

Dear Valued Client,

Update Instructions for Practice-Web version 22.3

1. If you are using Windows 10 version 1904 or older, you may need to install the DotNet Framework 4.5.2 separately on all computers before upgrading Practice-Web. <u>Click here for a link to download the DotNet Framework 4.5.2</u>.

2. Close Practice-Web Dental on all workstations except the main computer (server).

3. Create a backup from the "Manage" module and save it to an external drive.

4. While in Practice-Web Dental, select the "Help" menu and click on "Update."

5. From the "Update" dialog, change or enter the Update Code as **PWMTC223**.

6. Click on "Check for Updates" then click on "Download."

7. After the download is complete, you will receive the message "Download successful, click on the OK button." Practice-Web Dental will close itself.

8. Call 1-800-845-9379 option 2 for the password.

9. Keep clicking on the "Next" buttons until you reach "Finish" and then click on the "Finish" button.

10. Start Practice-Web Dental (server only). When asked to convert the database from the previous version to the new version, click on the "OK" button.

11. WAIT until the message that the database conversion is successful, then click on the "OK" button.

12. Now go to each workstation and start Practice-Web Dental. The software will state that you are trying to run an older version but your database is currently running a newer version. Click on the "OK" button. Then enter the same password and click on "OK." Follow the prompts until the "Finish" button.

On your desktop, you will see an icon titled "WhatsNewInVersion22x.PDF" Double-click on the file name or on that icon to view the new features. Please note that CDT 2023 codes and ADA 2019 claim form are included in this version. Go to List Menu, Procedure Codes then click on Tools followed by Run Now. If you have any questions or need help, please call <u>1-800-845-9379</u>, Option 2.

Warm regards,

Practice-Web Support

Internal Claim Forms include ADA 2019 Claim Form: Click on Setup Menu and select Family/Insurance then Claim Forms. The original claim form templates that come with Practice-Web cannot be deleted.

Claim Forms					? ×				
Internal forms cannot be edited or printed. Copy the form over to a custom form first.									
Internal Claim Forms		Custom Cla	im Form	5	Set Default				
ClaimForm		ClaimForm	Default	Hidden					
HCFA-1500		ADA 2002		~	Reassign				
1500_02_12		Denti-Cal			Reassign all insurance plans that use the				
1500		ADA 2000			selected claim form at the left to the claim form below				
UB04		HCFA-1500			Tom Delow				
ADA 2012		HCFA-1500 preprinted			~				
ADA 2019		ADA 2006			Bressier				
ADA 2018		HCFA 1500 New			Reassign				
ADA 2000		Healthy Family							
ADA 2002		UB04							
ADA 2006	Сору	ADA 2012							
HCFA-1500 preprinted		1500_02_12							
ADA 2012_J430D		ADA 2018			Custom Claim Form Ontions				
Denti-Cal		ADA 2019	X		Custom Claim Form Options				
					Add Export				
					Delete				
					Duplicate				
	,			v	Close				

Custom Claim Forms: Claim forms that can be customized, duplicated, imported, exported, or deleted.

Set a Default Claim Form for New Insurance Plans

The default claim form is used with the Insurance Plan when a new insurance plan is created. Copy Internal Claim Form to Custom Claim Forms then highlight the claim form. Click **Set Default**. An X will appear in the Default column next to the claim form name.

Reassign Claim Forms

If a new claim form is replacing an existing one, you can easily assign the new claim form to all insurance plans that use the old form.

- 1. In the Custom Claim Forms list, highlight the old form (ADA 2012).
- 2. Click the Reassign dropdown and select the new form (ADA 2019). Click Reassign.

Custom Clai	m Forms	5	Set Default
ClaimForm	Default	Hidden	
ADA 2002		~	Reassign
Denti-Cal			Reassign all insurance plans that use the
ADA 2000			selected claim form at the left to the claim
HCFA-1500			Tom Delow
HCFA-1500 preprinted			ADA 2019 (default)
ADA 2006			
HCFA 1500 New			Reassign
Healthy Family			
UB04			
ADA 2012			
1500_02_12			
ADA 2018			Custom Claim Farm Onlines
ADA 2019	Х		Custom Claim Form Options