Dentolize · Medicolize

Doctor

Your first week as a doctor

Day one in **Dentolize or Medicolize**: your appointments, the patient file, treatments, prescriptions and your earnings.

1. Your day on the Dashboard
2. Open the patient file and medical history
3. The chart and treatment plan
4. Encounters, notes and prescriptions
5. Quotations and lab orders
6. Upload files and X-rays
7. Your earnings

Log in and get the app

Log in	Open **my.dentolize.com** (dental) or **my.medicolize.com** (medical). Log in with your **email**, or click **Or login with username** and enter the **Clinic Login Name**, your username and password.
Forgot password	**Email login:** click **Forgot your password?** and use the link we email you. **Username login:** ask your clinic owner or admin to reset it in **Settings → Users**.
Mobile app	Scan to install. One app works for both Dentolize and Medicolize accounts.

App Store Google Play

my.dentolize.com ↗ my.medicolize.com ↗

1 Your day on the Dashboard

The **Dashboard** opens after you log in and shows your own appointments for the day. Each row has **Start Session** (1), the patient's name (2) and the appointment menu (3).

1. When the patient goes in, click **Start Session** (▶) next to the appointment: it becomes **In Progress** and the patient's **Chart** opens.
2. Click **End Session** when you finish: the appointment becomes **Completed**.

Dashboard ↗ Start and end a session ↗



2 Open the patient file and medical history

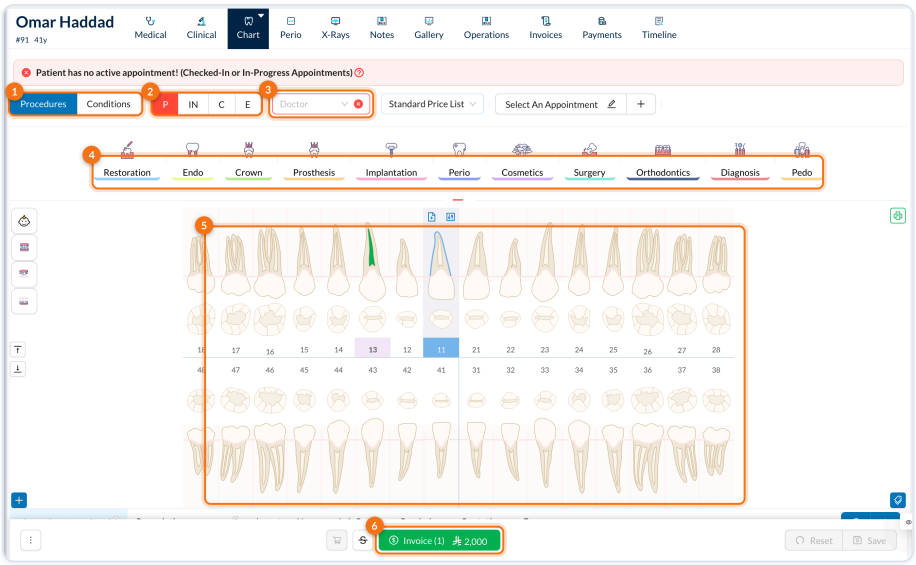
Click the patient's name to open their file, with tabs such as **Medical**, **Chart**, **X-Rays** and **Timeline**. Check **Medical** before you treat: alerts such as allergies turn the tab icon red and add a red **!** to the patient's appointments. Click **Save** after changes, then **Sign** for the patient's signature.

Medical history ↗ Timeline ↗

3 The chart and treatment plan

Add treatments on the patient's **Chart**. It follows your specialty: teeth for dental clinics, your own chart for other specialties. Choose **Procedures** or **Conditions** (1), set the status (2): **P** Planned, **IN** In Progress, **C** Completed, **E** Existing. Check the **Doctor** (3), pick a procedure group (4) and the area to treat (5). **Invoice** (6) bills the selected treatments.

Start a session and invoice ↗ | Chart in detail ↗

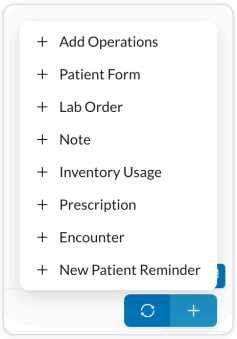


> **Tip:** One click adds a treatment, with no confirmation. Mark it **C** when done: this calculates your share.

