

OrthoBanc

Integration Instructions for Edge



With this integration, you access OrthoBanc's state-of-the-art system which provides patient credit risk assessment in just seconds. After you create payment plans, they are submitted from Edge to OrthoBanc. OrthoBanc collects payments, manages credit card expiration dates and NSF/failed payment follow-up, and deposits are downloaded from OrthoBanc and posted directly in patient ledgers. No additional Edge module is required.

Setup

Before you begin, contact OrthoBanc and get the following information:

User Name: _____ Provider ID: _____
Password: _____ Provider ID#2 (optional): _____
Provider ID#3 (optional): _____
Provider ID#4 (optional): _____

- 1 In the Home Ribbon bar, select Editors in the Tools tab.
- 2 Select **System Integrations** under Integrations.
- 3 In the OrthoBanc section, click **New**.
- 4 Double-click each field to add the values. All of the information is provided by OrthoBanc.
- 5 If you wish to use different Provider IDs for different offices, set the Office and Orthodontist designation.
- 6 The default CC and EFT account lists will populate from the Payment Accounts editor. These two fields can be used to assign the default Payment Account to be used with new OrthoBanc accounts assigned to this Provider ID.
- 7 Click Test to ensure everything was typed in correctly.

OB OrthoBanc		New						
User Name	Password	Provider ID	Office	Orthodontist	Inactive	Default CC Account	Default EFT Account	
OrthoII	<i>Dbt-click to edit</i>	op00001000	None	JS	<input type="checkbox"/>			Test
OrthoII	<i>Dbt-click to edit</i>	op00001395	None	CJ	<input type="checkbox"/>			Test

Linking Patients with OrthoBanc

- 1 Open a patient.
- 2 In the Patient tab, select OrthoBanc – Link Patient from the Integrations drop down list.
- 3 Select Link to Existing OrthoBanc Patient.

- 4 The *Find OrthoBanc Patient* window will open. Use the Provider drop down to select the Provider ID, and use the Last Name, OrthoBanc Reference Number, Last name first name, and Primary Code fields to search for the patient record to link to OrthoBanc. Then click **Select** to link the patient.

Creating a New OrthoBanc Patient

- 1 Open a patient.
- 2 In the Patient ribbon, select OrthoBanc – Link Patient from the Integrations from the drop down list.
- 3 Select New OrthoBanc Patient.
- 4 Select the appropriate OrthoBanc provider from the list.
- 5 Click **OK** when the Patient Created window appears.

Viewing OrthoBanc Accounts

This part of the integration allows the user to set up a specific contract for OrthoBanc, or to view and/or edit details about an existing OrthoBanc contract.

By clicking either View Accounts from the patient’s information panel, or selecting Orthobanc – View Accounts from the Tasks section of the Home ribbon bar, the user can open the OrthoBanc Accounts tab.

If opened from the patient record, it will open with the patient’s name, OrthoBanc reference number, and provider ID pre-loaded. If opened from the Home ribbon, the user can use the Load button to load a patient who has already been linked with OrthoBanc.

If the patient’s responsible party has existing accounts in OrthoBanc unlinked to the patient, they will be listed in the Unlinked Accounts section

Patient: Load

Name: Carla P Joiner

Reference Number: ob00988470

Provider: ID: op00001000 - Office: <All> - Dr: JS

Dashboard x Carla P Joiner - 05-164 - WA x OrthoBanc Accounts x

Patient: Load

Name: [Carla P Joiner](#)

Reference Number: ob00988470

Provider: ID: op00001000 - Office: <All> - Dr: JS

Accounts: New

No OrthoBanc accounts have been created or linked to this patient

Un-linked Accounts: Link

Responsible ID	Name	Address
1046232	Rob Cindy Joiner	123 Main St, Ames, IA 50010
1045865	Rob Cindy Joiner	123 Main St, Ames, IA 50010

of the OrthoBanc Accounts tab. To link to the patient, select the desired account and click **Link**.

If no Unlinked Accounts exist, the user can select **New** to create a new one. If there are any missing patient details, such as a social security number, the system will display a warning message and the new account will not be created.

Once an account is linked or created from scratch, it will appear under the Accounts section.

Accounts: New

Actions [Rob Cindy Joiner](#)

- Add Payment Account
- Get Credit Recommendation
- Un-link Account from Res. Party

General OB Account

This section will display details about the OrthoBanc account, including the Responsible ID, the Status of the OrthoBanc account, Credit Recommendation details, and information from the linked contract. To link a contract, click the **No Linked Contract** link to choose from the responsible party's contracts.

The Actions button along the top contains additional options.

