# Go Enlive: Paperless Forms for New Patient Paperwork

1. In order for Enlive to write into Dentrix, it must be installed on whichever workstation you are trying to use it from (you will see it in the bottom right, by the clock). You can access the web portal online from anywhere but patient forms will only download into dentrix when done on a computer with both dentrix and the enlive desktop app. Here is the enlive installer link for the workstation:
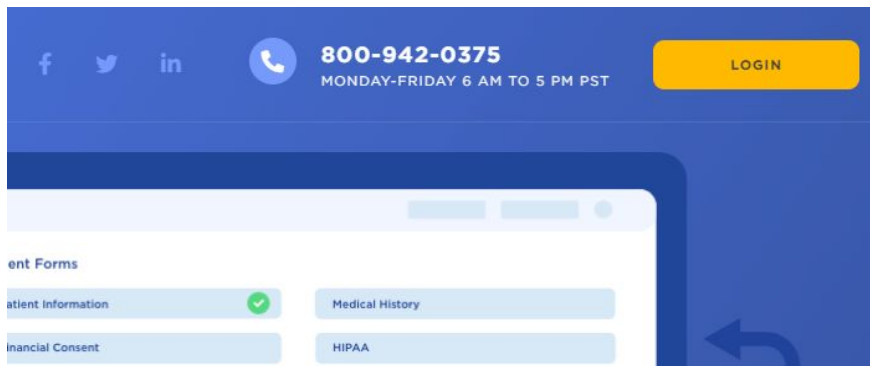   https://www.dropbox.com/s/6mtx586gqxbiwo3/PY3-EnliveDental.WebSetup.exe?dl=0
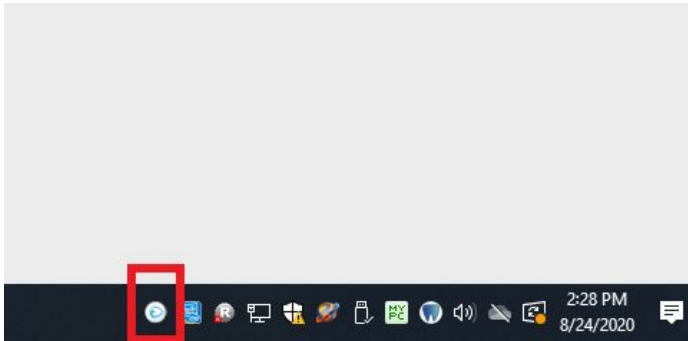
2. The portal is accessed through the LOGIN link at the top of the screen at https://www.goenlive.com/. After logging in, feel free to bookmark this page for easy access later.
   Username: frontdesk@penroddental.com
   Password: enlive123#

3. Forms: All the forms we have built are listed on the left. The right side lists the "Packets" which is where we will get the forms that are ready to send to patients. The packets allow us to put multiple forms in one link if needed (like for New Patient Paperwork).

