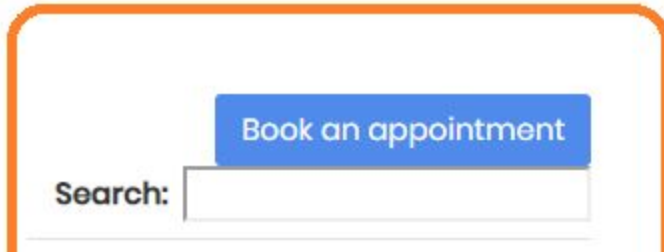


Your First Consult

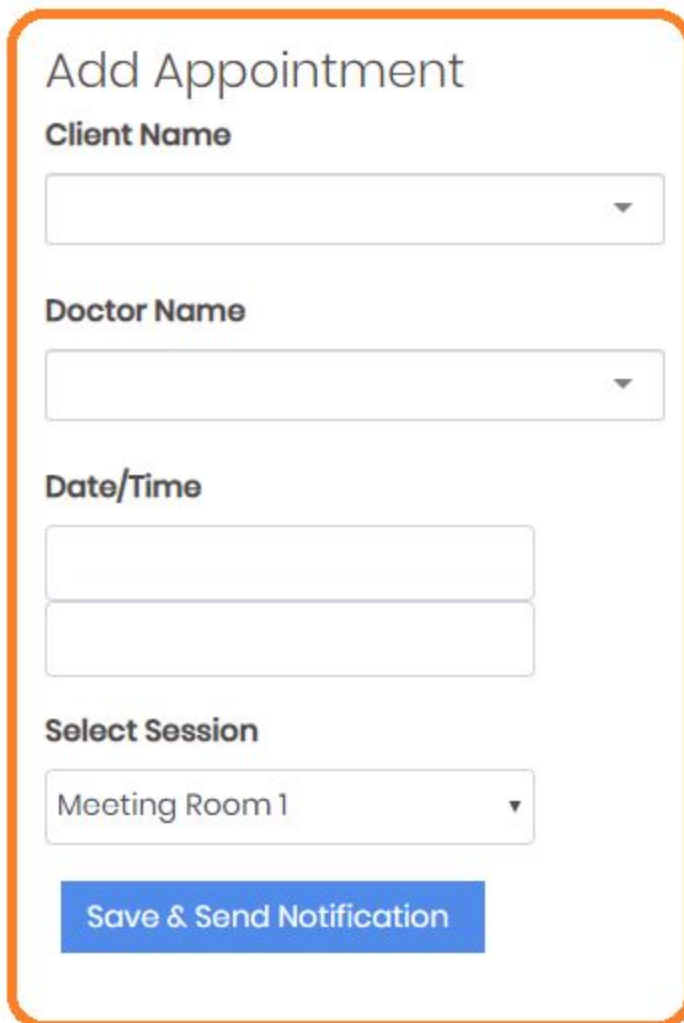
LOGIN TO YOUR PRACTICE DASHBOARD



Search: [Book an appointment](#)

Book an Appointment:

Select “Book an appointment” on the top right of your page



Add Appointment

Client Name

Doctor Name

Date/Time

Select Session

[Save & Send Notification](#)

Add Appointment:

You can use the drop down menu or type in the appointment details. Such as the Client’s Name, Doctor’s Name, Date and Time

Select Session

Practice and staff users can book appointments between the patient and the doctor. The meeting room must be assigned by the user conducting the video session between the doctor.

Save & Send Notification

You can save the appointment and send both the doctor and the patient a notification about their upcoming virtual meeting.

YOUR PRACTICE DASHBOARD: **BOOK APPOINTMENT**

You can view current and past appointments in your appointment page.

