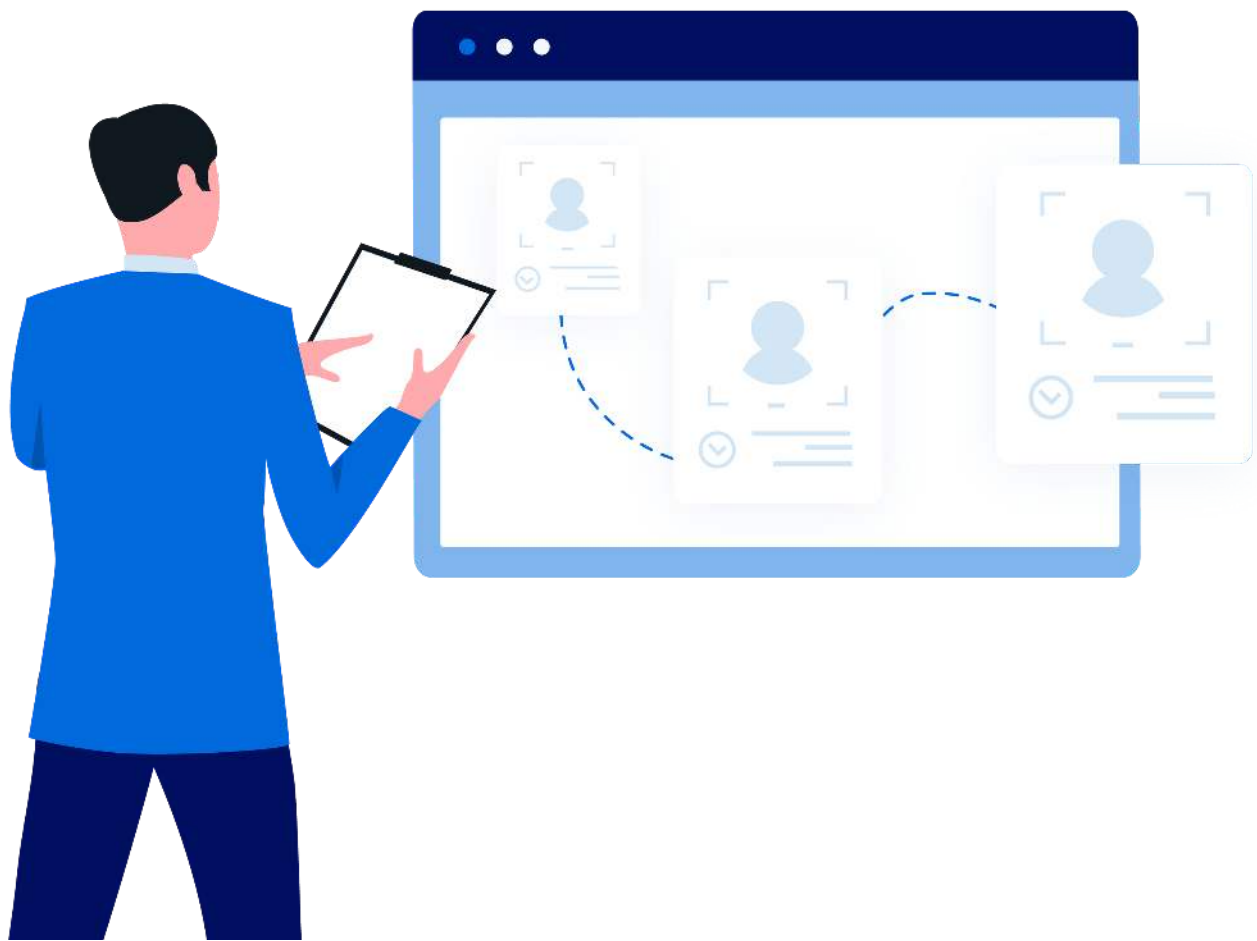


## Help Articles

**Our dentist wants to use DoseSpot for e-prescriptions. What is the full process for integrating the function in Denticon?**



# Our dentist wants to use DoseSpot for e-prescriptions. What is the full process for integrating the function in Denticon?

