

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 <u>https://youtu.be/d57r59E7X-Q</u> For more information on the *Smile Fee Schedule*, please contact **smile.com.au**.

I. Create a new Smile Fee Schedule

010	
iii praktika praktika nek auforevigatorhtmil Admin Schedule/Appointments Patients Hanagement Reports Help Copyot at: System administrator () Test practice - 2 (CBD) + + + + + + + + + + + + + + + + + + +	
Tere Schedwert Prectice Details C PROC C PR	 a. Select "Management Module" by clicking on the "Management" tab b. Have "Fee Schedules" section selected
Shared Schedules Drag a schedule to the area below to start sharing if with other kontines Image: Schedules Image: Schedules Image: Schedules	
bit Kloud Hi Lavin, burs Borg Into Univer A Constant B praktika praktika praktika pristika gradula zitu univer 0 Test practice - 2 (280) • • • • • Reised LogOut	2
Tes folduluis Practice bitalis Diff. Rangement Image: State of the state of t	 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).
	OK Cancel

II. Apply 15% Fee Reduction to the Fee Schedule

			iii praktika praktika met au/provigator himi						
	Provide Fee Schede	ole: SHILE							
	Anarch Reserving to								
1	Category		Context				8		
11	Select category		•		SMIL	EADA			
- 13	Matchion Proces	dures				-			
0	de	404	Description	Engenerat	Bocommon Cost	fee.	1		
	-		and point	risquein	ded	100		а	Click on the newly created Fee
- 11					Duration (minutes)			u.	differ on the newly created i ce
- 1	000		Any work item without charge		0 40.	10 50.00			
- 11	001		Failed to attend appointment or late cancellation fee	~	0 50.	625.00	1		Schedule button to open the Fee
	011	011	Comprehensive prel exemination	1	45 60	685.00			benedane batton to open the ree
- 11	012	012	Derivativ and exemination	2	30 50	65.00			Cabadula
- 1	013	013	Oral examination limited		30 50	545.00			Schedule.
- 11	014	014	Downlation	1	15 50	0 \$121.00			
_	015	015	Consultation extended (30 minutes or more)		0 40	5101 00			
- 1	014	010	Constitution in address (or name)	00		0 000			
- 1	013	010	Construction by reference	-				h	Click "Change fees by 0606" butter
- 1	017	017	Canadianian by neuronal and advantage or more)		0 40.	50.00		υ.	CITCK CHAILSE LEES Dy 9090 DULLOI
	018	018	winten report (not essewhere included)		0 \$0.	5402.00			0 5
	019	019	Latter of refernal		0 \$0.	\$0.00			
	022	022	Intraoral periapical or bitewing radiograph per exposure	1	0 \$0.	0 \$38.00			
	023	025	Intraoral rediograph – occlusal, maxiliary, manditurar – per exposure	2	0 \$0.	\$0.00			
	031	031	Extraoral nadiograph – maxillary, mandibular – per exposure		0 \$0.	50.00			
	033	033	Lateral, antero-posterior, postero-anterior or submento-vertex radiograph of the skull – per exposure	2	0 \$0.	\$0.00			
	035	035	Radiograph of temporomandbular joint - per exposure		0 \$0.	0 \$231.00			
	036	036	Cephalometric radiograph - lateral, antero-posterior, postero-anterior or automentovertex - per exposure		0 \$0.	0 \$0.00			
- 1	037	037	Panoramic radiograph per exposure		0 \$0.	90.00			
	038	038	Hand-wrist radiograph for skeletal age assessment		0 \$0.	90.00			
	039	039	Tomography of the skull or parts thereof		0 \$0.	90.00			
			Bartadisinal exemination						
- 11	041	041	and the grant the second s		0 \$0.	0 \$0.00			
	041 042	041	Culture examination and identification		0 \$0.	00 \$0.00 00 \$0.00			
	041 042	041	Culture examination and identification	2	0 \$0. 0 \$0.	0 \$0.00 0 \$0.00			
	041 042	041 042 Expert	Culture examination and identification	ge fees by %%	0 \$0. 0 \$0. © Close	00 \$0.00 00 \$0.00			
	041 042 30 Print	D41 D42 Expert	Culture examination and identification Culture examination and identification Contract Pee Schedule for new patients	ge fees by %%%	0 \$0. 0 \$0. O Close	90 \$0.00 90 \$0.00			
	041 042	041 042 Export	Culture examption and generification Default Fee Schedule for new patients Char	ge fees by %%%	0 \$0. 0 \$0. O Close	90 \$0.00 90 \$0.00	-		
	041 042	041 042 Export	Culture examination and district/callion	ge fees by % %	0 \$0. 0 \$0. © Close	90.00 90.00 90.00			
	041 042 @ Print	Dil Di2 Expert	Cuture exemination and increditation Cuture exemination and increditation Categories	ge fees by %%	0 \$0. 0 \$0. O Close	90.00 90.00 90.00			
	041 042	041 042 Expert	Calue southers of local participant	er fees by % %	0 \$0. 0 \$0.	90.00 90.00		4	
	041 042 ab Print	D41 D42 Export	Culture exeminations and increditation Culture exeminations and increditation Caller	ge fees by %%	0 \$0. 0 \$0. © Close	00 90.00 00 90.00 00 00		4	
	041 042	D41 D42 Export	Calue southeast of dealerships	ge fees by %%	0 \$0. 0 \$0. 0 Close	00 90.00 10 90.00 20 DH		4	