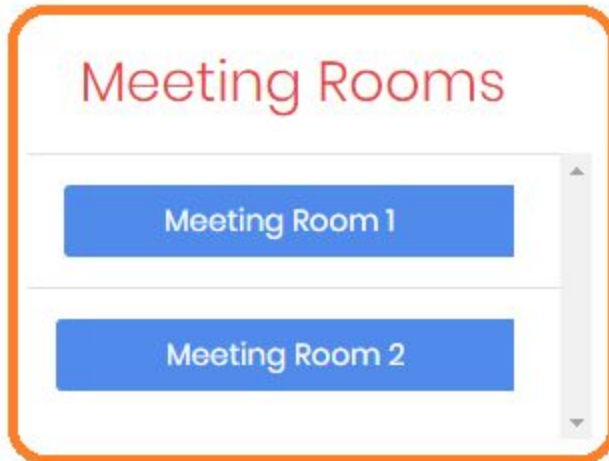
Update: to view or update a patient's appointment find the patient's appointment and select update. Follow the same steps shown above to register a new time and date.

#	Doctor	Client	Date/Time
1			Update
2			Update
3			Update

Teledentistry + YOUR PRACTICE

YOUR PRACTICE DASHBOARD: YOUR VIRTUAL VISIT

You must enter the meeting room first to **admit** the patient and the doctor into the virtual operatory. Make sure you check your patient has activated their **audio and video** before asking your doctor to enter the visit.



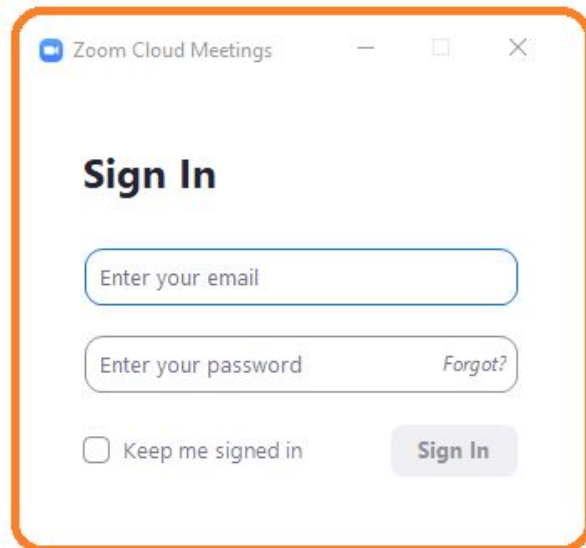
Meeting Rooms

Remember the meeting rooms are selected when booking an appointment.

[YOU MUST ENTER THE ASSIGNED MEETING ROOM IN ORDER TO ADMIT THE DOCTOR AND THE PATIENT](#)

SIGN IN

Using the email and password provided by Teledentistry.com login to the meeting room.



