DCS DENTAL CLAIM SUPPORT

DentalClaimSupport.com

Getting Started with DCS

IT setup checklist

Hello from the IT Team at DCS! We're excited to start working together. Your equipment should be on the way to your office. To make the setup process easy, here's a checklist with a few important details and action items.

1. **Login details:** Username for the computer is DCS. Password is dcs12345.

2. **Please do not change the name of the computer,** or add any additional programs except what is necessary, e.g., dental software, imaging software etc. If any other changes are needed, please reach your IT contact below.

3. **Please create a user account within your practice management software**, with the username DCS or something similar. Please grant privileges to allow your DCS team member to:
   a. Create, delete and edit adjustments
   b. Post and delete insurance payments
   c. Delete procedure codes when resubmitting corrected codes
   d. View schedule
   e. Edit patient information
   f. Access radiographs

   This pre-orientation video walks you through each of these steps, to help finish the setup process as quickly as possible.

4. **Please provide your most current and up-to-date usernames and passwords** to insurance portals/websites before orientation.

5. **If your IT company needs to put our computer on your domain,** please have them contact us to make sure that we have the correct access and permissions.

6. **We will also be asking for an email address to set up a Dropbox to receive your scanned copies of checks and EOBs.** This email address simply provides the username that Dropbox requires. We don't need access to the email inbox. Please set up an email not previously used with Dropbox.

We look forward to serving you with expert revenue cycle management support.

Your IT Contact at DCS is:

Keith Sathe -

912-250-5482

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