



TELEDENTISTRY.COM
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Dashboard Guide

LOGGING IN FOR THE FIRST TIME

1. USE CHROME BROWSER ON A COMPUTER WITH AUDIO VISUAL CAPABILITY
2. GO TO www.teledentistry.com and select “practice login”.

The screenshot shows a login form titled "Practice portal login". It contains three input fields: "Username", "Password", and "Practice" (a dropdown menu). Below the fields is a link for "Forgot password?" and a red "Log In" button.

PRACTICE LOGIN VS STAFF LOGIN

Both logins have access to view a list of your doctors, your patients, and your meeting rooms. You will be able to review the doctors notes and prescription requests from either one.

When you are logged in as practice you will be able to *add new staff* members to use the platform.

Staff members facilitate video sessions between the doctor and the patient.



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PRACTICE INFORMATION

To edit your practice information login to the practice user login. On the top **right corner**, select the image and select profile.

You'll be able to edit your clinic information and add your logo.

Edit Clinic Info

Name

Username

Email

Logo

No file chosen

Password



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SIDEKICK



SIDEKICK FUNCTIONS

Homepage: your homepage has a list of your doctors, your patients, and your meeting rooms. The doctor and patient columns give you quick access to the app logins. You can also see your allotted meeting rooms here.

Dashboard: select the dashboard to be taken back to the homepage.

Doctors: select the doctor page to view a list of all of your doctors, their contact information, their availability, and their license information. Edit app login credentials and add new doctors from here.

Patients: select the patient page to view a list of all of your patients and their contact information

Functions Include: search through the patient list, add a new patient, view a patient's e-document, photos, and prescription history.

Book Appointment: select the book appointment page to view and update your appointments with your patients.

Billable consults: select the billable consult page to view all the consults you have completed

All Consults: a list of all of your consultations sorted by date can be found here.

Education & Training: more information about consultation and services.

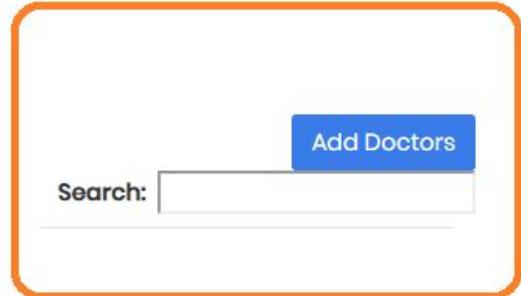


YOUR PRACTICE DASHBOARD: DOCTOR PAGE

You must add your doctor in the practice dashboard to allow access to their app on the smartphone or computer. Select ‘Doctors’ to add a doctor.

Add Doctors: adding a doctor is simple. Select “Add Doctors” on the top right of your page to add in a doctor to your practice platform.

Here you can also edit the credentials for the doctor to login into the app.



Add Doctor

Name

Phone

Email

Password

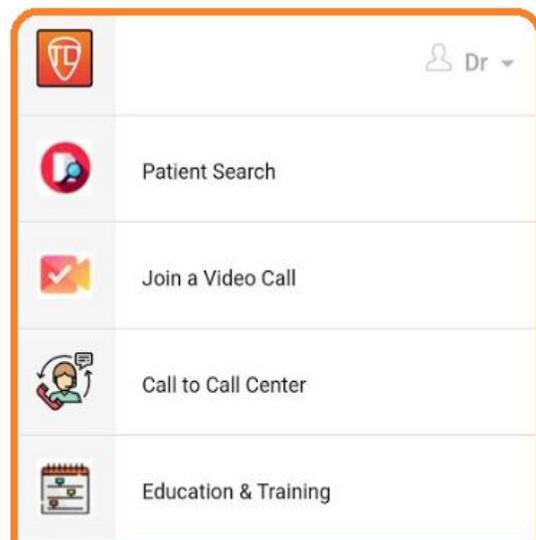
Add the requested information about your doctor

- FULL NAME
- PHONE NUMBER
- EMAIL
- CREATE A PASSWORD
- LICENSE DETAILS
- SPECIALTY
- PRACTICE DETAILS

(Smartphone view)

DOCTOR DASHBOARD

The doctor will be able to use their smartphone to complete the video consultation. ----->





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Using the app on the smartphone they will be able to review the patient's medical and dental history, see images submitted by the patient, add their clinical notes, and add a prescription request for the front office team to fulfill.