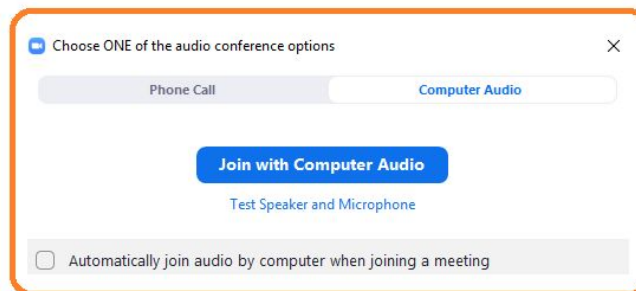
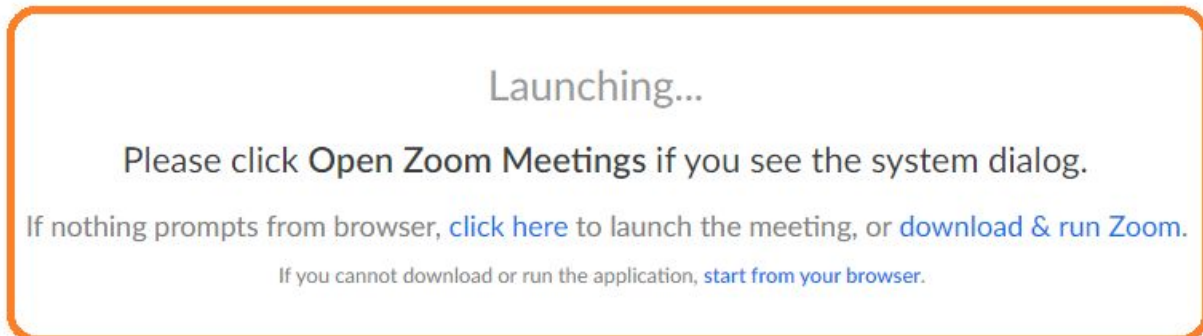
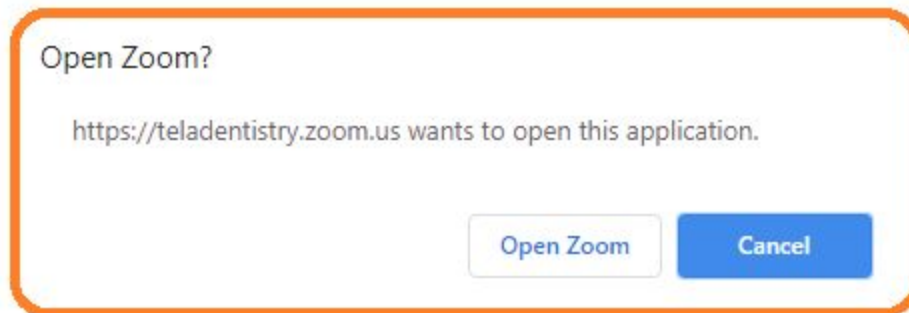
YOUR PRACTICE DASHBOARD: YOUR VIRTUAL VISIT

Allow all **Zoom pop ups**, audio and video notifications.

Several notifications will appear, please accept them all. You may need to install and download the Zoom app if it's your first time using it. Follow all necessary steps.

Open Zoom and join with computer audio.

Use headphones out of consideration to your other team members.



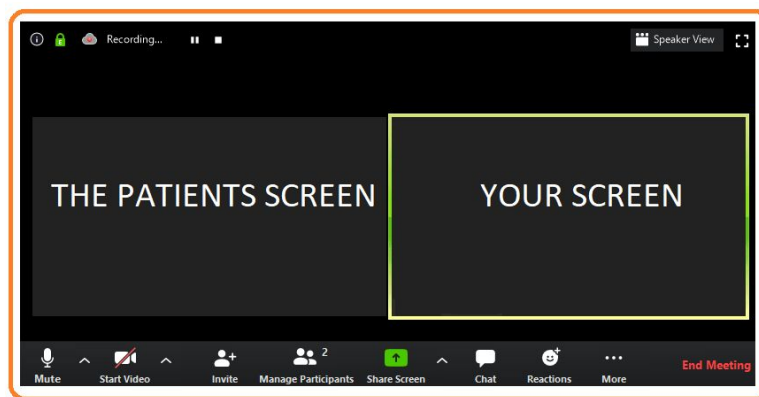
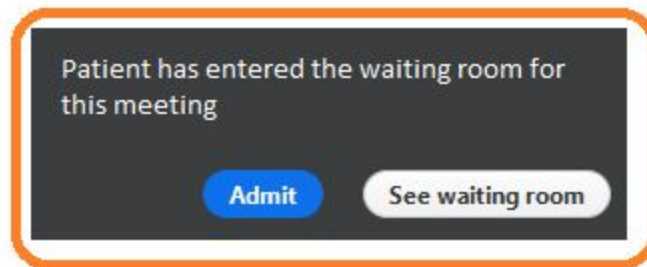
YOUR PRACTICE DASHBOARD: **YOUR VIRTUAL VISIT**

You'll receive a notification when the patient has entered the waiting room, select **Admit** if you are ready.

Introduce yourself to the patient. Confirm you are able to see and hear the patient clearly.

Inform the patient you will be muting the video and audio while you wait for the doctor to join in.

Contact your doctor to inform them the patient is ready!



Mute: mute your audio from the video session

Start Video: select this to start/stop others from seeing you

Manage Participants: this will open up the sidekick to the right of your screen.

