DentalRx Customer Guide

Dental Lab Contact Details

Name: Dental Technology Studio

Phone: 772-249-5479

Email: dentaltechnologystudio@gmail.com

Website: www.dentaltechnologystudio.com

DentalRx Link: https://dentaltechstudiodrx.dynalias.com/drx/

DentalRx Customer Instructions

DentalRx is an online customer portal available from our website that provides for entry of prescriptions to our dental lab and related services. The information you enter will be sent directly to our case management database in a secured encrypted transmission. This document will detail the process and actions available for DentalRx. If you need additional assistance, please feel free to contact us by telephone or email.

Registering for DentalRx

Access the DentalRx customer portal by going to our website: **www.dentaltechnologystudio.com**

When you access DentalRx for the first time, you will need to register your account. To do this, simply select the "Register" button. You will then need to enter your email address and a password to login to DentalRx. The password must be a minimum of 6 characters in length. The email address will be your username for subsequent entries. Please make note of your password and store it in a secure location.

Select "Create User" and your DentalRx account will be created.   A verification email will be sent to the address you have entered.

Before you can access your account, you will need to verify your email. Login to the email account you registered and select the email sent from DentalRx. Simply select the verification link and you are all set.

After you have successfully registered and verified your account you will not be able to login right away. Dental Technology Studio will need to verify your account on our end. Please allow 3-5 business days for us to enable your account. If you have any questions you can contact us by telephone or email.

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Logging into DentalRx

You can reach DentalRx by going to our website here: www.dentaltechnologystudio.com

You can also access DentalRx with this link: **https://dentaltechstudiodrx.dynalias.com/drx/**

Enter your username (your email address) and password to log into DentalRx.

If you login and get a warning message that your account is not activated, please contact us by telephone or email.

Using DentalRx

DentalRx provides you with a number of services. These are listed as tabs at the top of the webpage. These functions are the following:

1. Rx Entry (Submit new cases/prescriptions to our dental lab)
2. Rx History (View your order history)
3. Preferences (Submit your various preferences for how you like certain procedures to be performed)
4. Request Pickup (Enter a request time and case identification/patient name)
5. Send Message (Send our lab a message)
6. Change Password (Change your DentalRx account password)

Rx Entry

Rx Entry is the main function of DentalRx. This tab will allow you to submit new cases/prescriptions to our dental lab. Follow these steps to submit a new case:

1. Select "Rx Entry" tab and select "Click here to create a new Prescription". You can also Review previous cases you have submitted here. Find the corresponding case patient and select "Review".
2. The first thing you want to do is enter all of your general case details. This includes:
   - Patient Name or ID
   - Patient Age
   - Patient Gender
   - Tooth Number(s)
   - Shade
   - Requested Return Date
   - Also indicate if the case is a remake, adjustment, or if you would like us to call you.
3. To make things more convenient, you can also attach electronic images or files and documents for the case you are submitting.
4. Select Procedures: This drop down list contains the various procedures for your selection. Note that by entering just the first characters, you can zoom to the first match in the list. You can also

use your mouse on the scroll bar to move quickly in the list. If you have any questions please contact us**.**

5. Select Enclosures: Select any enclosures you will be submitting to our lab.
6. Notes: Enter in additional notes/instructions for the case you are submitting.
7. You can then choose to save the case and send it to us later, or send the case immediately to us.
8. After you submit the case, you can get a PDF (Adobe Portable Date Format) copy of the prescription corresponding to the Rx Entry. This can be printed to accompany case materials being sent to the lab.
9. Please save a copy of this for your records. If you wish, you can save multiple copies for your patient file, offsite storage, etc.   You can also view and/or print this PDF at any time by going to the Rx History tab.

Rx History

Here you can review all the cases you have submitted to us. You can limit your search by:

- Patient Name
- Case Status
- Range of Requested Dates
- Range of Ship Dates.

You can also download PDF's of the prescriptions for the submitted cases if you would like to keep a digital copy stored locally on your computer for your records.

Preferences

If you have specific preferences/instructions for how certain procedures are done, you can use this tab to make sure we know what they are. These will be stored in your name in our database for reference when producing your cases. Simply select the corresponding department and enter your preferences. If you have any questions, please contact us.

You can also use this tab to review and/or edit your preferences at any time.

For instructions specific to one case, enter these in the Notes field for the Rx Entry of the case.

Request Pickup

To request a local pickup, please enter the date and time and a case identification such as a Patient Name.

Send Message

You can use this tab to send us a message directly to our email. You can also contact us directly.

Change Password

If you wish to change your password to login to DentalRx, you can do so here.

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