



## KODAK Back-Office Software

You look after your patients, we'll take care of business

PracticeWorks

Exclusive Makers of **Kodak** Dental Systems

# We mean business

**KODAK Back-Office Software is designed specifically to help you become more business-efficient. In today's financially driven environment it's important, when running your practice, to ensure that you maximise income potential and gain the rewards you deserve whether they are financial, lifestyle or both.**

## How ready are you for business?

You'd think the things that make a business successful are obvious: a good product or service, a loyal customer base and, a knowledge of your current situation and where you want to be in five years time.

However, many businesses struggle because they fail to see the wood for the trees. You need to consider your staff, your patients, your suppliers, the equipment, the materials and the building. Opportunities can be missed and danger signs ignored because the information often isn't easily available. Well it is now, in a format that is easy to understand and even easier to act upon.

Back-Office is completely tailored for the dental industry and comes ready for use. It also works with a range of Dental Practice Management Systems, so you don't have to be an existing PracticeWorks customer to benefit.



## *Why would a practice need KODAK Back-Office now?*

*The funding landscape is changing within dentistry and NHS practices that were happy with the old "Item of Service" contracts are starting to live with new activity based contracts. Realising the long-term future implications of having PCT paymasters many are starting to reconsider their options.*

*The first choice used to be simple, go private. But for many this change isn't right and might even be unfeasible for others, for example, those in low income areas. The upshot is that Dental Practices have to start thinking like a business. You have to think about your income and outgoings, whether your NHS contract is delivering value or how much revenue can be derived most efficiently from your client base. Like any other business you need sound business intelligence and financial data to help you make informed choices.*

*KODAK Back-Office Software will provide all the financial information and Key Performance Indicators required by a dental practice, whether working in the NHS or private sectors, to review your performance and profitability.*

# Taking care of your business



## Staff Record

Your Practice will be able to create and maintain a record for all members of staff, not just the ones who require a Log-in ID. This means full personal records, including name, address, DoB, employment start and end date, bank details and emergency contact details can be maintained. Working hours of everyone can be recorded, as can absences from sickness or holidays along with the reasons for absence, and whether or not they should be paid during their absence.

## Payroll

Set up your payroll requirements in detail, stating the pay frequency and method of payment for each member of staff. Describe how partners, associates and hygienists are paid and how they contribute to the running costs of the practice.

The payroll module will provide a gross payment figure for each person, taking any holidays or sickness into consideration, which can then be sent to a payroll bureau if necessary.

Proof of payments, payment method and cheque number, if required, can be recorded along with National Insurance contributions and other deductions, such as pensions.

All this information will automatically update the Nominal Ledger and Bank Module. You will also be able to see a detailed dentist/hygienist breakdown report, showing the amount of work completed by the hygienist(s) for each dentist.



# Getting organised for business

## Purchase Ledger

Create purchase orders and enter invoices or credit notes individually or in batches, listing the items on each one with amounts still outstanding and due dates for payment. If this were to take up too much of your time we can actually arrange to do it for you. Create a list of creditors and suppliers with telephone numbers, full contact details and notes about each one. See at a glance the money owed to a creditor. On performing a payment run you will be presented with a list of creditors to be paid and their respective amounts. These can be marked as paid, the method used and cheque number. The purchase ledger will automatically update the Nominal Ledger and Bank Module.



## Nominal Ledger

With a standard list of dental practice-relevant codes and your additional personally-created codes, details will be automatically updated through the payroll, the purchase ledger and petty cash module. Other transactions and adjustments can also be posted directly. In addition to providing a trial balance for your accountants the Nominal Ledger can produce a profit/loss report and a practice balance sheet for the financial year.

## Bank

Mirroring any practice bank accounts held, the money paid out for invoices, petty cash and wages will be reflected in this module. You will be able to add payments made to the practice not recorded in the Dental Practice Management System (DPMS) e.g. Denplan subscriptions and NHS contract, and make note of any bank charges or interest payments received. Using the DPMS patient payments can be 'banked' and show totals for cheques, cash, credit cards and debit cards. This information can then be used to reconcile any paper or electronic statements received by the practice.



## Petty Cash

You will be able to choose how and where petty cash is credited from, create a list of reasons why money could be taken from petty cash, allow other users to record withdrawals and, reconcile the petty cash account whenever you want highlighting any discrepancies that may have occurred. Every time the petty cash is debited or credited the nominal ledger will be automatically updated. Cashing-up reports will also reflect money taken from the till to credit the petty cash account.

## Stock Control

Everything used at the practice can be listed along with the name of the preferred supplier and other suppliers. Each item can be given a base level which when reached will place that item automatically on the next order placed. Every time an item of stock is taken this can be recorded. You will be able to create a list of emergency drugs held in stock with their expiry dates and as these dates are approached reminders to replace that stock will be given. When deliveries arrive each item can be marked as received. Missing items can go on back order. Looking at the back order you will be able to decide whether to wait or to source from an alternative supplier. Of course when it's time to do a stock take any discrepancies can also be recorded.



# Business planning

## Reports

A number of reports will be generated automatically from all the data that's collected to help you see how your business is performing. These can be run for individual staff members or the whole practice and include:

- Number of referrals to a hygienist
  - Number of recalls sent each month by email, sms and letter
  - The average hourly rates, money taken and cost of running the practice
  - Chair occupancy
  - Number of new patients and reasons for choosing your practice
  - Number of patients who left your practice
  - Number of patients converting from one scheme type to another
  - Amount of time lost to DNA's and late cancellations and the value of this lost time
  - Amount of time spent on each type of patient scheme
  - Comparison of a course of treatments' value on alternate schemes
  - Individual activity reports detailing the hours available, number of patients seen, chair occupancy, value of treatment completed, value of treatment completed by the hygienist, payments received and amount of time lost to DNA's and late cancellations
- Percentage of turnover that was spent on laboratory bills and on dental materials
  - Value of private treatments completed on non-private patients
  - Percentage of revenue from private patient payments
  - Proportion of private work completed on all patients

The results can be displayed in a variety of ways, with summaries, trends, and comparisons (using NASDA data and with other Back-Office groups of practices).

In addition, graphic devices will help you see performance levels in certain areas at a glance. KPI reports will also quickly highlight any areas of business that need attention and improving.



# PracticeWorks

At PracticeWorks we understand what's vital to the success of your business. That's why we're dedicated to providing you with our outstanding assistance and support.

We want your practice to succeed with Back-Office software. Our expert trainers are available to help you and your staff acquire the knowledge you need to become productive quickly and keep things running smoothly. We offer a range of options, from on-site, classroom and web-based training, so you can choose the one that suits your schedule and your practice.



Help and support doesn't stop there. In addition to our usual product training and support we have teamed up with established dental accounting professionals which will enable us to offer you unheard of support. For instance you can have your monthly accounts checked by a chartered accountant on-line. Or if need be, we can input the data into Back-Office for you and present you with a set of management accounts each month on-line. We can also provide you with annual accounts and related business tax computations.

And if all this wasn't enough, we've teamed up with some of the most respected dental consultants in the profession and will be running seminars on business strategy, team dynamics, customers, systems and procedures and how to manage business information.

With an expanded customer service centre and a dedicated technical training programme PracticeWorks is ready to provide fast, authoritative assistance with any product questions you may have and with our business partners we can help you with your development, offering advice and guidance that will direct your business where you want it to go.

## Taking your business seriously

## ARE YOU READY FOR BUSINESS?

If you would like more information about KODAK Back-Office Software  
or to place an order please call **0800 169 9692**  
or visit **[www.practiceworks.co.uk](http://www.practiceworks.co.uk)**

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