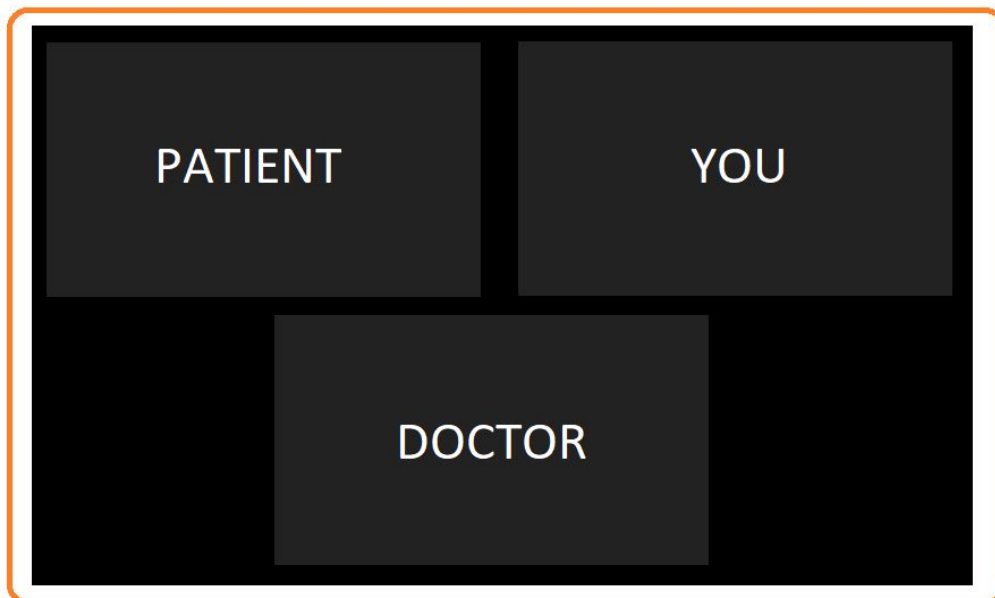
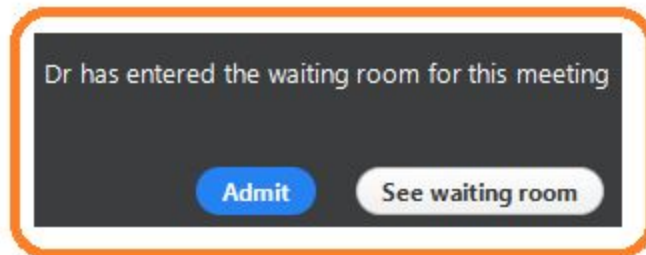
End Meeting: This will close the video session and save your video online.

YOUR PRACTICE DASHBOARD: **YOUR VIRTUAL VISIT**

You'll receive a second notification the doctor has entered the waiting room,
select **Admit**.

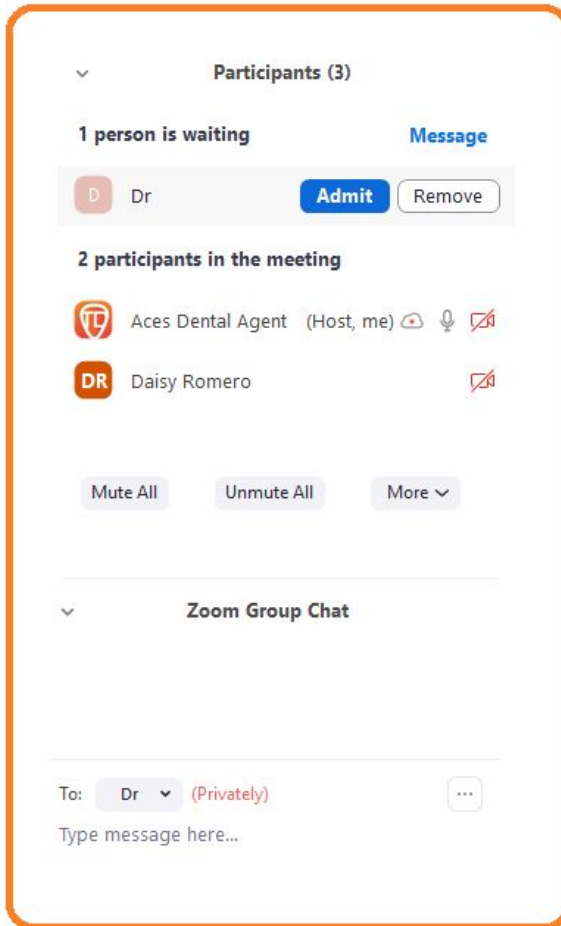
Introduce the patient to the doctor and excuse yourself from the virtual room.