Via a Help Ticket, the dental office should contact Denticon to start the process. Denticon's Support team will forward the Ticket to the office's Account Manager.

Once the Account Manager has received confirmation for the dental office to move forward with ePrescribe, then the Account Manager will submit the order to Dosespot.

After the order is received by Dosespot, a Support Specialist from DoseSpot will send an email to the office. DoseSpot's Support Specialist team will handle all questions about the process.

Please have the following information ready for each Dentist at each office. Dosespot will request this to be gathered to start the process.

- DEA Number
- NPI Number
- clinic (aka: office, location, facility) information:
  - full office name exactly as it appears in Denticon Setup/Offices
  - office address; including city, state, and zip code

**If the provider/administrator needs assistance with verifying or obtaining their DoseSpot credentials, only DoseSpot can provide this information. DoseSpot may be reached at 781-355-6250 Option 4 or [support@dosespot.com](mailto:support@dosespot.com).**

When the dentist makes an application to the DoseSpot e-prescription company, DoseSpot must process and approve the dentist's application before the dentist is able to generate electronic prescriptions.

NOTE: The dentist/administrator is responsible for implementing the function within the Denticon program. For security purposes, Denticon's Support Team will not implement the integration. If there are questions on implementing DoseSpot into Denticon, then please reach out to DoseSpot directly.

NOTE: The DoseSpot information must be implemented within these Denticon areas before the provider is able to submit e-prescriptions via the DoseSpot company:

- office setup
- dentist's provider setup
- dentist provider's user login setup in order to utilize the DoseSpot function, the dentist provider must be entered as a unique user login within Denticon.

For reference, the steps to integrate DoseSpot to Denticon are provided below.

## STEP 1

### **Denticon must be integrated within the office setup for DoseSpot:**

- Access the word "Setup", "Offices", and choose the "Offices Setup" option from the drop-down list
- Select the desired office location
- Click the Edit Office button
- Access the "Integration" tab
- Record the in the DoseSpot activation information:
  - DoseSpot Clinic ID
  - DoseSpot Clinic Key (this field is case-sensitive, ensure to record it exactly as DoseSpot has provided it)
- Click the Save button

