

## Activate & Submit ADA DeIDC Survey via D4W

De-Identified Data Capture (DeIDC) is the system which allows the direct uploading of statistical information from member's Dental4Windows<sup>sql</sup> (D4W) systems to the Australian Dental Association (ADA), eliminating the need for members to respond to the annual fees survey using paper forms manually.

- The paper survey can be inconvenient for members and time consuming for the ADA to process.
- It requires you to fill out a very detailed questionnaire manually, and then the ADA must data-enter it.

The security and privacy arrangements for DeIDC are identical to those for the paper survey. Names and personally identifying information are immediately stripped from the data on receipt.

- We collect names only for the purposes of 'ticking-off' members who have responded, and these are discarded and not imported into any database.
- The information we do collect is used only for aggregated statistical processing – ADA Article

## Location Setup

A postcode must be entered for each location of the database.

1. Go to **Location Setup > Location** tab
2. Select the relevant **Location** if applicable
3. Enter the **Post Code**

The screenshot shows the 'Location' setup interface for 'Centaur Software'. The 'Post Code' field is highlighted with a red box and contains the value '2010'. The form includes various fields for location details, owner information, and contact details.

Now viewing Location: Centaur Software		Default Location: <input checked="" type="checkbox"/>	
Name	Centaur Software	ID	1
Location Code	1		
<b>Owner Details</b>		Is active	<input checked="" type="checkbox"/>
Title	Dr	Tax File No	
Surname	McCavity	Medicare Prv No	
Firstname	Phil	Group Emp No	
Middle		ACN	
Qualifications		Company Name	Centaur Software
Address line 1	410 Elizabeth Street	Phone 1	1300 855 966
Address line 2		Phone 2	
Suburb	SURRY HILLS	Mobile	
Post Code	2010	E-mail	
State	NSW		
Departments		Services	

## Provider Setup

All providers involved in the ADA survey must be recognised as an ADA Member in D4W.

1. Go to **Location Management > Providers** tab
2. Place a tick in the **ADA member** box
3. Repeat for all providers to be included in the survey

The screenshot shows the 'Providers' tab in the D4W software. The form is for a provider named 'PM - Dr McCavity, Phil' located at 'Centaur Software'. The form includes various fields for personal and professional information. The 'ADA member' checkbox is highlighted with a red box, indicating it should be checked. Other fields include Title (Dr), Surname (McCavity), Firstname (Phil), Middle, DOB (00/00/0000), Address 1, Address 2, Suburb, P/Code, State, Phone W, Phone H, Mobile, E-mail, SMS code (PM001), Commission (40.00), Workcover No, Payee Provider, Position (Dentist), Qualifications, Appointment Book (Dr Phil McCavity), Fee Level (Phils Fees), Assistant (13 - Smith Rose), Notes, Billing types (None), Provider ID 1 (1234567A), Provider ID 2, Medicare No, Tax File No, E.I.N., GST No (My Dentist Pty Ltd, ABN 123456), HICAPS Merchant ID (654321), Prescriber No (123456), and Security settings (User name pm).

## Submit the Survey

1. Go to **Location Management > Reports** tab
2. Open **Upload ADA DeIDC data file**
  - a. **Submit New** sub-tab
  - b. **Location:** Select the location to base the survey on if applicable
  - c. **Location Type:** Select the type of practice
  - d. **Customer Ref #:** Enter your Centaur Software Customer ID
  - e. **Providers:** Select the Providers to include in the survey. Those marked as an ADA Member in the Providers tab will automatically select.

- f. Click **Submit**

Report's parameters

Submit New View Submitted

From 05/04/2023 to 05/04/2024 Submit Cancel

Location Centaur Software Location type General Customer Ref # 123456

Providers

2 - Dr Papadopoulos, Frank  
PM - Dr McCavity, Phil  
3 - Mrs Clean, Kate  
4 - Dr West, Sam  
5 - Dr Jones, John  
6 - Dr Smith, Tim  
HPM - Mr James, Liam  
KJ - Mrs Jones, Kathy

- g. Click **OK** to consent or **Cancel** to exit

ADA DeIDC data file upload - Consent

By selecting 'OK' you will be allowing your D4W PM system to package data on the standard item fees you charge for each survey item into an xml file.

The only data collected and contained in the file are the list of survey items, the most common fee charged for each (where applicable), and the D4W customer number of your practice.

This is sent to ACA Research, along with a second, separate report that lists only the names, location type and postcodes of the members who provided a survey response via their D4W software. This allows ACA to tick off members who have responded from the survey mailing list, so they don't get further reminders to complete the survey.

At no time after you select 'OK' will ACA or the ADA seek to identify which of the many survey responses received in this manner were submitted by you and your practice.

You should not complete an online ADA annual fees survey if you upload the data electronically.

OK Cancel

## **View Submitted Survey**

1. Go to **Location Management > Reports** tab
2. Open **Upload ADA DeIDC data file**

**View Submitted** sub-tab

**a) Date:** The date of the survey

**b) Receipt No:** The receipt of the survey submission

**c) Status**

**I) Successful:** The survey was successfully submitted

**II) Error:** See error reasons below

i)Error Code 100: Timeout error, suggest to retry submission

ii)Error Code 200, 300 and 310: Contact Centaur

iii)Error Code -9; Your data has been submitted successfully so ignore this error