Opendental P: 503.363.5432 F: 503.485.5202 E: conversions@opendental.com

General Conversions

Review this document, sign below to acknowledge you understand it, then scan and email it to a conversion specialist with the Pre-Conversion Document before the final conversion.

FEES FOR A CONVERSION	
Test Data Conversion	FREE
Final Data Conversion	Varies (usually $800)
Conversion of Scanned Documents and Patient Pictures	$500 - $2000 (See Image Conversions)
Open Dental Support (basic)	$169 per month per location or office (up to 3 providers)
Online Training	$50 per hour

Other Products or Services to Consider

- Digital imaging / x-ray software
- Clearinghouse / NEA Fast Attach
- Credit card processing
- eServices
- EHR Incentive Program
- Automated reminders, online scheduling, etc.
- Insurance benefit information
- Other supplemental services

**** Have your x-ray solution in place by your final conversion date ****

What IS converted?

For a breakdown of all items converted for each software application, see
http://opendentalsoft.com:1942/ConversionList/ConversionList.aspx

What is NOT converted?

* **We do not convert x-rays.** You need to identify a new x-ray solution. For a list of digital imaging programs we bridge to, see Program Bridges.
* **We usually do not convert claims or preauthorizations.** You must manually enter outstanding claims prior to billing in Open Dental.

Additional Information

Hygiene appointments: After setting up providers and operatories, run the Update Provs on Future Appts tool. This will update the provider and hygienist on future appointments to match the operatory's scheduled provider and hygienist.

Right-click on an operatory and select Update Provs on Future Appts. Do this for each operatory.

Income transfers: Open Dental associates payments with individual patients who had work done. This can result in individual family members having offsetting negative and positive balances, even if the family balance is 0.

- **For family balances that are 0 at the time of conversion** we automatically create conversion payment transfers to make patient balances 0. (We do this so you don't have to manually transfer amounts). A line item will show in the account. These payments will also show in the Production and Income report if the date range includes the conversion date, resulting in inaccurate numbers.
- **For family balances that are not 0 at the time of conversion** (they show on the Aging of A/R report), we do not create automatic conversion payment transfers. Instead, your staff will have to manually create income transfer payments as payments are made and family balances reach 0. This will reallocate the funds among family members and providers so individual balances become 0. Make sure to back date these income transfer payments to the date of the conversion so they do not affect reports. See Income Transfers.

Adjustment to Insurance Benefit: For each patient with insurance, add an adjustment to insurance used to reduce the benefit remaining amount (Adjustments to Insurance Benefits on the Edit Insurance Plan window).

Reports: Do not run reports in Open Dental for historical information. Run historical reports in the old software through the conversion date. Open Dental reports will accurately reflect information entered the day after the final conversion and forward.

By signing below, I acknowledge that I understand what data is / is not converted from to Open Dental. I also understand my practice's responsibilities after the final conversion.

Print Name, Job Title _____ Signature _____ Date _____

Practice Name _____ Doctor Name _____ Phone # _____