4 Encounters, notes and prescriptions

Click **+** under the chart to add an **Encounter** (complaint, diagnosis, measurements such as blood pressure and weight), a **Note**, a **Prescription**, a **Lab Order** or a **Patient Form**. Each one is linked to the active appointment. For a prescription:

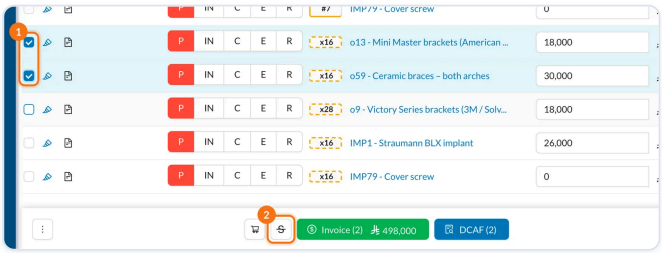
1. Check the **Doctor**, enter the **Medication Name**, **Dosage / Day** and **Duration (Days)**, then click **Add Medication** for each medicine.
2. Click **Create**, or **Print**.



Encounters ↗ | Write a prescription ↗

5 Quotations and lab orders

For a price estimate, tick the planned treatments (1), click the quotation button (2) at the bottom of the chart, then **Create Quotation**. The patient can **Sign** it, and you click **Invoice** on it when they agree. For lab work, select the treatment, click **+ → Lab Order**, choose the **Lab**, **Lab Item** and **Due Date**, then **Create**.

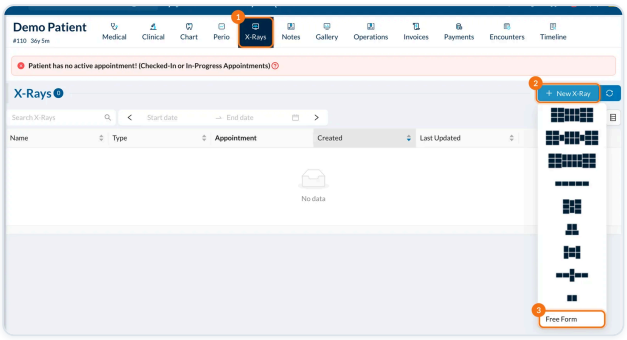


Create a quotation ↗ | Lab orders ↗

6 Upload files and X-rays

Open the **X-Rays** tab (1), click **New X-Ray** (2) and choose a layout or **Free Form** (3). Drag in the images and click **Save**. Photos and scans go in the **Gallery** tab.

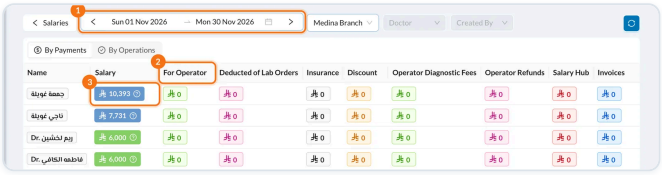
Upload X-rays and files ↗ | Files guide ↗



7 Your earnings

Go to **Analytics → Salaries** and choose one full month (1). **For Operator** (2) is your share of what patients paid for your treatments. **Salary** (3) adds fee shares, base salary and bonuses, and takes off lab costs, refunds and deductions. No **Analytics**? Ask the owner for the **Doctors** permission on the **Analytics** tab.

Doctor earnings ↗ | Salaries ↗



Your first-week checklist

- ☐ Log in and set your language and password
- ☐ Install the app and turn on the daily appointments summary
- ☐ Start and end a session from the Dashboard
- ☐ Add a treatment and mark it Completed
- ☐ Write and print a prescription
- ☐ Upload an X-ray or file

On your phone

- **Daily Appointments Summary**: your completed visits and tomorrow's first appointment (turn it on in **Settings → Account → Main → Show Notifications For**).
- **Clock in and out** for attendance from your phone.
- Get the notifications you choose, such as due **Lab Orders** and **Patient Reminders**.

Need help?

Search **docs.dentolize.com** first: most answers take under a minute. Still stuck? Message the support team in **System Chat** inside Dentolize or Medicolize, with a screenshot.

- Doctor's working hours
- Give a missing permission
- Change my password or language
- Upload X-rays and files

docs.dentolize.com/en/faq