

How to Set up a Smile Fee Schedule in Praktika

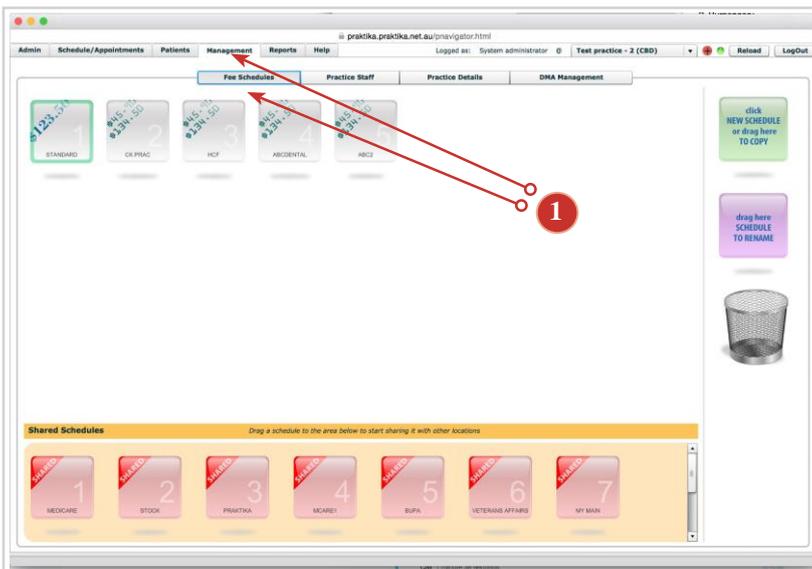
Smile is a dental plan that offers **Smile** members savings off their treatment when visiting a participating practice. It is a subscription service for both practice and patients that guarantees a minimum saving of 15% every time you visit the dentist.

Smile uses a set fee level for specific treatment items to ensure the patient is given reduced fees. **Smile** has three main rules when it comes to practices setting up the fee schedule:

1. Charge fees in accordance with the **Smile Fee Schedule** UNLESS items 2 or 3 (below) apply.
2. If the usual practice fee is LESS than the Benchmark Fee, simply charge 15% off the usual practice fee.
3. If the dental item number is NOT listed in the **Smile Fee Schedule**, simply charge 15% off the usual practice fee.

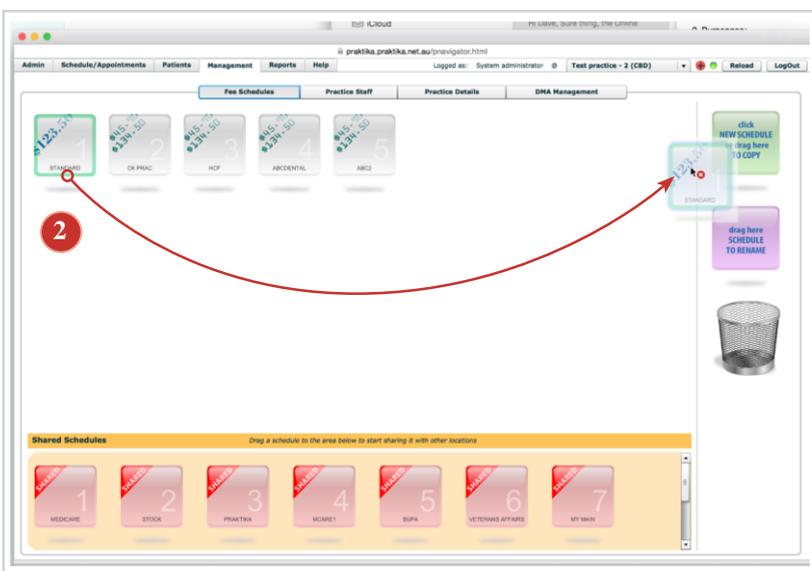
This document will give you step by step instruction on how to setup the **Smile Fee Schedule** in Praktika. See also this video on You Tube <https://youtu.be/d57r59E7X-Q> For more information on the **Smile Fee Schedule**, please contact **smile.com.au**.