## STEP 2

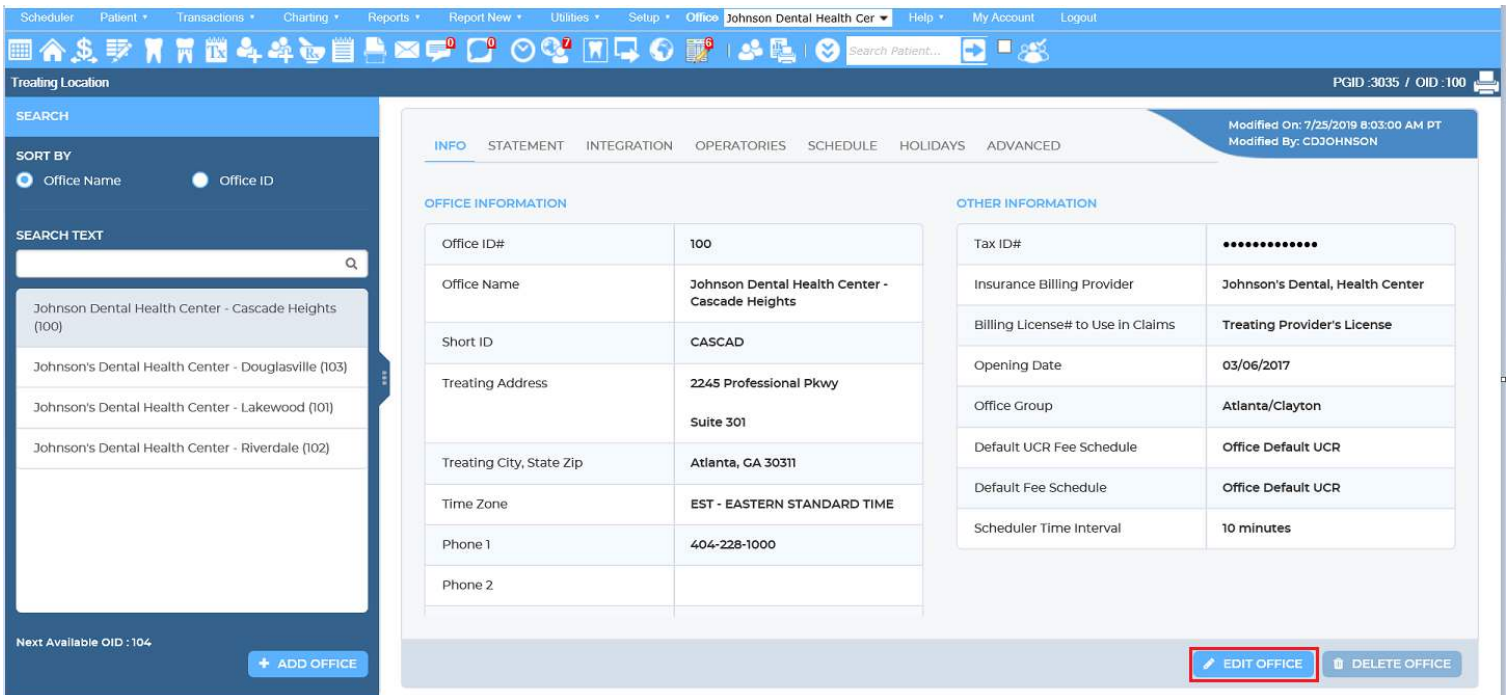
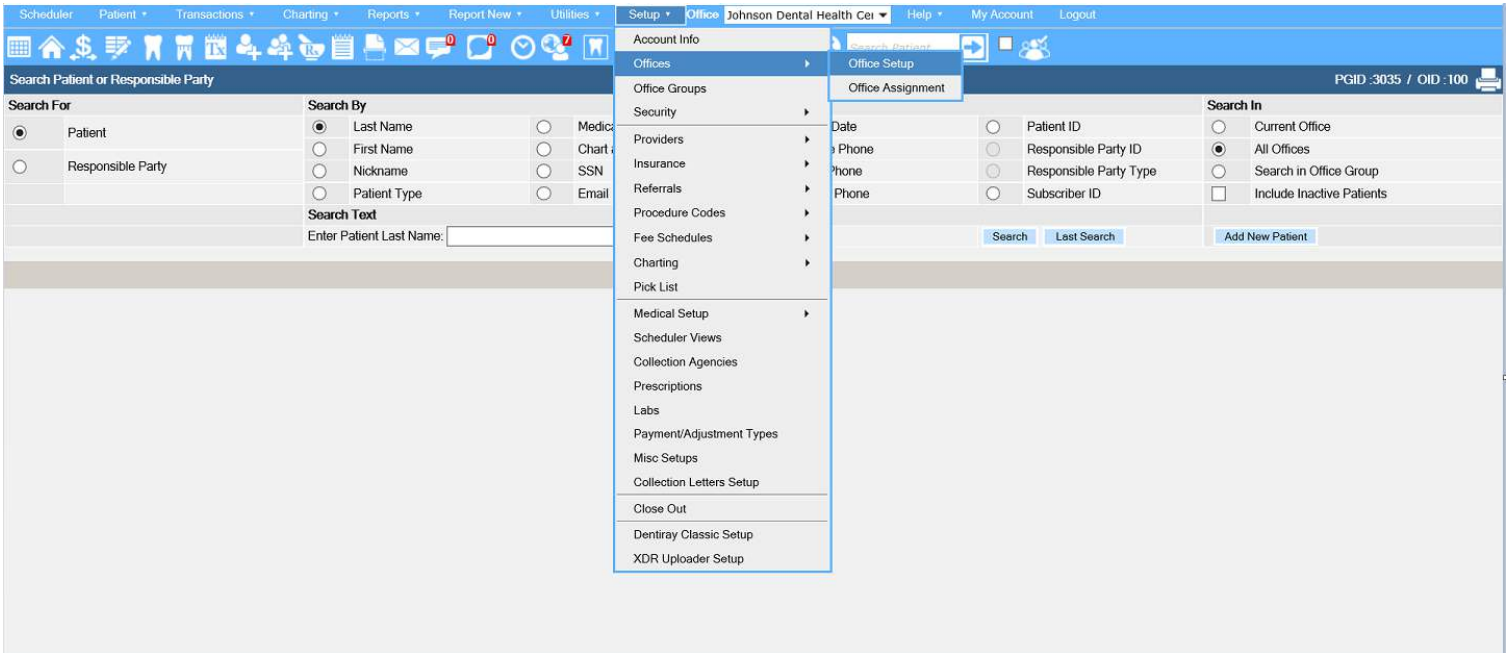
### **Denticon must be integrated within the dentist provider's setup for DoseSpot:**