4. Sending Forms
    a. Sending New Patient Paperwork
        i. The new patient forms are currently on the website under New Patient Information and the link also goes out in our Lighthouse messages to new patients.
        ii. If you needed to send the link directly to a patient, click on the green link image (public packet link) on the far right of the PDC New PT Forms. Copy the link and you can send it by text or email to the patient.
    b. Sending Consent Forms & Health History for Updating
        i. Click on the green link image (public packet link) on the far right of the form you want to send. Copy the link and you can send it by text or email to the patient.
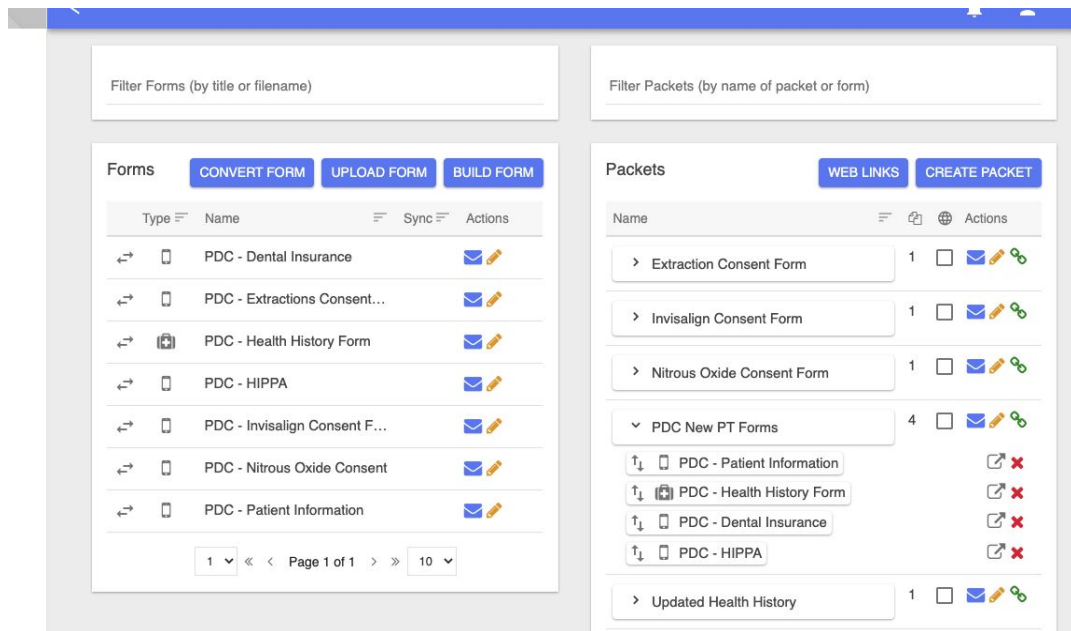
2. Once the patient completes their forms, you will receive an email notification about it. You can retrieve the forms by browsing to the "Web Forms" tab on the left side of the screen.
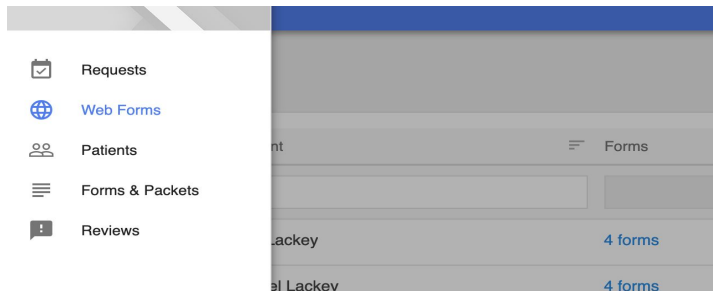
3. Download the forms by clicking the File Folder icon to the right of the patient's name. This will download a file that ends in ".pat".
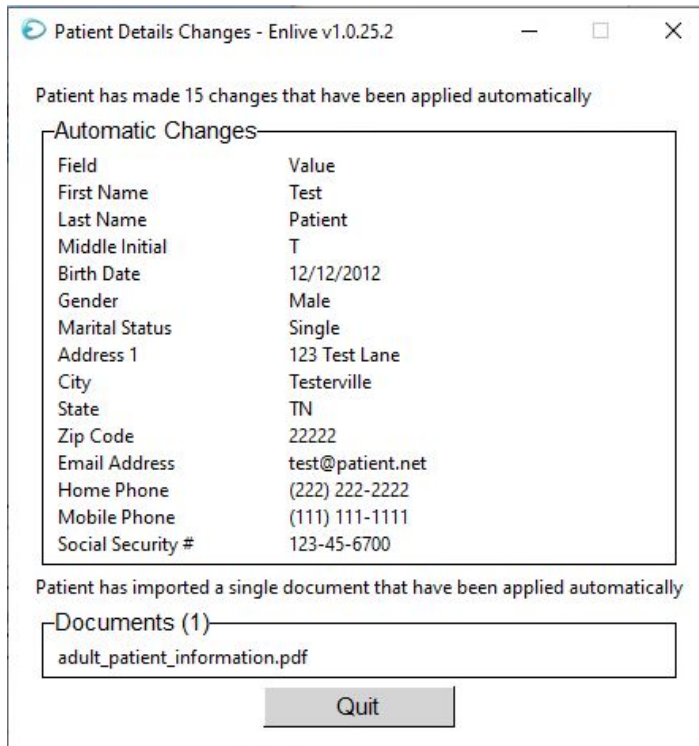

4. Open your .pat file, and you will see an Import Window appear. Open the patient's Family File in Dentrix, and click Import All. You will see the Enlive Paperless software get to work updating your patient's information.
    a. **A few things that do not automatically import & must be done manually:** referral source, and insurance information (because it must be verified)
   b. Currently, enlive also puts some "code" into the health history note for the patient so please delete that manually

5. All done! Finally, you should see a summary of the information that was updated and the forms that were added to the Document Center.