I. Create a new Smile Fee Schedule



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- a. Select "Management Module" by clicking on the "Management" tab
- b. Have "Fee Schedules" section selected

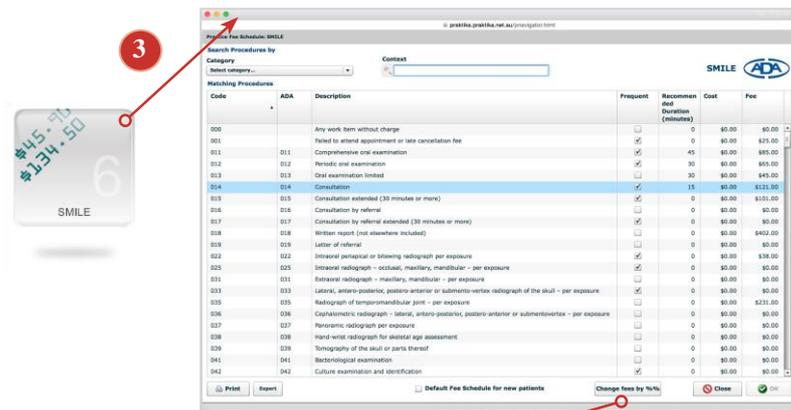


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- a. Drag your Standard Fee Schedule (or the Fee Schedule you want to use as your basic default fee schedule) onto the green "Copy" button to duplicate.
- b. Give your new Fee Schedule a name in the popup dialogue. (Call it "Smile" or similar).



II. Apply 15% Fee Reduction to the Fee Schedule



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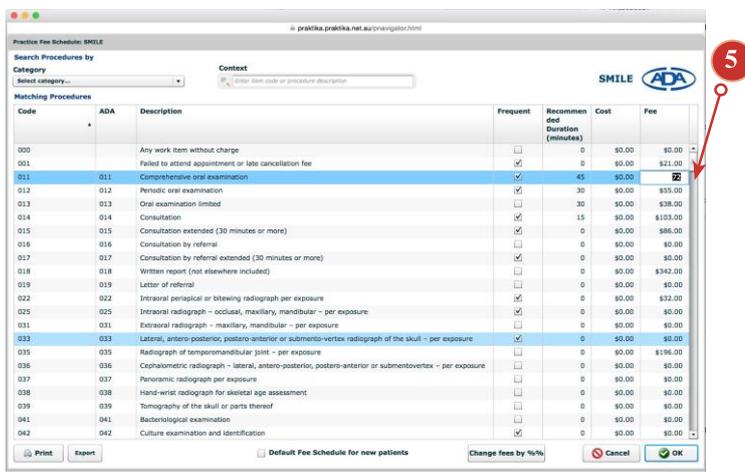
- a. Click on the newly created Fee Schedule button to open the Fee Schedule.
- b. Click “Change fees by %” button.

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- a. Enter “-15” in the input field and press OK to apply the overall 15% reduction to the Fee Schedule fees.

(You can choose to round the resulting fees to the nearest whole dollar value by clicking the checkbox.)

IV. Adjust the new Smile Fee Schedule to the Smile Fees



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- a. Compare the fees in your Fee Schedule to the Smile fees and adjust them according to the following rules.
- b. Press “OK” button after all the necessary adjustments are made.

RULES

- If the resulting fee in your fee schedule is **higher** than the corresponding fee in the supplied “Smile Fee Schedule”, it needs to be **reduced** to the exact amount.
- If the resulting fee in your fee schedule is **equal or lower** than the corresponding fee in the supplied “Smile Fee Schedule”, it does not have to be adjusted and can **stay as is**.
- If the resulting fee in your fee schedule has **no corresponding fee** in the supplied “Smile Fee Schedule”, it does not have to be adjusted and can **stay as is**.

IV. Assign the Smile Fee Schedule to a Patient

The screenshot shows the 'Personal Details' form for a patient named Jerry Westham. The 'Default Fee Schedule' dropdown menu is open, and the 'SMILE' option is selected. A red arrow points to the 'SMILE' option, and a red circle with the number '6' is positioned below the arrow.

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- Go to the Patient's Personal Details screen and the dropdown "Default Fee Schedule" select your "Smile" fee schedule (or whatever the name you gave to your Smile Fee Schedule).
- Press "Update" to save the changes. Now every time you will be adding treatment to this patient file it will be coming from the "Smile Fee Schedule" by default.

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If you have difficulties with the setting up the Smile Fee Schedule in Praktika, please contact Praktika's support on (03) 9005 5432 or via email: support@praktika.com.au