

Practice Portal Instructions for Use

Adding a patient

- Access the ImplantSure practice portal
- Select Patient Management in the menu on the left
- Check "Show All" to check that the patient is not already listed
- Click "Add Patient"
- Complete all fields. Enter your practice file number for the patient in the field "Patient Number"
- Under "Option" please select the number of implants you have placed for this patient.
- Under "Start Date" enter the date the implants were placed
- Save the record
- To export a full list of your patients to Excel please follow the patient export process

Submitting a claim

- Click "Submit Claim" in the menu on the left
- Enter the full name of the patient
- Under message, please write as much information as you can about the case referencing documents that you will add in the next step. It is important to identify the implant in question by tooth number (Please use FDI notation).
- Please attach the pre and post operation x-rays or scans
- Please also attach a screenshot of relevant notes you made at the time of the implant placement
- Please also attach a photograph or x-ray of the implant in its current state.
- We will contact you directly if further information is required