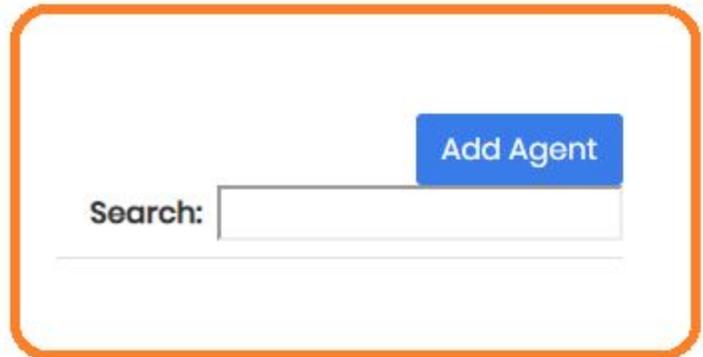
YOUR PRACTICE DASHBOARD: STAFF MEMBER

You must add a user to facilitate the meeting between the doctor and the patient. The practice platform is only accessible by computer. Select 'staff member' to add a new user.

Add Staff Members: Select "Add Agent" on the top right of your page to add in a Staff Member to your practice platform.

Add the requested information about your Staff member

- FULL NAME
- PHONE NUMBER
- EMAIL
- CREATE A PASSWORD
- ROOM- Select Which Meeting Room the Staff member will be in charge of.





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YOUR PRACTICE DASHBOARD: **PATIENT PAGE**

STEP 1: Create an app/portal login page for the patient.

STEP 2 : Give the password you created to the patient.

STEP 3: Ask patient to log in and start filling out information

Add Client: adding a patient is simple. Select “Add Client” on the top right of your page to add in a new patient to the system.

Search:

Add Client

Add Client

Name

Phone

Email

Password

State

Save

Add the requested information about your patient

- FULL NAME
- PHONE NUMBER
- EMAIL
- CREATE A PASSWORD
- SELECT YOUR STATE

This information will be used by the patient to login into the mobile app (tablet or desktop) to use the patient dashboard.



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YOUR PRACTICE DASHBOARD: **PATIENT PAGE (E-DOC)**

To view your patients **E-Doc**, search for your patient in the patient search engine.

The patient will be able to fill out “Edocument” through the app.



E-Doc: indicates there is a completed document for the patient.

Add E-Doc: indicates the document has not yet been completed by the patient or the office. You can instruct your patient to fill out the document or assist them to complete it while they are on the phone with you.

The E-doc is the medical and dental history of the patient.

To use **Teledentistry.com** app the patient must accept the **terms and conditions** of utilizing the services.

VERY IMPORTANT: The front office must review that the E-Doc was completed before booking the appointment with the doctor.



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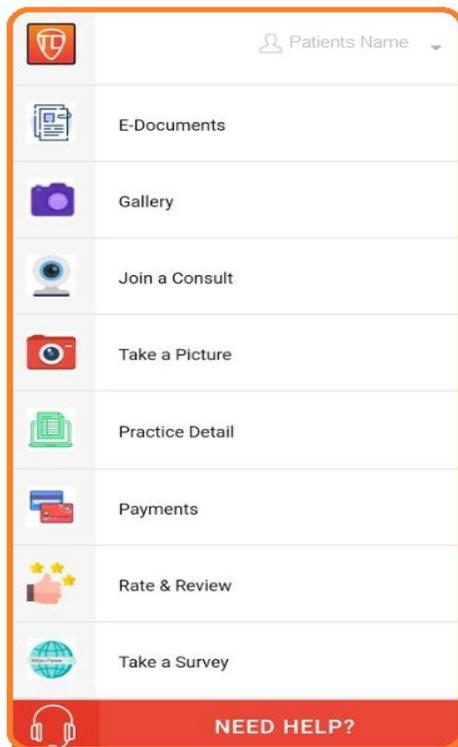
PATIENT DASHBOARD: MOBILE APP



Advise the patient to download the **Teledentistry.com** app in their app store.

Help the patient find the app by describing it as the **"orange icon"**

Using the email address they provided you and the password you created they can login to use the mobile app.



THE PATIENTS DASHBOARD

The patient will be able to use their smartphone to submit their medical history, **submit a copy of their ID and insurance card or other images** needed by your team to better assist them with their needs.

The patient will be able to access their dashboard from their smartphone or tablet.

NOW THAT YOUR DOCTOR AND PATIENT ARE SETUP YOU ARE READY TO CREATE YOUR FIRST APPOINTMENT. PLEASE REFER TO "YOUR FIRST CONSULT" GUIDE