Once again mute the video and audio while the session is taking place.



YOUR PRACTICE DASHBOARD: YOUR VIRTUAL VISIT

Manage Participants and chat with your doctor directly through the **ZOOM** app.

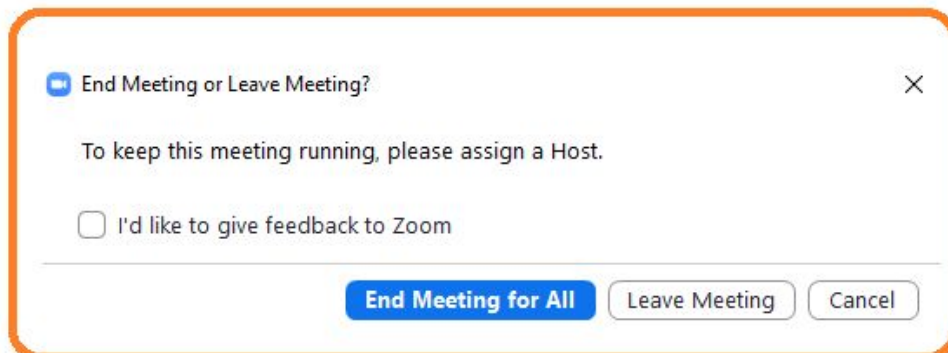


The Zoom sidekick will open to the right of the screen.

You can admit the doctor or patient here.

Select **More** next to the person's name to start a chat session with them.

CLOSE OUT THE SESSION BY SELECTING END MEETING FOR ALL



YOUR PRACTICE DASHBOARD: FOLLOW UP CARE

You'll be able to review the patient's records and notes on the patient page.

IMPORTANT PATIENT PAGE TERMS:

E-Doc: basic patient information, medical and dental history

RX: contains all the medication prescribed to the patient

GALLERY: view images submitted by the patient

NOTES: doctors clinical notes are here

EDIT: edit the patients information or reset their password



TELEDENTISTRY+YOUR PRACTICE WORKFLOW

When a patient calls the practice:

1. the frontdesk should guide the patient to install the Teledentistry app on their smartphone or direct them to the website (www.teledentistry.com and then click on "Patient mobile Login"). (PRO TIP: THIS LINK CAN BE PUT ON YOUR WEBSITE TOO)
2. While the patient is doing this the team member will add the patient (add client) into the practice dashboard. Give the patient their login credentials.
3. The patient will be required to fill out the e-doc and submit the necessary images.

4. The frontdesk must review the documents that have been completed before booking and merging the doctor and patient into the virtual room.
5. Once the doctor has completed the video session they will be prompted to enter their notes and add a prescription (if necessary). The front office will be able to go back to the patient page to review and transfer any images and documents into their system.
6. The doctor can use the Dosespot integration to send an e-prescription to the patients local pharmacy. Or you can call it in if you do not have this integration setup yet.

Common Uses of Teledentistry.com in private practice:

1. Optimize your schedule by triaging patients before they come into your practice (This is a billable service).
2. Schedule post ops virtually to open up your schedule for higher production patients
3. Help patients in a post-Covid world where personal interaction between doctors and patients will be limited. Continue to bill for services using teledentistry.com's services.