last Name(Leave empty to exclude)

Search Cases

Filter by case statusAll

Show 10 entriesSearch:

2. Enter your old password, enter your newly created password and confirm your new password under confirm password. Once complete, click **SAVE**.

CasesPickupsBillingUser Setup

Sign Out | Change Password

Change PasswordSave

Old Password:

New Password

Confirm Password:

SET EMAIL PREFERENCES

1. To change email notification preference, click on **SET EMAIL PREFERENCES**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manage

Set Email PreferencesAdd Admin UserAdd New UserSave

Existing Users - select to edit

John Smith

User Information

Salutation:Account Status: (Active)First Name: JohnLast Name: SmithEmail: jgreen@dental.comPassword:

Functions Allowed For This User:

☐ Balances View☐ Invoices View☒ Cases View☒ Pickup Request☒ Case Schedule☐ Payment Processing☒ Images View☐ Statements View

Which dentist's cases will this user manage?

House Account

2. Select the account you for which you wish to change email notification preferences.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manage

Set Email PreferencesAdd Admin UserAdd New UserSave

Account Name

Select

Select

House Account

3. Select your practice location.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manage

Set Email PreferencesAdd Admin UserAdd New UserSave

Account Name

House Account

Email Location

Select

Select

Primary 1900 51st Street NE Cedar Rapids IA 52402

3. Select the users you would like to receive email confirmation for each email. Once completed, click **SAVE**.

CasesPickupsBillingUser Setup

John Smith
Sign Out | Change Password

Users: add and manage

Set Email PreferencesAdd Admin UserAdd New UserSave

Account Name

House Account

Email Location

Primary 2065 W. Woodland Street Springfield, MO 65807

Email Options

Case: New Case Confirmation

Email : sjones@dental.com☐ SelectedEmail : ☒ Selected

Email : jwhite@dental.com☒ SelectedEmail : ☐ Selected

Email : jalbertson@dental.com☐ Selected

Case: New Case Confirmation No Due Date

Email : sjones@dental.com☒ SelectedEmail : ☒ Selected

Email : jwhite@dental.com☒ SelectedEmail : ☐ Selected

Email : jalbertson@dental.com☐ Selected

Case: Reschedule Confirmation

Email : jwhite@dental.com☐ SelectedEmail : ☒ Selected

Email : jalbertson@dental.com☒ SelectedEmail : ☐ Selected

Email : ☐ Selected

CC Charge: eMail Message