

# THE DENTIST'S GUIDE TO GOING PAPERLESS:

How To Finally Ditch the Clipboards & Cabinets



# 8 STEPS TO GOING PAPERLESS

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# Taking the Digital Plunge

It seems no matter which industry you are in, the goal of going paperless is on every manager's to-do list. As dental practices continue to find new ways to streamline workflows, boost efficiency, and reduce supply waste, it only makes sense to take a more digital approach to everyday operations.



While this all sounds amazing, you are probably keenly aware of the massive undertaking this transition can take. You want your dental team to easily manage patient data with just a few mouse clicks, but what are the benefits and challenges of going paperless? And, is the ROI worth the initial investment?

Adit understands why you may be hesitating to take the digital plunge, and this guide can help you understand how a paperless framework can impact your office.

# The Real Cost of Paper Vs. Practice Management Software

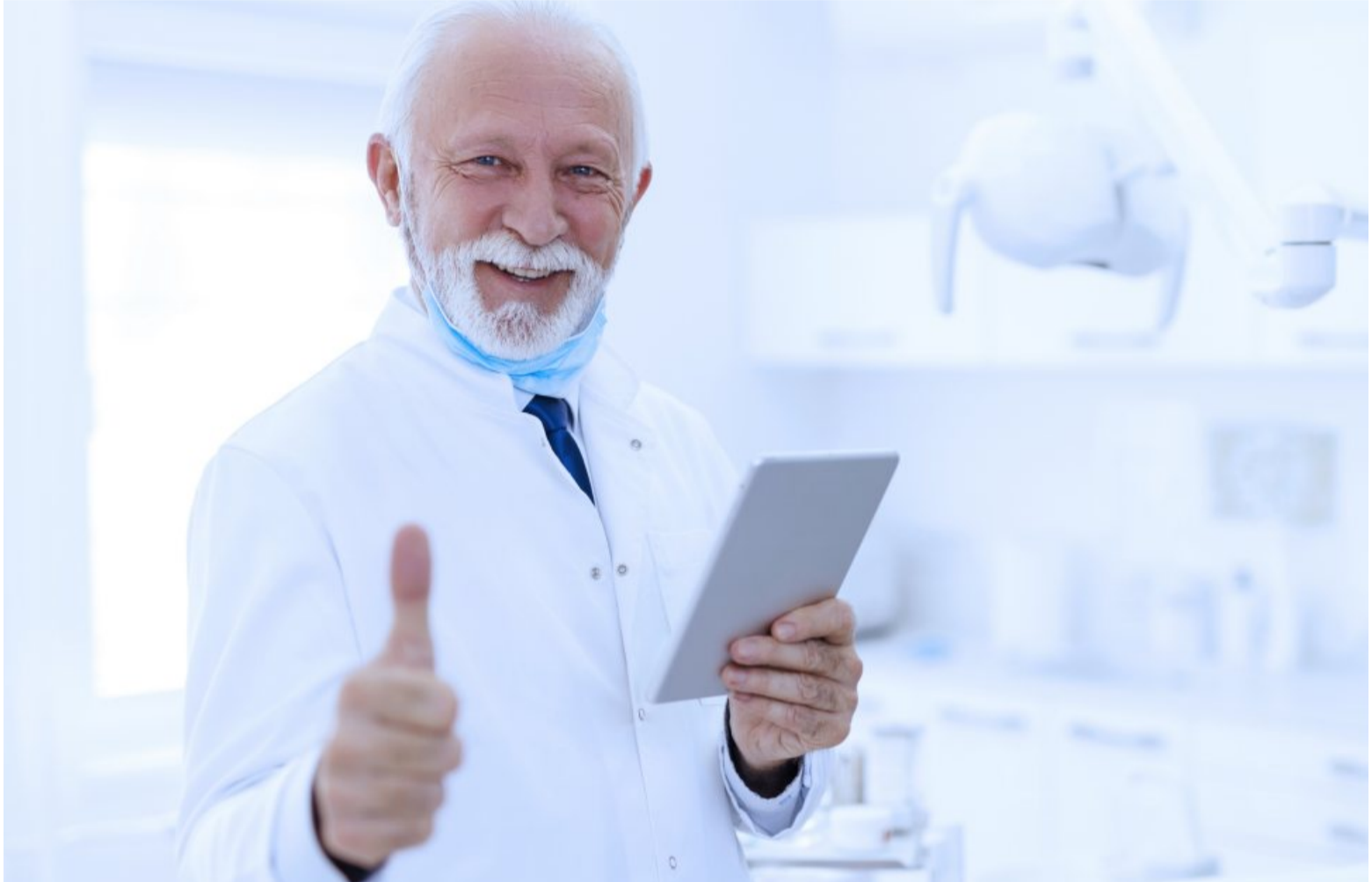


When deciding to go paperless or not, there are probably several good reasons you're considering this transition for your practice. One of the first thoughts that comes to mind is likely the cost savings of ditching supplies like files, printer ink, and paper for electronic [patient forms](#).

Another motivation behind becoming a paperless office is data security and ease of access to information. After all, what's the point of eliminating the need for traditional file-keeping if you can't centralize your data?

When determining if implementing an end-to-end practice management software with electronic form features and record-keeping is a good fit for your dental clinic, first compare the benefits and disadvantages of a PMS-based solution versus your current paper-based process:

# 1 Benefits



- ✔ Your office gets a fast return on its investment when it comes to time and money savings.
- ✔ Team productivity instantly improves because they aren't wasting time handling physical paperwork.
- ✔ [Online scheduling](#) and patient self-service portals create balanced and streamlined workflows for your dental team.
- ✔ Create a convenient patient care experience with features like [Adit Pay](#) self-pay features.
- ✔ Centralize communications between your team and patients.
- ✔ Provide a level of modernity that patients expect from dental providers.

# 2 Challenges



- ✔ The initial investment to create a paperless dental practice can be costly.
- ✔ Your team may find learning new digital processes challenging.
- ✔ Your team may still need to process some claims using traditional paper-based methods because not all insurers have caught up with digital practices.
- ✔ Despite EHRs being more secure than traditional files, they aren't impervious to hacking and ransomware attacks, which means investment in a reliable backup system.
