



## **Components + Treatment Options + Add-ons**

### **Add-ons**

- Log into your AccepTx Pro account > Administration > Components> (Add-ons or Treatment depending on what you are adding or inactivating)
  - For ease of use, add all add'ons prior to adding or updating treatments
- Add-ons will be attached to each individual treatment on the Treatments tab

### **Treatments**

- Office only sees the Title; patient only sees Display to Patient and the Treatment Description
- Select age range
- Customize all the treatments
- Select add-ons; must be attached to the treatment to populate in the presentation to select
- Set default treatment duration – this can be adjusted prior to presenting if needed
- Set price levels
  - Recommended to add a \$1 price level to each treatment so if the treatment is ever below the standard price level, the office can select \$1 and increase from there
- If a treatment is ever set to inactive, go to the Active menu and switch to Inactive to be able to reactivate that treatment

### **Discounts and Specials**

- Based on the office discounts; can set up special discounts that expire if they are running a promotion or a limited time promotion

### **Prices**

This tab is most helpful when you are doing bulk changes, end of year increases, ect.

- All treatments are listed on this screen
- Edit price level name or dollar amount

### **Images**

Attach the pictures you would like to be options when you select a treatment option – this picture will display for the patient

- Rename images or reassign the treatments for which the images show