

OD Professional Exiting OD Professional

After a long day of seeing patients, answering phone calls, scheduling appointments, receiving payments and / or processing insurance billing, you should exit OD Professional.

There are several reasons why you should exit OD Professional at the end of each day; including maintaining security of your patient's health records, increasing the reliability of your daily backups and verifying that all activities have been completed, while ensuring that you are providing flawless consistent patient care and service.

But, before exiting OD Professional, you should verify a few things:

- Are there any scheduled patients remaining on the ActionManager?
 - If there are any patients remaining on the ActionManager, are you waiting for additional information or do they need to be recorded as a No Show? Did you remember to reschedule the No Show appointment?
- Are there any invoices or orders not entered into OD Professional?
 - It's important to remember that all products and services sold to your patients should be recorded in OD Professional, so you don't forget later. Entering invoices is also important for recording any payments received.
- Are all payments recorded in OD Professional?
 - To balance the front desk drawer, all payments need to be entered into OD Professional.
- Are all OD Professional daily receipts and production reports printed?
 - Although Business Management Reports can be printed any time, its good business practice to print your receipts and production reports on a daily basis for review and future reference.

After verifying and resolving (if necessary) the above items, you should choose File → Exit to exit OD Professional. Although the Windows environment allows multiple ways of closing an application, we recommend that you choose File → Exit to exit ODPro.

Properly exiting is critical to your back-up operations. If you are running a scheduled backup, it's critical that OD Professional be exited on all workstations to prevent any data loss and improve the reliability of your daily backup of ODPro.

Please refer to the **OD Professional – Backing-Up OD Professional** job aid for additional information.