



Northeast Delta Dental

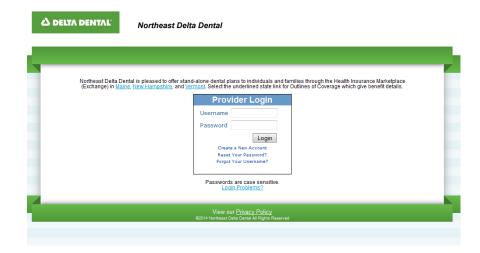
Getting Started with PreViser - It's EASY!

You will generally want to create a single account for a practice, even if there are multiple dentists. Each dentist in an office will use a single username and password associated with the practice to access the PreViser Oral Health Information Suite (OHIS).

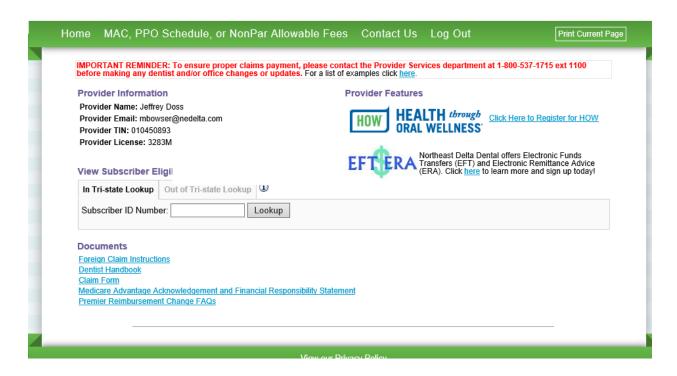
Step 1: Visit www.nedelta.com/Providers .



Step 2: Log in as a Northeast Delta Dental Provider



Step 3: Click on the link below to start the HOW® registration process:



Step 4: If you are a Northeast Delta Dental Participating Dentist, check the "Yes" radio button. If you are not, please call Professional Relations at 1-800-537-1715 for a license/referral code and instructions on how to get your free PreViser account.



Step 5: Fill out the form and click "Find my practice information". Note: if you have multiple office locations, you will need to register for each location separately. Have your state dental license number handy to complete the registration process.



Step 6: Click the radio button next to your name and then click "Submit."

Select the dentist and office that is registering					
Selec	First	Last	Practice Name	Address	Phone
•	Joseph	Goodde	Excellence in	1212 Main,	(555) 555 -
0	No matches				

Submit

Step 7: Complete the form by creating a username and password for your account, as well as providing your email address and state license number (required fields are noted). Accept the user agreement and click "Register".

Sign Up For Your Free Account Account Information: Licensed dentist first name: Joseph Licensed dentist last name: Gooddentist Practice Name: * Excellence in Practice Phone Number: (555) 555-Address1: 1212 Main Address2: Street City: Anytown State New Zip: 12345 Position of person creating account: General Dentist Email: * Confirm Email: * Account username: * For Account username: Please only use alphanumeric characters, underscores and dashes between 8 and 50 characters. No spaces. Account password: * Confirm password: * National Provider Identification Number (NPI): Primary Practice State: * New Hampshire State License Number: * End User License Agreement I have read and agree to the <u>End User License Agreement</u>.

Step 8: Almost done! An activation email will be sent to the email account you provided. When it arrives, just click on the link to activate your account:

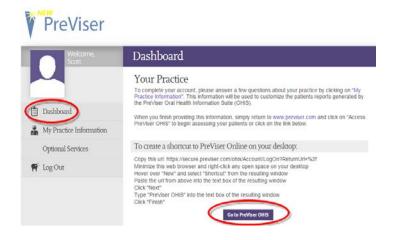
Thank you for using PreViser. Click here to visit www.previser.com/free to complete the Registration Process through My Account, and to view training videos at PreViser University.



Step 9: Log in with username and password you created in Step 7 above.



Step 10: At this point, you can start using the PreViser clinical Oral Health Information Suite (OHIS), by first clicking on the Dashboard and then clicking on the Go to PreViser OHIS button.



Step 11: When a new computer logs into the OHIS for the first time only, you will be asked to create an encryption key that will ensure patient privacy. It is very important that you do not lose your encryption key. This key keeps all your patients' information secure and Delta Dental/PreViser cannot retrieve this key for you. All computers in your office should use the same user ID, password and encryption key. Once you enter your encryption key, hit the Save button.



Step 12: You may want to bookmark or create a shortcut to the PreViser Oral Health Information Suite. The website address is https://secure.previser.com/ohis.

To create a shortcut:

- 1. Right-click on your desktop
- 2. Select New and the Shortcut
- 3. Enter https://secure.previser.com/ohis into the box
- 4. Click next and Enter "PreViser"
- 5. Click Finish

To create a bookmark:

- 1. Open your website browser (Firefox, Chrome, Internet Explorer, etc.)
- 2. Select Bookmark
- 3. Name the bookmark PreViser and hit Enter

Step 13: You are all set! It is a very good idea to view the PreViser University videos available at www.previser.com/free to learn more about the risk assessment tool and how best to interpret the risk assessment scoring.

Special Note: Some offices may not have operatory computers. If this is the case, and you would like a printed data entry form that can be filled out in the operatory, then taken to a computer in the office for entry, you will find these forms in PreViser University in the "Sample Reports/Data Entry Form" section.

