DynaFUSION DIGITAL Rx SYSTEM

This is a quick overview of DynaFusion Digital Rx System. We recommend reading or watching each tutorial for a more detailed look into the system if you have having issues.

TO ACCESS ALL OF DYNAFLEX®'S ONLINE CAPABILITIES YOU MUST FIRST LOG INTO YOUR ACCOUNT.

• "Log In" is located on the top right corner of the DynaFlex® home page.

• Use the same user ID and password as you would for your DynaFlex® portal. If you have not set up your online access, you will need to register on the log in page and a user ID will be created for you within one business day. You will then be able to create a password and log into your portal and the DynaFusion digital Rx system.

CURRENT CASES

"Current Cases" displays all cases you have submitted through the DynaFusion Digital Rx System. From this page you can view the status of each case as it moves through the system. You can sort your cases using the column headers, view how many records you see per page, and search using the search bar at the top of the page.

• To search you can type the patient's name.

• Displayed you will see the Order Date, Item (Type Of Appliance), Patient Name, Status Of The Case, Details and PDF.

• Selecting "VIEW" under the details column will take you to the Rx Form itself. *NOTE: You can not make changes to the form unless the case is in ISSUE! Status (View "Status Definitions" Tutorial for more help).*

• Selecting "VIEW PDF" will allow you to view the "Work Order PDF" which is a summary of your case that you can save or print to keep for your records. Once the case is listed as "approved" under the status column, you can then view the latest version of the order summary by selecting "View PDF".

WHAT'S ON THE WORK ORDER PDF?

The "Work Order PDF" will display your order number, your customer number, the patient name, doctor name with shipping information. On the left you will view a drawing that was submitted by your office. *NOTE: This drawing can be added/altered as needed by the DynaFlex® design team.*
The design details written out in the middle as stated from your submitted Rx.
You will also see a time stamp on the bottom of the page indicating the date and time the case was submitted as well as approved by the DynaFlex® design team.

CASE HISTORY

Once cases are completed and shipped back to your office, the case will be moved to Case History. This tab is located on the left of the page, underneath the current cases tab. From here you can view all of your previous cases that were submitted through the DynaFusion Digital Rx System.

See Page 2 For Additional Information...

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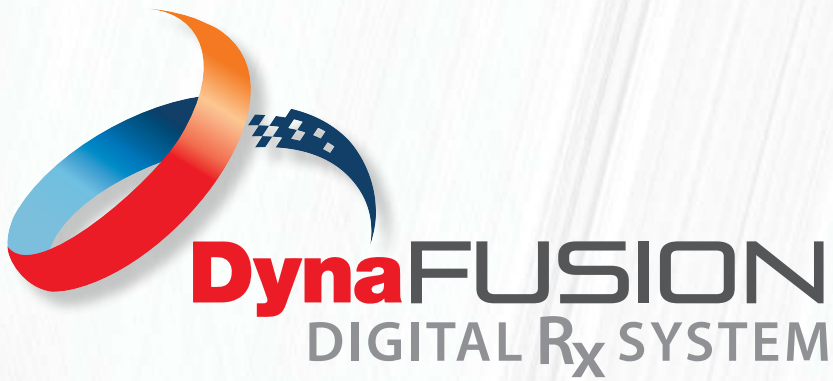
CREATE NEW ORDER

- From the "Create New Order Tab" you will choose the Rx that best fits your appliance request.

- You can start the prescription from scratch or from a template. Starting from scratch will allow you to fill out and complete a blank Rx for submission.

- If you, or a DynaFlex® team member, have set up custom templates you may select this option and select from one of the saved templates in the list. Once a template is selected, complete the information necessary for the specific patient. Please make sure to adjust the template as needed based on your patient's treatment plan and anatomy. *(See more on templates below).*

WHAT IS A TEMPLATE:

- A template is part of the DynaFusion Digital RX system. Templates are pre-saved, Rx forms. In most cases, especially if created by the DynaFlex® Design Team, these template are based off of your DynaFlex® "Master Prescriptions" that we have saved in our database. By saving your standard preferences, you will save time filling out future Rx forms. Simply select the template and add the patient's information as well as any customizations needed for the appliance and submit your case. Drawings are also saved to templates. Drawings may be completed by you, your staff or the DynaFlex® design team.

CREATE/MANAGE TEMPLATES

- From the "Create/Manage Templates" tab you will see all of your saved templates created by you, your staff, or the DynaFlex® Design team.

- To create a new template, select "create new template" on the top, right hand corner.

- From here you will select the Rx form that best first the template you wish to create.

- You will have access to edit this template as needed, or save as a new template by editing/changing the name of the template. *NOTE: See more on this in the "Creating A New Template Tutorial)*

- You may also save a template from any case you are working on by selecting "Save A New Template". This option is displayed and available on all Rx forms.

- DynaFlex® design team may make necessary changes to the drawing at any time as needed.

DynaFlex®
www.dynaflex.com

NEED FURTHER ASSISTANCE?

Email: **info@dynaflex.com**
Call: **800-489-4020**