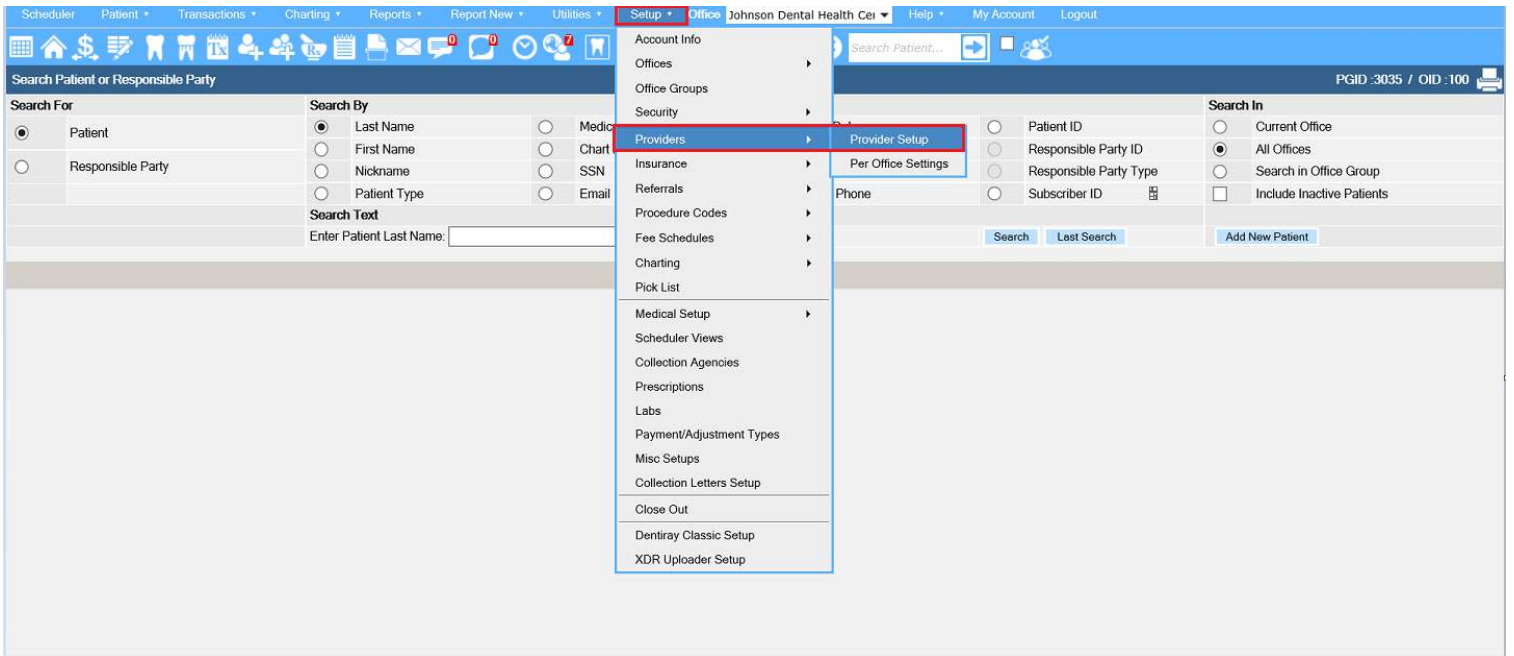
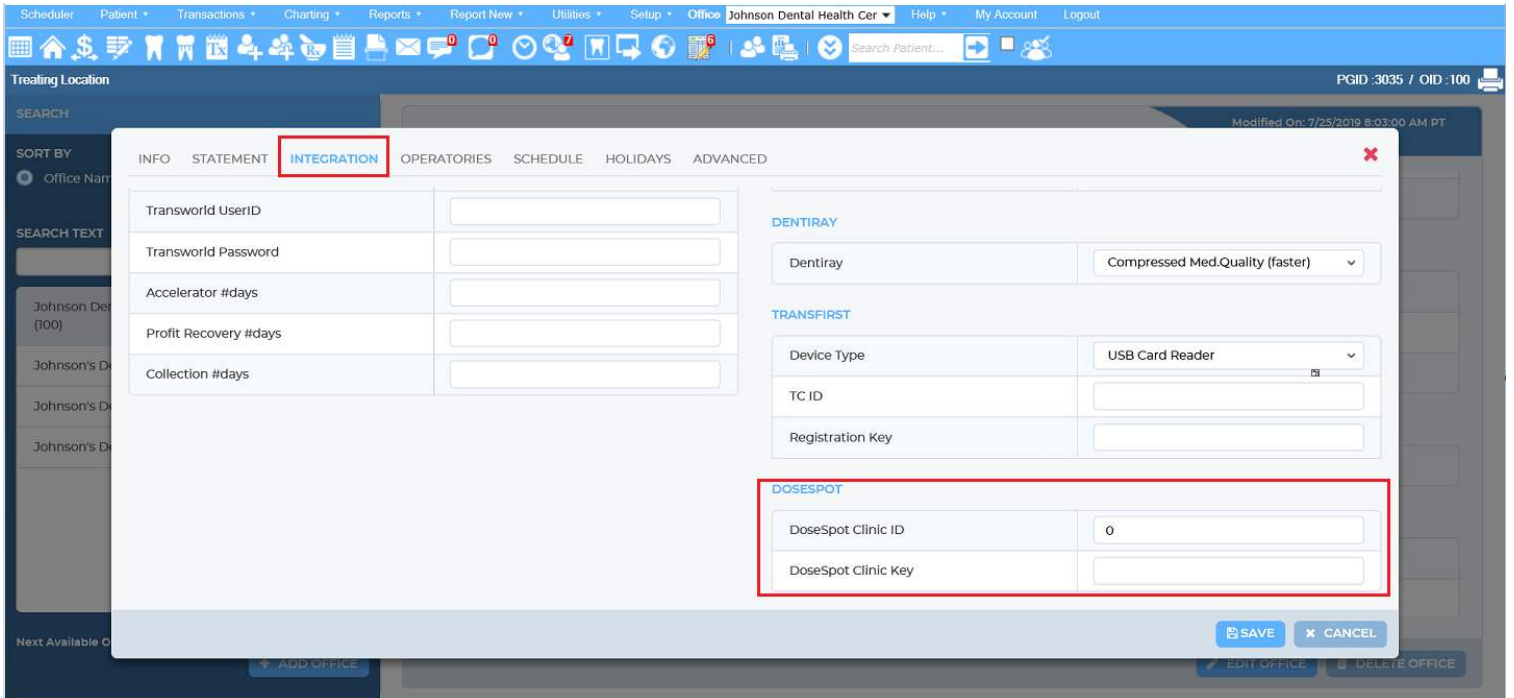
- Access the word "Setup"
- Choose the "Providers" and "Provider Setup" options from the drop-down list
- Select the desired dentist provider's entry
- Click the Edit button
- Remove the '0' pre populated and Record the provider's DoseSpot activation number in the "DoseSpot User ID" field
- Within the "Denticon User ID" field, select the dentist's username which has already been recorded within the "Setup / Security / User" screen (the dentist must already be entered as an active Denticon user)
- Click the Save button