Add Payment Account: This option will open a new window which will allow the user to submit details about the contract and payment plan to OrthoBanc.

Date	Description	Amount
2/10/2011	Initial Fee	\$596.00
3/22/2011	Installment Due	\$117.00
4/22/2011	Installment Due	\$117.00
5/23/2011	Installment Due	\$117.00
6/22/2011	Installment Due	\$117.00
7/23/2011	Installment Due	\$117.00
8/22/2011	Installment Due	\$117.00
9/22/2011	Installment Due	\$117.00
10/23/2011	Installment Due	\$117.00
11/20/2011	Installment Due	\$117.00
12/21/2011	Installment Due	\$117.00
1/20/2012	Installment Due	\$117.00

The user can set up a payment method (bank account or credit card), plan details, the payment account that payments will process through, and the contract within Edge that this will be concerning. Once the user clicks Save, those payment plan details will be available under the Accounts section in the OrthoBanc Account tab.

Get Credit Recommendation: This will submit a request for a credit recommendation to OrthoBanc.

Un-Link Account from Res. Party: This will unlink the OrthoBanc account from the responsible party record, placing the responsible party back under Unlinked Accounts.

Once an account has been linked and set up with OrthoBanc, additional Actions are available:

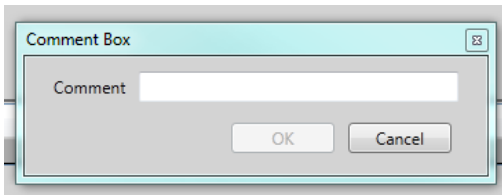
Update Payment Account: This allows the user to update the Payment Account information that was set in the OrthoBanc Account Editor.

Adjust Account: Provides the user with additional options to change the account balance, place the account on hold, or to withdraw the account.

Each option gives the user an additional dialog box:

Change Balance:

Place Account on Hold:

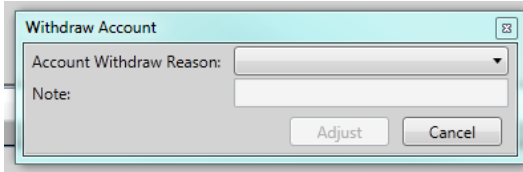


Comment Box

Comment

OK Cancel

Withdraw Account:



Withdraw Account

Account Withdraw Reason:

Note:

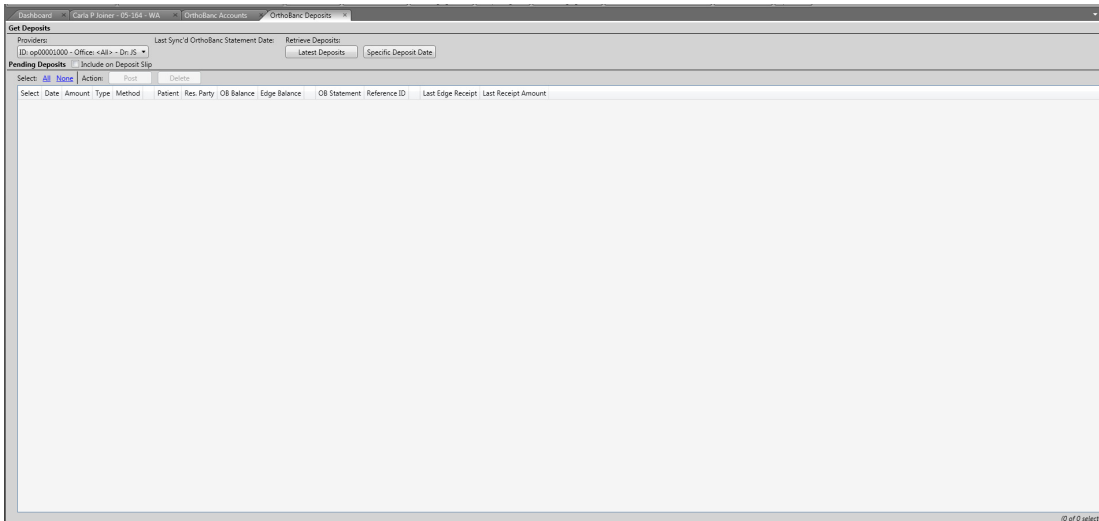
Adjust Cancel

Get Payment Plan Form: Generates a PDF form pre-populated with information from the patient's record for submission to OrthoBanc.

Using the Integration

Deposits

In the Integrations drop down from the Tasks section of the Home ribbon bar, select OrthoBanc – Deposits.



