

Does ClearDent provide sample forms or document templates relating to Covid-19?

Yes, we do have a few sample medical questionnaire forms and a document relating to Covid-19 which you can download from our website www.cleardent.com and import directly into your office database. You can then edit these templates to better suit your specific office needs.

Click on the form template links to download the templates to your computer.

Once downloaded, save the files to a location on your local computer.

To Import the Document template, go to the Main Screen in ClearDent and click on the **Office Menu** (Blue folder icon)

Select **Letter Manager** → **Manage Letter Templates**

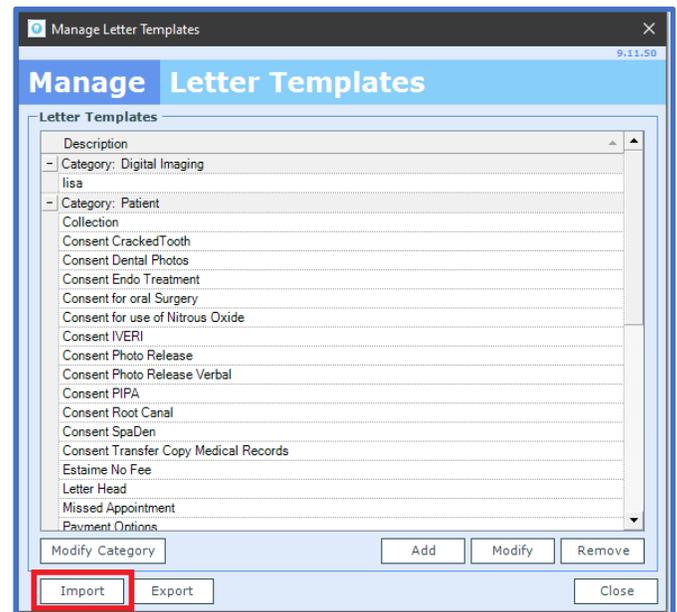
The screenshot shows a webpage titled "COVID-19 Screening Forms" with two video thumbnails: "Importing COVID-19 Questionnaire Templates" and "Importing COVID-19 Document Templates". Below these are "COVID-19 Template Download Links" with buttons for "BCDA Medical Question Template", "MPH Medical Question Template", and "COVID-19 Consent Form Template". At the bottom, there is a navigation menu with categories: SOLUTIONS (New Practice, Switching Software, Multi Practice, Selling Practice), PRODUCTS (Practice Management, Patient Engagement, Mobile App, Practice Analytics, Chart Sharing, Cloud Backup, Extra Tools, Support Services, ClearDent Cloud: Front Office), RESOURCES (Library, Dental Job Postings), ABOUT (Careers, Contact Us, Events), and a "Subscribe to our mailing list" section with a form and social media icons.

The screenshot shows the "Letter Manager" menu in the ClearDent software. The menu items are: Letter Manager, Referral Manager, Day Sheet (Ctrl+Shift+D), Charting, Unsigned Medical History, Staff Time Tracking, Lab Tracking (Ctrl+B), Bulk Newsletter, and Patient Portal. A sub-menu is open for "Letter Manager", showing: Generate Batch Letters, Print Mailing Labels, Write a Letter, Manage Letter Templates (highlighted), Manage Letter Template System Fields, Manage Letter Template User Fields, and Manage Label Templates. At the bottom of the interface are icons for a folder, a document, a tablet, a speech bubble, and a lifebuoy.