	041 042 iiiii Print	D41 D42 Expert	Culture exeminations and increditation Culture exeminations and increditation Commission Commission	ge fres by % %	0 90) 0 90) O Close	00 90.00 00 90.00 00 00		4	
	041 042 (a) Print	D41 D42 Expert	Calver suemistre sol treat/face	ge fees by %%%	0 90. 0 90. S Close	00 90.00 00 90.00 00 00		4	
	Off Off Print	D41 D42 Report	Culture exeminators not incentification Culture exeminators in the Control of Control o	ge fees by %%%	0 90. 0 90. O Close	00 90.00 00 90.00 20 DR		4	
041 042	Print	D41 D42 Export	Calver suemation and interestinguine	ge fees by % %	0 90. 0 90. S Clear	00 90.00 00 90.00 20 OK		4	
	041 042	011 042 Report	Cabler secondaries and descriptions	ge frees by 19/16	0 90. 0 10. 0 Close	00 90.00 90 90.00 © Day		4	Enter "-15" in the input field and
	041 042 (a) Print (01 02 Report	Calver noementer sol toereforme	ge fees by fortig	0 90. 0 90. S Clear	00 90.00 90.00 © 05		4 a.	Enter "-15" in the input field and
	041 042	Dil Di2 Report	Caluer sourcester out destructions	ge fores by fishin	0 90. 0 90. © Close	00 \$0.00 00 \$0.00		4 a.	Enter "-15" in the input field and
	ott ot2 Print -1	Dil Di2 Report	Caluer exemption to controlled	ge fres by folds	0 90. 0 90. S Clear	00 \$0.00 00 \$0.00 00 \$0.00		4 a.	Enter "-15" in the input field and press OK to apply the overall 15%
	ori Dr2 in Print (Dil Di2 Report	Calver sources of localizations	er fors by fishin	0 90. 0 90. © Close	00 90.00 00 90.00 00 90.00		4 a.	Enter "-15" in the input field and press OK to apply the overall 15%
	ori Dr2 (a) Print (Dil Di2 Report	Caluer sourcestare and sourcestare	an fees by field	0 90. 0 90. © Core	00 90.00 00 90.00 00 000		4 a.	Enter "-15" in the input field and press OK to apply the overall 159
	in the second se	Dil Di2 Report		er fors by fibility	0 90. 0 90. © Clear	00 90.00 00 90.00 00 50 00 00 50		4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee
:	ott print 0 □ Print 0 -1	bil Diget	Caluer scenarios ed desetacións	en frees by fishile	0 90. 0 90.	00 93.00 00 99.00 00 99.00		4 a.	Enter "-15" in the input field and press OK to apply the overall 15% reduction to the Fee Schedule fee
:	-1	5 ollar		ge fees by %v%	0 90. 0 90.	00 90.00 90 90 90 90 90 90 90 90 90 90 90 90 9		4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee
: ea	-1	bil Baert	Calver seemester oot deerdergen	ge foes by furte	0 90. 0 90.	00 90.00 00 90.00 00 00 00 00 00 00 00 00 00 00 00 00 0		4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee
: ea	-1	5 collar		ge fees by %v%		00 50.00 50 50 50.00 50 50 50 50 50 50 50 50 50 50 50 50 5		4 a.	Enter "-15" in the input field and press OK to apply the overall 150 reduction to the Fee Schedule fee
: ea	-1	5 ollar		ge foes by furth	0 90. 0 90.	00 90.00 90 900 90		4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee
:	-1	5 ollar DK		ge fores by Suffic		00 90.00 90.00 0 90.00 0 90.00		4 a.	Enter "-15" in the input field and press OK to apply the overall 150 reduction to the Fee Schedule fee (You can choose to round the
:	-1	5 collar		ge frees by total		00 90.00 90 90 90 90 90 90 90 90 90 90 900		4 a.	Enter "-15" in the input field and press OK to apply the overall 150 reduction to the Fee Schedule fee (You can choose to round the
:	-1	5 ollar DK	Cales recentere of determinants	ge fores by Soft	0 (10)	00 90.00 90.00 0 90.00 0 90.00		4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee (You can choose to round the resulting fees to the nearest
•	-1	5 c						4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee (You can choose to round the resulting fees to the nearest
: ea	-1	5 ollar DK		ge fores by Suble				4 a.	Enter "-15" in the input field and press OK to apply the overall 150 reduction to the Fee Schedule fee (You can choose to round the resulting fees to the nearest
	earest de	5 collar		or fores by fixed				4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee (You can choose to round the resulting fees to the nearest whole dollar value by clicking th
:	-1	5 ollar DK	Calve recentere of determinants	ge fores by Sold	0 f0.			4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee (You can choose to round the resulting fees to the nearest whole dollar value by clicking the
ear	-1	5 ollar DK	Cardon constrained of the description of the second of the description of the second o	or fores by fixed	0 to.			4 a.	Enter "-15" in the input field and press OK to apply the overall 159 reduction to the Fee Schedule fee (You can choose to round the resulting fees to the nearest whole dollar value by clicking the

