

What is the Life Expectancy of Your Backup Media?

Your daily backup is something you should do every day you use your system. Your documentation and our staff remind you to check the results of your daily backup each business day. (See <http://datacondental.com/documentation/all> under “Mac Specific” for step by step instructions) If you don’t have a current backup and your server fails, chances are pretty good you will lose valuable practice data. Hopefully we all perform the task of setting the daily backup but the question we’ve heard lately is “How long will my external backup drives or DVDs last?” There is no sure-fire way of knowing when your backup media will come to the end of its useful life, but here are a few general guidelines:

DVD-RW:

According to the U.S. National Archives and Records Administration, <http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html> the life expectancy is about 1,000 “writes”. The storage, or archive expectancy is somewhere around 2-5 years. These estimates are based upon the storage environment being between 62 and 70 degrees F and 35 – 50% relative humidity. These are conservative guidelines; but ensure the integrity of your backup.

External Hard Drives:

According to the documentation included in the box, your Western Digital (Passport) External hard drive comes with a 3-year warranty. According to the Western Digital website <http://www.wdc.com/en/>, the drives should be stored in an environment between 41 and 95 degrees F. There is no mention of humidity. Hard drives purchased before 2008 should most likely be cycled out of rotation and new hard drives should be purchased.

New external hard drives will need to be formatted prior to first use. This is a very simple task that can be performed remotely by any of our support staff members. Please call our support line (800) 773-7878 for prompt assistance.

How important this information is relates to how important your practice data is. A short-term alternative to using the DVD-RW method or the External Hard Drive method is the use of a collection of thumb drives for emergency backup.



Western Digital Passport External Hard Drive

Note: It is important that all computers storing data should be placed on a regular backup routine.

When Was The Last Time You Visited our Website?

We are working to update our website constantly. If you have a minute, poke around! Under the “Support” tab you’ll find information about the 3rd party software Datacon integrates with. “Downloads” contains the newest version of pcLink for MS Windows workstations as well as Macs. You can easily contact our support department by clicking on the “Contact Support” tab. If you are considering selling your practice, be sure to check out the “Buying/Selling Datacon” tab. The “Documentation” area is full of helpful tips and direction for common daily tasks.

Coming soon ~ How-To Videos

Visit www.datacondental.com today!



OPTIONS! OPTIONS! OPTIONS!

Last month we began a short series highlighting the various options that come with your Datacon software. Many of these options are under-utilized. Some are timesaving and some provide fine control over the operation of the software.

This month's featured option allows you to determine how remaining insurance benefits are calculated. This option can be found in System Stuff, Miscellaneous Options, Financial options.

The default is to have the remaining benefits calculated by subtracting the total of year to date payments received from the maximum. This does not take into account any treatment that has been completed and billed but not yet paid. You may choose "*Insurance remaining is reduced by outstanding estimates*", to have the remaining benefits that are displayed on screen and on treatment plans adjusted. This amount remaining will be reduced by the amount of any estimated payments from treatments that are on outstanding insurance forms.

The New Year is a Great Time to Make Changes

The New Year is an ideal time to evaluate how things are tracked in your practice and a great time to make changes. For example wouldn't it be useful to review at quick glance new patient activity. Below is a sample of Datacon's New Patient Tracking Form, this report is available on your system as seen below.

NEW PATIENT TRACKING FORM

NAME	AGE	FIRST TX DATE	TP TOTAL	SCHED AMOUNT	NEXT APPT	Welcome Package	Thank you Letter	REFERRAL
Sally Blanchard	26	1/08/12	828.00	414.00	1/28/12			
Comments:								
Alice Brown	20	1/19/12						Dr Hanson
Comments: <i>Doctor's former baby sitter</i>								
Lawrence Fairbanks	35	1/25/12	3672.00					Kathy Albertson
Comments: <i>call for x rays - Dr. Holmes; 4BWs 4/01, FMX '96, pano</i>								
Kathleen Hunt	39	1/22/12						Jim Kirk
Comments: <i>Has Delta; working in S.F. right now; was seeing Dr Young</i>								
Lauren Lowe	43	1/01/12						
Comments: <i>Call for x rays - Dr Livingston FMX 4/00 1/01 sent to Dr</i>								
Sharon Luck	36	1/23/12	159.00					
Comments: <i>Has Blue Shield ins.; Will get x rays from home dentist;</i>								

TREATMENT PLAN STATISTICS FOR 6 NEW PATIENTS

Treatment diagnosed: \$ 4659.00
 Scheduled treatment: \$ 414.00
 Unscheduled treatment: \$ 4245.00
 Treatment plan acceptance ratio: 8.88%

AVERAGES:

The average age of this month's new patients is 33.
 Average treatment diagnosed per patient: \$ 776.50
 Average accepted treatment (scheduled): \$ 69.00

Upcoming Classes and Events

February

Thursday 2/9
 New User Seminar *
 1 - 4 pm

Thursday, 2/16
 Paperless Solution Class
 1 - 4 pm

Monday, 2/20
 Presidents' Day Holiday
 Closed

March

Thursday, 3/8
 New User Seminar *
 1 - 4 pm

Thursday, 3/15
 Paperless Solution Class
 1 - 4 pm

Thursday, 3/29
 New User Seminar *
 1 - 4 pm

April

Thursday, 4/5
 New User Seminar
 1 - 4 pm

Thursday, 4/12
 Paperless Solution Class
 1 - 4 pm

Thursday, 4/26
 New User Seminar *
 1 - 4 pm

* Qualifies for CE Credits

If you are interested in starting to use this report please call us for details. If you are interested in making other changes at your office we strongly encourage you to spend some time on our new and improved website www.datacondental.com where you can browse our documentation for ideas and valuable tips. If you don't find what you are looking for on the website please give us a call, chances are we already have a way to do exactly what you are looking for.