### STEP 3

Denticon must be integrated within the provider's user login setup for DoseSpot or any other Users that can e-prescribe on the Provider behalf:

- Access the word "Setup"
- Choose the "Security" and "Users" options from the drop-down list
- Select the dentist provider's user login entry or other user login
- Click the Edit button
- In the "Report Access Provider" field, select the same dentist provider's entry
- Click the Save button





Scheduler Patient Transactions Charting Reports Report New Utilities Setup Office Johnson Dental Health Cer Help My Account Logout

PGID :3035 / OID :100

Modified On: 10/19/2019 5:42:00 AM PT  
Modified By: CDJOHNSON

INFO WORKS AT OPS SCHEDULES HOLIDAYS TEMPLATES INS-IDS R-SLIP CARR LOGIN

**BASIC PROVIDER INFO**

Provider ID	111
Short ID (4 to 6 chars)	03DDS
Provider Type	Dentist
Billing Provider	Yes
Last, First	Green, Gregory
Address	2375 Professionla Pkwy. Suite 283
City State Zip	Atlanta CA 30342
Phone	6784551000
License #	***
DEA #	***
DPS (Texas Only)	
NPI #	***
TaxID #	***
Ref ID	

**PROVIDER SETTINGS**

Print Separate Claim Form	No
Active	Yes
Visible in AppointNow	Yes
Specialty	Periodontics
Scheduler Color	DarkSalmon

**ADVANCED SETTINGS**

Default Provider Time	No
DoseSpot User ID	0
Updcox Direct Address	
Denticon User ID	

SEARCH

SORT BY  
Last, First ID#

TYPE  
ALL Dentists Hygienists Assistants

ACTIVE  
ALL Active Inactive

SEARCH TEXT

Edwards, Melinda (02DDS)  
Green, Gregory (03DDS)  
Johnson, Christina (01DDS)  
Johnson, Dental Health Center (BILLIN)  
Johnson's Dental, Health Center (BILLRL)  
Johnson's Dental, Health Center (BILLLW)  
Johnson's Dental, Health Center (BILLCH)  
Thomas, Ashley (03HYG)  
Welch, Kecia (ENDOKW)  
Welch, Keith (DDSKW)

+ ADD PROVIDER

EDIT PROVIDER DELETE PROVIDER

Scheduler Patient Transactions Charting Reports Report New Utilities Setup Office Johnson Dental Health Cer Help My Account Logout

PGID :3035 / OID :100

Modified On: 10/19/2019 5:42:00 AM PT  
Modified By: CDJOHNSON

INFO WORKS AT OPS SCHEDULES HOLIDAYS TEMPLATES INS-IDS R-SLIP CARR LOGIN

**BASIC PROVIDER INFO**

Provider ID	111
Short ID (4 to 6 chars)*	03DDS
Provider Type*	Dentist
Billing Provider	<input checked="" type="checkbox"/> Yes
Last, First*	Green Gregory
Address*	2375 Professionla Pkwy. Suite 283
City State Zip*	Atlanta GA 30342
Phone*	678-455-1000
License # *	DN01567
DEA # *	12345678
DPS (Texas Only)	
NPI #	
TaxID # *	12356930 EIN

**PROVIDER SETTINGS**

Print Separate Claim Form	<input type="checkbox"/> Yes
Active	<input checked="" type="checkbox"/> Yes
Visible in AppointNow	<input checked="" type="checkbox"/> Yes
Specialty	Periodontics
Scheduler Color	DarkSalmon

**ADVANCED SETTINGS**

Default Provider Time	<input type="checkbox"/> Yes
DoseSpot User ID	12345
Updcox Direct Address	
Denticon User ID	qgreendds (Green, Gregory)

SEARCH

SORT BY  
Last, First ID#

TYPE  
ALL Dentists

ACTIVE  
ALL Active

SEARCH TEXT

Edwards, Melinda (02DDS)  
Green, Gregory (03DDS)  
Johnson, Christina (01DDS)  
Johnson, Dental Health C  
Johnson's Dental, Health  
Johnson's Dental, Health  
Johnson's Dental, Health  
Thomas, Ashley (03HYG)  
Welch, Kecia (ENDOKW)  
Welch, Keith (DDSKW)

+ ADD PROVIDER

SAVE CANCEL

EDIT PROVIDER DELETE PROVIDER

Scheduler Patient Transactions Charting Reports Report New Utilities Setup Office Johnson Dental Health Cer Help My Account Logout