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



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

rsonal Details			
Title	• Male 🔾 Female	Medicare No. Patient# on card Valid to mm/yyyyy	Patient No. 100913
Last Name	Westham	DVA No.	
First Name	Jerry	Medical Doctor (GP) Details	
Date of Birth	dd/mm/yyyy	Doctor's Name	
Preferred Name		Provider No.	
Home Phone	(0X)XXXX XXXX	Contact number either landline or mot	
Mobile -	0411 234 644	Address	
Work Phone	either landline or mot	Suburb	Date joined practice:
Emorroancy Contact		Postcode	
Emergency Contact	other landling or mal	State	
Emergency mone		Referral No.	
Address		Referral Date dd/mm/yyyy	
Suburb			
Postcode		Preferred Provider Dr Simon Walterson	
State		Default Fee Schedule praktika(shared) •	
Email		Patient status HCF	
Occupation		FRIENDS(shared) Patient Sharing ABCDENTAL	
Company		Home Practice ABC2	
Health Fund		Non Recall Patient SMILE	
HE Membershin No		Important Notes	
The Premocranip No.	*		Close
Preferred Method o	of Contact		
Telephone SMS	S 🗹 Email 🗹 Letter/Mail		Update

6

- a. 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 you Smile Fee Schedule).
- b. 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.

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