

## **Foxteeth Data Import**

## Patient Information:

- ☑ First Name
- ☑ Last Name
- Middle Initial
- ☑ Address Line 1
- ☐ Address Line 2
- ☑ City
- ☑ State
- ☑ Zip Code
- ☑ Home Phone
- ☑ Work Phone
- ☐ Work Phone Extension
- ☐ Cell Phone
- ☑ Gender Information (M/F)
- ☑ Marital Status
- ☑ Birth Date
- ✓ Social Security Number
- ☐ Responsible Party ID#
- Email Address
- ☐ Chart ID
- ☑ Balance Only

The following will be applied to patients during the Data Import process:

- ₱ Patient ID A new patient identification number will be assigned for all patients.
- \* Marital Status All patients will be converted over with a marital status of unknown
- ₱ Preferred Dentist All patients will be assigned to the doctor setup as the default provider.
- \* Preferred Hygienist All patients will be assigned to the doctor setup as the default provider
- \* First Visit Date This will be assigned to the date of the data import for all patients inserted during the data import
- \* Recall Frequency All patients will default to a 6 month recall frequency
- Receive Recalls All patients will default to Yes to receive recalls
- \* Patient Status All patients will be converted over as active
- \* Accounts Receivable will all appear in the current aging column and be applied to the 'Preferred Dentist' selected for the practice.

This is an example of the information that was covered in previous situations. These results may vary for your office due to differences in software versions.