Dashboard | Carla P Joiner - 05-164 - WA | OrthoBanc Accounts | OrthoBanc Deposits

Get Deposits

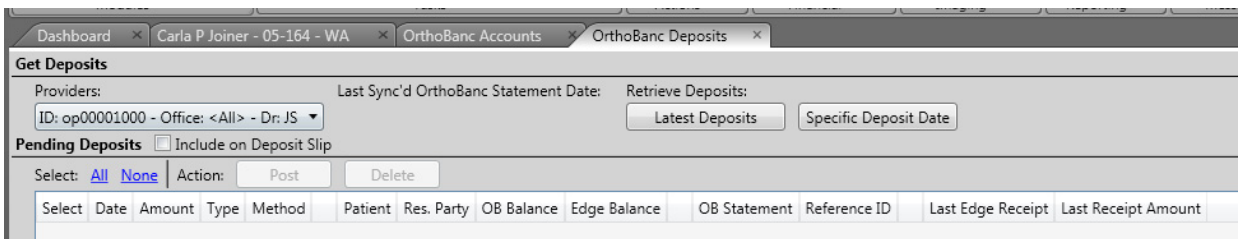
Providers: ID: op00001000 - Office: <All> - Dr: JS

Last Sync'd OrthoBanc Statement Date: Retrieve Deposits: Latest Deposits Specific Deposit Date

Pending Deposits Include on Deposit Slip

Select: All None Action: Post Delete

Select	Date	Amount	Type	Method	Patient	Res. Party	OB Balance	Edge Balance	OB Statement	Reference ID	Last Edge Receipt	Last Receipt Amount
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Dashboard | Carla P Joiner - 05-164 - WA | OrthoBanc Accounts | OrthoBanc Deposits

Get Deposits

Providers: ID: op00001000 - Office: <All> - Dr: JS

Last Sync'd OrthoBanc Statement Date: Retrieve Deposits: Latest Deposits Specific Deposit Date

Pending Deposits Include on Deposit Slip

Select: All None Action: Post Delete

Select	Date	Amount	Type	Method	Patient	Res. Party	OB Balance	Edge Balance	OB Statement	Reference ID	Last Edge Receipt	Last Receipt Amount
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The options for this tab are all located along the top of the screen. Under Get Deposits, the Providers drop down allows the user to select the Provider ID to get deposits for.

Last Sync'd OrthoBanc Statement Date displays the last date on which deposits were downloaded.

Retrieve Deposits gives you two options for downloading deposits, to either get the latest deposits available, or download deposits for a specific date.

Once either option has been selected, a list of patients with pending deposits will be displayed. The user can use the All or None links to select all of the patients listed, or none of them. They can also be selected or deselected manually. Once the desired patients have been selected, you can click **Post** to post the transactions within Edge, or **Delete** to delete them.

If any accounts haven't been linked in Edge, these accounts will appear in the Unlinked Deposits list at the top of your results. To link these accounts to a patient in Edge, select Click to Link links in the Edge Patient, Edge Contract, and Payment Account columns. In each case, Edge will open a new dialog allowing the user to select the patient, contract, or payment account for that deposit.

Get Deposits												
Providers:		Last Sync'd OrthoBanc Statement Date:			Retrieve Deposits:							
ID: op00001000 - Office: <All> - Dr: JS		Monday, January 31, 2011			Latest Deposits		Specific Deposit Date					
Un-linked Deposits												
Date	Amount	Type	OrthoBanc Patient	Edge Patient	OrthoBanc Res. Party	OrthoBanc Balance	Edge Contract	Payment Method	Payment Account			
12/26/2007	(\$200.00)	Reversal	Lisa Bblack	Click to link!	James Bblack	\$0.00	Click to link!					
1/5/2008	\$200.00	Payment	Lisa Bblack	Click to link!	James Bblack	\$0.00	Click to link!	Check	Click to link!			
1/5/2008	\$125.00	Payment	Annie Bbrown	09-608 - Miss Cheryl Dowling	Rick Bbrown	\$300.00	Pre-Treat - Mr. & Mrs. James and Carley Dowling	Credit Card	Click to link!			
1/5/2008	\$343.35	Payment	Jackie Wwhite	Click to link!	Vickie Wwhite	\$0.00	Click to link!	Credit Card	Click to link!			
Pending Deposits <input type="checkbox"/> Include on Deposit Slip												
Select: All None		Action: Post Delete										
Select	Date	Amount	Type	Method	Patient	Res. Party	OB Balance	Edge Balance	OB Statement	Reference ID	Last Edge Receipt	Last Receipt Amount

The **Include on Deposit Slip** checkbox allows the user to choose whether or not to display the posted OrthoBanc transactions on that day's deposit slip.

Contact

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 Chattanooga, TN 37421
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