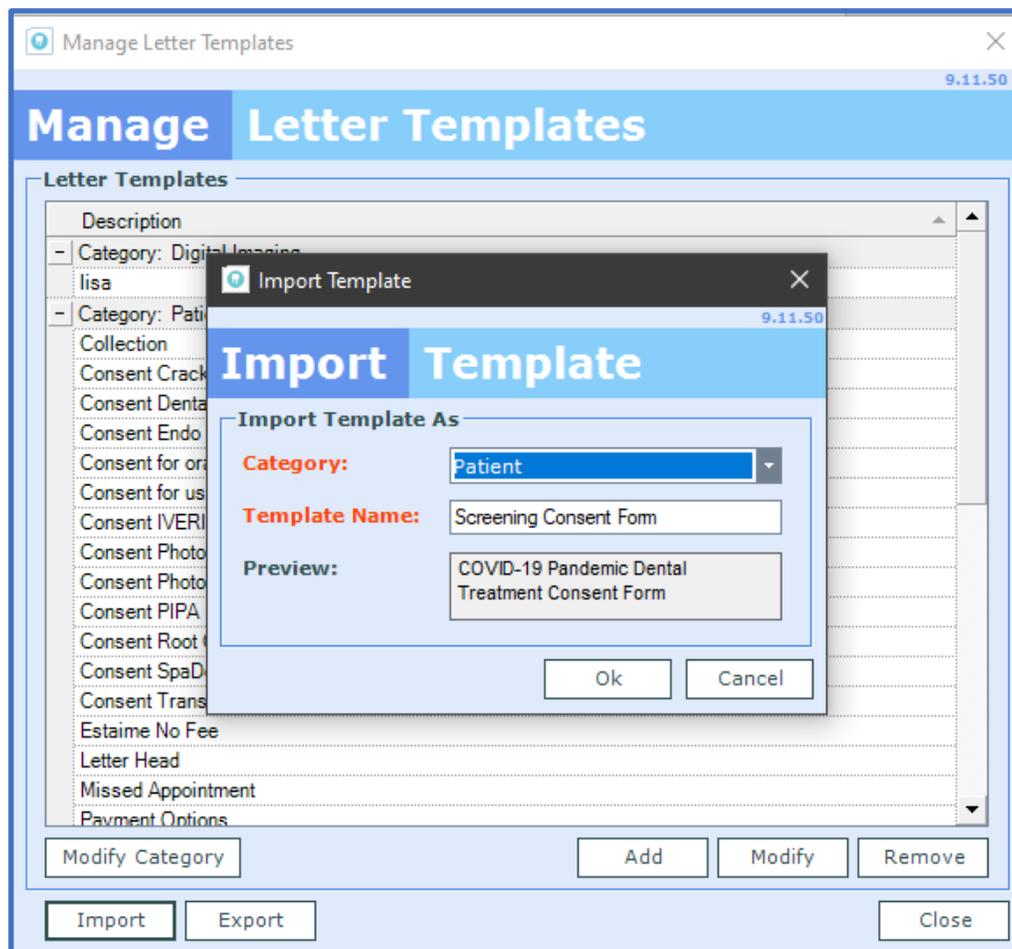
Click on the **Import** button and browse the computer for the location of the downloaded document template. Unless you specified a specific folder, typically these files will be in your Downloads folder

Highlight the document file and click **OK**

ClearDent will show you a list of the imported file(s) and then you will be prompted to select the Document Category and rename the file if desired.



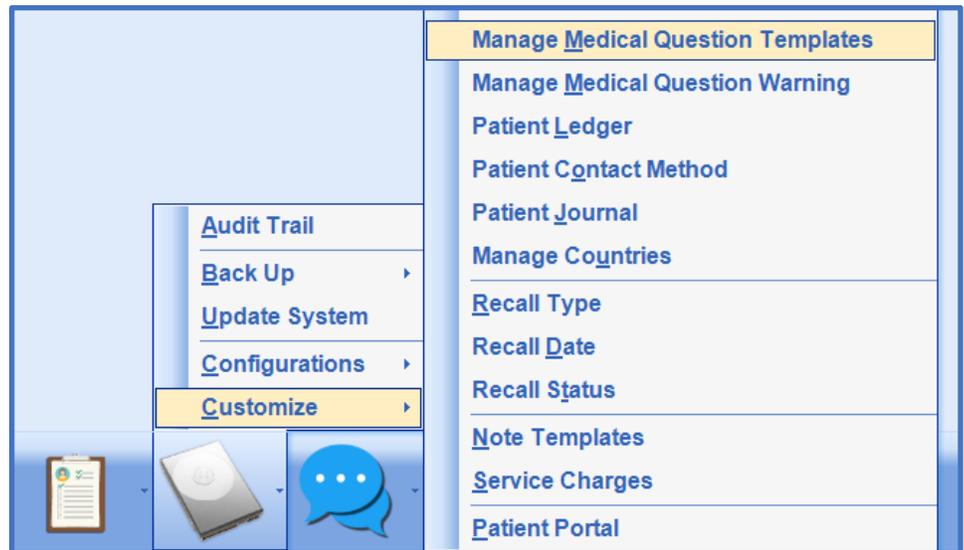
The document template will now be available in your list of letter templates for use in the office or to send to your patients via Patient Portal.



To import a Medical Questionnaire form, follow the same download steps as above.

Once downloaded and saved to a file on your local computer, go into ClearDent's main screen and select the **System Menu** (Hard Drive icon)

Select **Customize** → **Manage Medical Question Templates**



Click on the **Import** button and browse to the location of the downloaded/saved file. Unless you specified a specific folder, typically these files will be in your Downloads folder.

Only one medical template can be imported at a time. To import multiple forms, please click on the Import button again for each template you wish to import.

You may wish to rename the template and can do so once you have imported the file.

The new medical form template will now be available in your list of medical questionnaire templates when you attempt to ADD a form to a patients file on their medical tab.

