

## How to complete the ADA Fees Survey from dental4windows

### Introduction

D4W's De-Identified data capture (DeIDC) function allows the direct uploading of de-identified fee information from your D4W system to ACA research, the survey company that conducts the ADA's Fee Survey each year.

This is a time-saving way to participate in the survey, as it means you don't need to enter your fee information into the survey manually. As no identifying information about you/your practice other than the state in which you practice is uploaded, it is a completely confidential process.

### Requirements

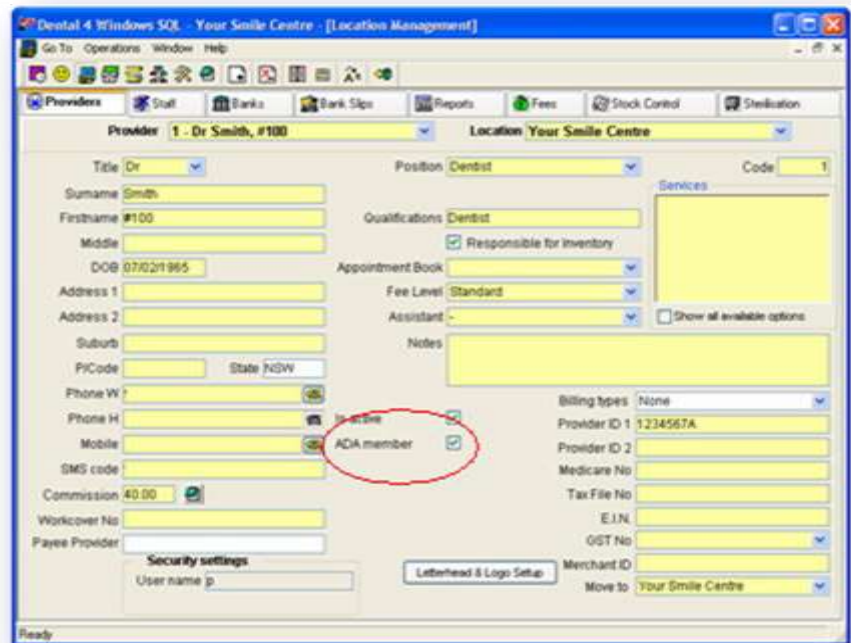
To use this facility for the purposes of the survey, you need to have D4W - V11 Build 1853 or later.

### Practice & Provider Setup

A) **First, check that you have entered the Postcode of the practice in Location Setup.** (Go To > Location Setup > Location Tab > Enter a Postcode in the relevant field if not already there.

B) **Second, in Location Management, check that the 'ADA member' box is ticked as shown for each dentist who is an ADA member.** (Go To > Location Management > Providers Tab > Select provider name > Tick the ADA member box on this page if applicable.

Repeat for each provider.



# ADA Fee Survey De-Identified Data Collection procedure

To provide de-identified fee data for the Fee Survey, you run a report (or reports) from the Reports Tab, and the data is automatically uploaded to ACA Research, the company collecting the data for the ADA.

## To run the report/survey:

a) Go To > **Location Management > Reports Tab > and select 'upload ADA DeIDC data file'**. Then double click or highlight and select the **Generate** button to open **Report parameters**.

b) In **Report parameters**, click the **Submit New** tab at the top of the page (see screen shot, on the right).

Report's parameters

Submit New | View Submitted

From: 29/06/2009 to: 29/06/2010

Location: D4W Test Centre

Location type: General

Customer Ref #: 1

Providers

- 1 - Dr Pao, Frank
- 7 - Dr Bouhabib, John
- 9 - Dr Nixon, Tom
- 10 - Dr Sales, New
- 12 - B, Simon
- 13 - Dr Dunne Dentist, H
- 14 - Dr Y, Y
- 26f - Ms Jones, Bridget

### **From: Dates will be inserted automatically.**

Location: Select from drop list if you have a multi-location practice management system.

