

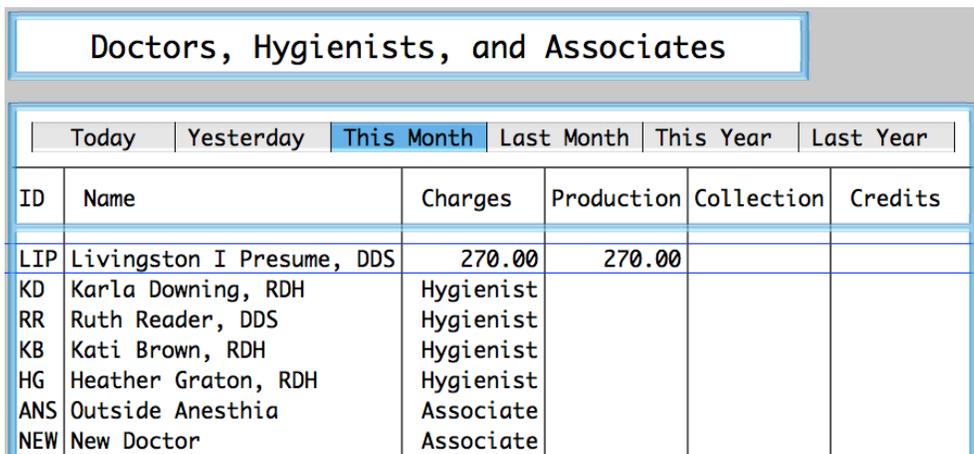
# Clean Up Your Doctor File

Did you know the order that producers come up in while posting charges is the same as the list order in **Doctors** on the *Main Menu*? See *Figure 1: Doctors*. This order can be changed to your preferred order. Some offices prefer the doctor to be the first choice, while others prefer the producer that works most often. It's up to you.

*Note: If you have a script in place that accesses the list of Doctors, the script may need to be adjusted. Contact us for support.*

To move a producer up or down on the list:

- Click the producer's name and then click .
- Use your up or down arrow keys to move it to the place you want it and then press **return**.
- See *Figure 1: Doctors*.



Doctors, Hygienists, and Associates					
<span>Today</span>   <span>Yesterday</span>   <span>This Month</span>   <span>Last Month</span>   <span>This Year</span>   <span>Last Year</span>					
ID	Name	Charges	Production	Collection	Credits
LIP	Livingston I Presume, DDS	270.00	270.00		
KD	Karla Downing, RDH	Hygienist			
RR	Ruth Reader, DDS	Hygienist			
KB	Kati Brown, RDH	Hygienist			
HG	Heather Graton, RDH	Hygienist			
ANS	Outside Anesthesia	Associate			
NEW	New Doctor	Associate			

Figure 1: Doctors

To remove a producer from the list of choices while posting charges:

- Click the producer's name. The producer's detail screen will open.
- Click "Other Options" on that producer and click the appropriate option.
  - **OK to post production to this person:** The producer will appear in the list of producers when posting.
  - **Production posting not allowed:** The producer will not appear in the list of producers while posting. This option is intended for a temporary removal.
  - **Inactive doctor or producer:** The producer will not appear in the list of producers while posting. This option is intended for a permanent removal. Setting this option will not remove the producer from the system.
- See *Figure 2: Posting Options*.

### Doctors, Hygienists, and Associates

Initials:   
Name:   
Type:

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Contact Information  
Insurance Billing Setup  
**Other Options**  
Notes

Posting Option:   
Fee S   
Deposit Account   
Credit Card Deposit Account:

Monthly Production Goal:

Figure 2: Posting Options

**Questions?** Contact the staff at Datacon for help.  
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