Search Patient or Responsible Party PGID :3035 / OID :100

Search For: Patient (selected), Responsible Party

Search By: Last Name (selected), First Name, Nickname, Patient Type, Medication, Charting, SSN, Email

Search Text: Enter Patient Last Name: [ ]

Search In: Patient ID, Responsible Party ID, Responsible Party Type, Subscriber ID, Current Office (selected), All Offices, Search in Office Group, Include Inactive Patients

Setup Menu: Account Info, Offices, Office Groups, Security (selected), Users (selected), Providers, Insurance, Referrals, Procedure Codes, Fee Schedules, Charting, Pick List, Medical Setup, Scheduler Views, Collection Agencies, Prescriptions, Labs, Payment/Adjustment Types, Misc Setups, Collection Letters Setup, Close Out, Dentliray Classic Setup, XDR Uploader Setup

Buttons: Search, Last Search, Add New Patient

Scheduler Patient Transactions Charting Reports Report New Utilities Setup Office Johnson Dental Health Cer Help My Account Logout

User Setup PGID :3035 / OID :100

USERS

SORT BY: Last Name, First Name (selected), User Name

SEARCH IN: All Office (selected), Home Office

SEARCH TEXT: [ ]

Users List:

- Lowry, Thomas (GWH0007)
- Green, Gregory (ggreendds)
- Jackson, Theresa (CHECKOUTATL)
- Johnson, Christina (CDJohnson)
- Kiosk, Lakewood Heights (KIOSKLNH)
- Office, Add (ADDDHOMEOFFICE)
- Thomas, Ashley (RDHATL)
- Three, User (USER3035)
- User, Add (ADDUSER1)
- White, Amanda (CHECKINATL)
- Williams, Brandy (bwilliams2900)
- ZzHelp, ZzTest (TESTHELP1)

+++ Multi PGID User + ADD NEW USER

LOGIN INFO OFFICE ACCESS PERMITTED IPS GROUP MEMBERSHIPS TIME CLOCK USER SETTINGS Modified On: Modified By:

User Name	ggreendds
First Name	Gregory
Last Name	Green
Email	info@johnsondentalcenter.com
Phone	
Active	Yes
Report Access Provider	Green, Gregory (03DDDS)
Patient Access Level	Search patient in all offices
Allowed on	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
Allowed from	12:00 AM
Allowed Until	11:55 PM
Last Logged in on	
HIPAA Compliant Scheduler View?	No

EDIT USER DELETE USER



**NON-CONTROLLED SUBSTANCES**

- Office indicates prescription preference for e-prescribing non-narcotics when registering the dentist via DoseSpot online form
- Dentist must have ability to prescribe non-controlled prescriptions if also desiring to prescribe controlled substances

DoseSpot returns dentist's unique non-controlled integration information to Denticon team

- Denticon team provides dentist's unique DoseSpot non-controlled integration information to office
- Denticon team provides non-controlled "how to" User Guide to office

Office inputs integration information within Denticon

Dentist is able to prescribe non-controlled substances as well as (if applied for, and completed) controlled substances

**CONTROLLED SUBSTANCES (EPCS)**

While signing up for non-controlled prescriptions, office indicates additional prescription preference for e-prescribing narcotics when registering the dentist via DoseSpot online form

DoseSpot returns EPCS Practice Administrator's login information for the DoseSpot Admin Console to Denticon team

- Denticon team provides EPCS logon information for DoseSpot Admin Console to Practice Administrator
- Denticon team provides EPCS "how to" User Guide to Practice Administrator

Office manager completes dentist's TFA Activation in the Admin console by clicking off "EPCS" and "Activate"

- Denticon team provides EPCS identity proofing information to dentist
- Denticon team provides EPCS "how to" User Guide to office manager

Dentist completes identity proofing in DoseSpot

Experian mails letter to dentist's home address

Dentist downloads Symantec "VIP Access" app onto a mobile device

Dentist completes EPCS activation in DoseSpot using information from "VIP Access" as well as the letter from Experian

Dentist is able to prescribe controlled substances