- ✔ It can be hard to determine if third-party tech vendors like PMS providers, IT technicians, etc., are reliable and HIPAA compliant.

It's clear that when it comes to paper, less is best. If you're thinking, "we already have EHR to save on paperwork," you may not realize that your office is still hemorrhaging time, energy, and money despite making that transition. You need an all-encompassing strategy that addresses every aspect of how your dental practice operates. The first step usually begins with implementing practice management software like Adit to centralize communication, boost productivity, and drive growth.

Which brings up the question: what kind of ROI can one get from going paperless?

# The ROI of Going Paperless

The biggest draws to going paperless are reducing your office's carbon footprint and spending less on supplies. Consider the cost of your annual spending on items like paper, pens, or chart files. Then think of the time spent on the tasks necessary to purchase, coordinate and store these items. The expense can be staggering, ranging from as little as \$200 annually per employee up to \$1000, depending on usage levels.



This reality highlights how much further the ROI of going digital covers beyond your monthly supply orders. For example, Adit's practice management software, on average, helps offices reclaim up to 15 hours a week of lost productivity, creating upwards of \$12,000 a year in budget savings.

How is this possible? With features like online scheduling and automated appointment reminders that get delivered across communications your patients prefer. Sure, you can still send out those postcards each week, but is it worth the productivity spent on that task?

Why not save that effort for birthdays instead and let your PMS do the heavy lifting? Spend production time on operational tasks that drive growth and profitability.

# Ready to Trade Paper for the Cloud?

With the right practice management system in place, your team won't lose time on manual filing, and imagine the space you'll save not having multiple cabinets in the way.



Adit's practice management software has spent the past decade helping practices go paperless. We offer an end-to-end platform that is like having five solutions in one:

- ✔ We offer all the features and integrations you need to centralize your practice needs under one roof—from patient calls and scheduling to digital forms and patient recall campaigns.
- ✔ Practice analytics that tracks crucial metrics to keep your dental office competitive and on track for success.
- ✔ Award-winning customer care from dental industry experts that provide the latest support, tools, and information to help your practice succeed.

Learn more about how Adit can transition your dental practice into a paperless model that enhances your operations and creates better patient experiences. Reach out today to schedule your [free demo](#)!