Denplan Care & Denplan Essentials
Setup Guide - Jan 2020

Denplan Care Setup

1. File > Payors. +1 (you may need to be logged in as an Exact admin user to access this screen)
2. Code: DENPLAN, description "Denplan Care".
3. Select "payor sets both service fees and payor's portion".
4. Set "payor type" as Denplan.
5. Click bands setup button.
6. Add Bands A-E (less if needed) using the "+1" icon and add the monthly fee amount supplied by Denplan

Denplan Essentials Setup

1. File > Payors. +1 (you may need to be logged in as an Exact admin user to access this screen)
2. Add Code: DEN-ESS (or whatever suits best), with Description "Denplan Essentials"
3. Set "payor sets portion and patient discount" 0% (site will have the % discount to enter manually once payor is activated).
4. Set "payor type" to "Capitation plan" (not Denplan)
5. Create Bands A-H (Less if needed) with monthly fees supplied by the Denplan
6. Then go to Configure (top of Exact) > Services > then click "+1" in the bottom right corner
7. Add the following codes: (description in brackets). Also add These into a new service Category called **"Denplan Essentials"** (for help adding a service category see the bottom of the guide)

EXAM DEN-ESS A (Exam - Denplan Essentials A)

EXAM DEN-ESS B (Exam - Denplan Essentials B)

EXAM DEN-ESS C (Exam - Denplan Essentials C)

EXAM DEN-ESS D (Exam - Denplan Essentials D)

EXAM DEN-ESS E (Exam - Denplan Essentials E)

EXAM DEN-ESS F (Exam - Denplan Essentials F)

EXAM DEN-ESS G (Exam - Denplan Essentials G)

EXAM DEN-ESS H (Exam - Denplan Essentials H)

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S&P DENESS A (Scale & Polish Denplan Essentials A)

S&P DEN-ESS B (Scale & Polish Denplan Essentials B)

S&P DEN-ESS C (Scale & Polish Denplan Essentials C)

S&P DEN-ESS D (Scale & Polish Denplan Essentials D)

S&P DEN-ESS E (Scale & Polish Denplan Essentials E)

S&P DEN-ESS F (Scale & Polish Denplan Essentials F)

S&P DEN-ESS G (Scale & Polish Denplan Essentials G)

S&P DEN-ESS H (Scale & Polish Denplan Essentials H)

If your require Xray services too please create and name similar to the above.

8. Then go back to File, Payors and bring up the new DEN-ESS payor screen and click "fee schedule".

9. Double click each service and click "add rule" and select "test service by time" where you can say how many a patient is allowed in a rolling 12 month period before it prompts on the charting with a Red Cross (tick the Red Cross on the rule)

Denplan may provide free services on a calendar 12 month period but Exact can only set it for a rolling 12 month currently.

You can also enable the Denplan tab to create Denplan Assessment forms.

To do this go to **Configure >> Patient File >> then tick "Denplan Tab"**

If you have your patients toolbar colours setup to reflect a certain payor and need to change this going forward for Denplan patients then you can do this by going to configure, Patient File, Patient Triggers. For help with this please contact the SOE support team.

If you require patients to move from one Payor to Denplan or a certain batch of patients moved to Denplan this can be done either by creating a contact list and changing each patient's payor manually or contact SOE for help performing a "search and change" procedure to change the patients Payor in one process.