Patient Details Changes - Enlive v1.0.25.2 — □ ✕

Patient has made 15 changes that have been applied automatically

Automatic Changes

Field	Value
First Name	Test
Last Name	Patient
Middle Initial	T
Birth Date	12/12/2012
Gender	Male
Marital Status	Single
Address 1	123 Test Lane
City	Testerville
State	TN
Zip Code	22222
Email Address	test@patient.net
Home Phone	(222) 222-2222
Mobile Phone	(111) 111-1111
Social Security #	123-45-6700

Patient has imported a single document that have been applied automatically

Documents (1)

adult_patient_information.pdf

[Quit]

Using Enlive on the Ipad

Patients can also fill out forms on the Ipad in the office if they do not want to do it on their computer or phone. Of course we can always print forms for a patient as well, whatever they prefer.

1. Log into the Enlive app (username: frontdesk@penroddental.com PW: enlive123#) and select which forms you'd like the patient to fill out by clicking the checkbox to the left of the form name. They will show up in your "queue" Then click "start" and hand the iPad to the patient.
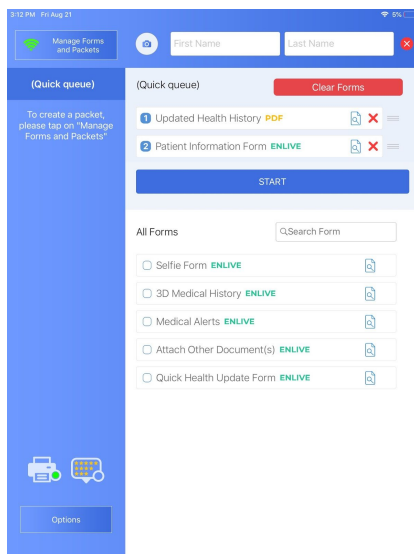
2. The patient will fill out the forms and then click "All Done" and hand it back to you. The Ipad forms will not write everything in Dentrix (hopefully in the future!) but you can choose to "Mail Documents to Office" (Frontdesk@gmail.com) in the upper right corner or send them to a computer (like airdropping) and import them right into the document center. Each computer in the front is named "Admin" and numbered. You can choose where to send it. Use the [Relay] choice if you are having any network issues. It will pop up on the computer, open the family file, and choose to import all. It will send the form to the document center but remember- YOU WILL HAVE TO ENTER THINGS MANUALLY FOR NOW WHEN USING THE IPAD.
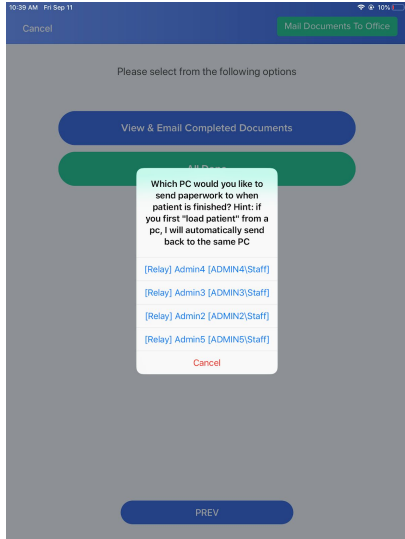
3. If you can't find a form after a patient filled it out, go to options on the left hand side at the bottom and scroll down to find "Patient Archive." All forms will be accessible there.
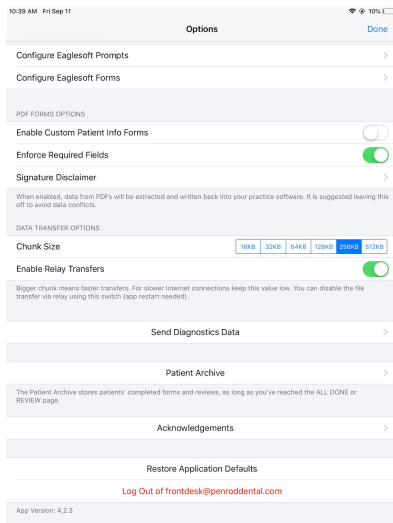
4. If you need to cancel out of a form after it's been opened for the patient you can click "Show Toolbar" in the upper right and then cancel the form.