### **Location Type: Select General or Specialist**

(NB: if you have a practice that has both generalist and specialist dentists working together, you should run the report twice, selecting General for one report plus the relevant providers, and Specialist for the second report, this time highlighting only specialist providers.

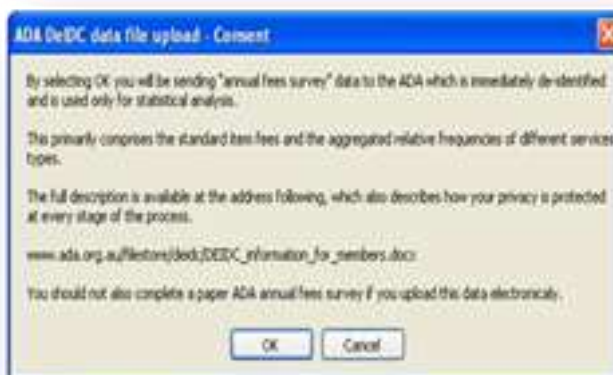
### **Customer Ref#: Insert your Centaur Software customer reference number.**

**Providers:** When the user starts the ADA DeIDC survey procedure, all Providers at the practice will be listed in the report's parameters (including Hygienists).

However, by default, Providers marked as 'ADA members' will be selected (highlighted in blue - see image on the right). **These are the only providers whose data is needed for the survey.**

The user can select or deselect Providers shown in the list. e.g. if two of three providers highlighted in blue are generalist dentists, and the other is a specialist, deselect the specialist, ensure General is selected under Location Type, and the click 'Submit' button when ready to proceed.

- c) **A message seeking your consent to continue with the data upload will appear (see below). Click the OK button if you consent (or click Cancel if you do not wish to proceed).**
- d) **If you need to run another report (e.g. to upload data for a specialist working in the practice, as in the example given above) repeat steps a) to c) ensuring that Specialist is selected under Location Type, and that only the specialist dentist is selected under Providers.**
- e) **Check your data was submitted successfully: Go to Report parameters: View Submitted. This will list any data uploads previously submitted successfully, and any that need to be resubmitted.**

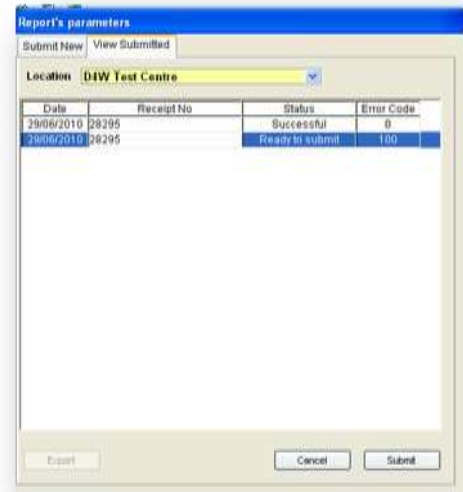


# ADA DeIDC survey possible errors

Error Code 100: Indicates a timeout error with the Data Collection server. Suggested resolution is to retry lodgement. Click on Submit Now button.



If still unsuccessful wait 5 minutes and try again. To resubmit later you must go into the View Submitted - Sub tab. Highlight the survey to resubmit and click on Submit button.



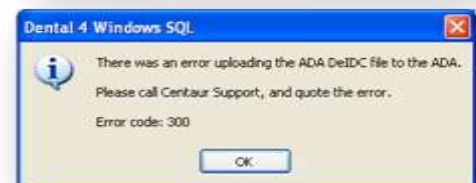
If still unsuccessful, error details should be forwarded to Centaur support.

The following 3 possible errors are technical. Please call Centaur Support and quote the error code shown in message:

Error Code 200: The Data Collection server was unable to extract any content from the request. Contact Centaur Support.



Error Code 300: The content in the request is not valid. Contact Centaur Support.



Error Code 310: The content in the request is valid, but failed verification. This indicates the DeIDC data does not conform to the specification. Contact Centaur Support.

