

Dentistry's Path to Paperless - The 3 key elements to ensure your team's success

Overview

"Going chartless" is an often-used and often-misunderstood term in the dental world. Dayna's expertise will allow practices to see benefits such as automated systems that give team members **more time to spend on patient care**, integrated electronic services to ensure patients know the practice is **keeping up with the latest technology**, making the patient chart more accessible and allowing the clinical team to treatment plan while the front office can be working ahead on payment plans and insurance issues, raising the level of office security to **comply with new HIPAA requirements**, and much more.

What your attendees will learn

- The importance of backup and security
 - It is frightening how many dental practices don't know who handles their backup or what they would do if they needed to recover their data after a disaster. Dayna will show attendees why they must know this information and how to guarantee proper systems are in place.
- How to document efficiently
 - A common misperception among dental team members is that it takes too long to document using a computer. Dayna will show attendees how to streamline the process so the clinical team stays on time and provide valuable information to their admin team.
- How to maintain consistency and a cohesive technology plan for your practice
 - Many dental practices have pieced their technology together over time. Dayna will show attendees not only how to maximize their current technology systems, but also how to make them become the "wow factor" for patients.

Course Outline

- Learn the Foundations of a Paperless Practice
 - How did we get here?
 - Myths vs. Fact
 - What are the benefits for the patient and the practice
- Understand Practice Management Software
 - Does your current software measure up to the task?
 - Questions to ask if purchasing new or converting to a different software
 - Implementing Electronic Services
- How can small changes in office design help your practice?
 - Keep it simple for your "not so tech savvy" patients
 - Monitor placement for increased case acceptance and better clinical charting



- Information you need to know about your computer hardware
 - How to manage your new hardware inventory
 - Data backup options and how to manage software updates
- You have it all . . . now how do you implement it?
 - **Efficiency** - creating systems that work smart, no more staying late to finish charting
 - **Consistency** – no more searching for information and duplicate entries
 - **Security** – don't be scared, be safe
 - Creating your own personal transition timeline and action plan
- Maximizing and discovering ongoing resources
 - How to stay up to date on HIPAA requirements
 - Create your own in-office manual with information
 - Designate a “techie” in the office so you stay up-to-date on software updates

Dayna Johnson

As one of the Pacific Northwest's most trusted consultants, Dayna Johnson has helped dental offices around the country easily transition down the path to paperless. No two dental offices are alike, and Dayna channels her *passion for going chartless* to help each of her clients *fulfill their goals* and *increase their profitability*.

Dayna's recent accomplishments include . . .

- Lecturing throughout the country including presenting at the Pacific Northwest Dental Conference, American Association of Dental Office Managers, Business of Dentistry as well as more than 20 half-day seminars presented by Henry Schein.
- Because of her expertise, Dayna was recently chosen to teach all Dentrix trainers on how to help their practices down the path to paperless.
- Dayna currently serves as the author of the national blog for office managers who use Dentrix in their practices.

Dayna's course description and course length can be tailored to meet the needs of your meeting.



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What Attendees say About Dayna Johnson . . .

"Dayna's presentation gave us a step by step path well supported by outlines and video examples. The rationale and benefits of going paperless were made clear. The roles of hardware, staff, management software, and outside regulations like HIPAA and network security were well addressed. Dayna speaks from practical experience and it shows."

Attendee at Yankee Dental Congress 2016

"She is very knowledgeable, and can communicate her expertise in a way which makes it easy to learn."

Dr. A.J. Gollofon from Seattle, WA

"Very informational, great speaker/trainer, very engaging seminar"

Sherry, Office Manager from Boise, ID

"Very informational, it was nice because we could get our own questions answered."

Marissa, Office Coordinator from Portland, OR

"I am new to the dental field, this was SOOOOO informative! Loved it! Thank you!"

Heather, Front Office/Patient Coordinator from Portland, OR

"Very Good! Dayna made sure everyone understood and welcomed questions."

Kathy, Office Manager from Spokane, WA

"All the staff wants to thank you for your training on Wednesday. You by far are the best trainer that we have ever had. You are very patient. Even my husband said that also. He said that he learned a lot, which is a big thing, because most of the time, during meeting/retreat/training, he just dozes off."

Dr. Ann Lien , dentist from Morgan Hill, CA

