How to set up multi-codes in Dentrix

Learning how to set up multi-codes in Dentrix lets you group related procedure codes into a single entry. You can then add them to a treatment plan in one click. This guide shows you how to build a crown and buildup multicode, a bridge multicode, and an optional combined bridge and seat multicode in Dentrix Office Manager. It then shows you how to apply them to teeth in the Patient Chart.

Prerequisites

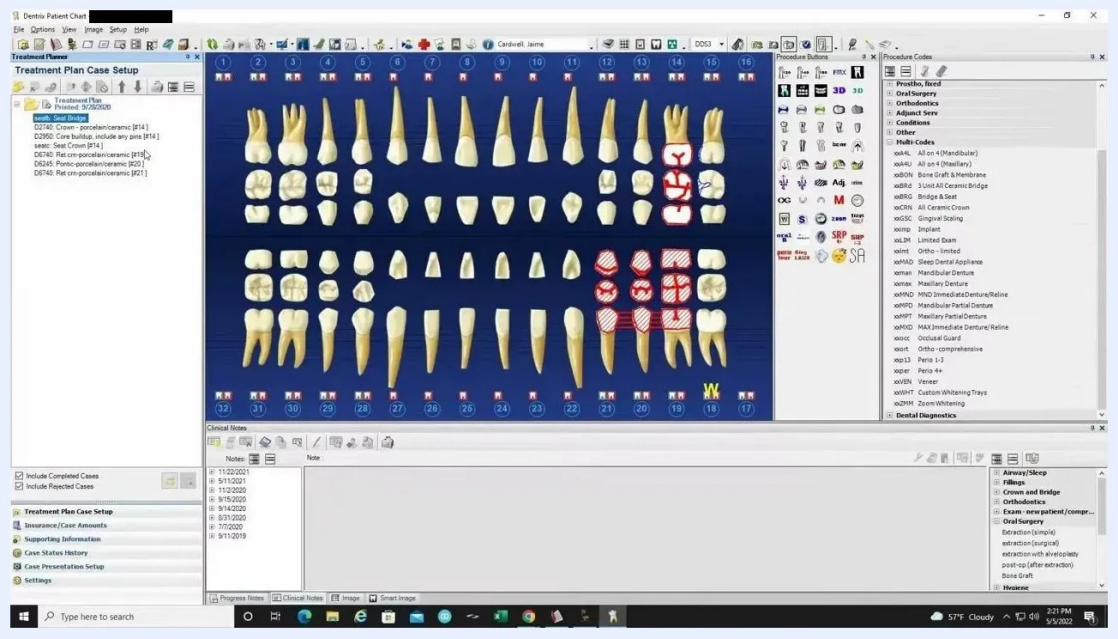
Before you begin, make sure you have the following:

- Access to the Dentrix Office Manager application and the Dentrix Patient Chart.
- A list of the procedure codes you want to group together.
- A custom in-office (dummy) code for seating the crown, such as seatC Seat Crown. Your office creates this code, so it may not exist by default.
- For the optional combined bridge multicode, a custom seat bridge code, such as xxcAB Seat Bridge.

When to use multicodes

Use multicodes for any treatment that requires multiple procedure codes or spans multiple appointments. Examples include crowns with buildups, bridges, and other complex restorative work. Multicodes group related procedures, which reduces manual entry and minimizes errors.

After you apply a multicode, the Dentrix Patient Chart shows all of its procedures. The dental chart displays clear indicators, and the treatment plan panel lists each procedure.



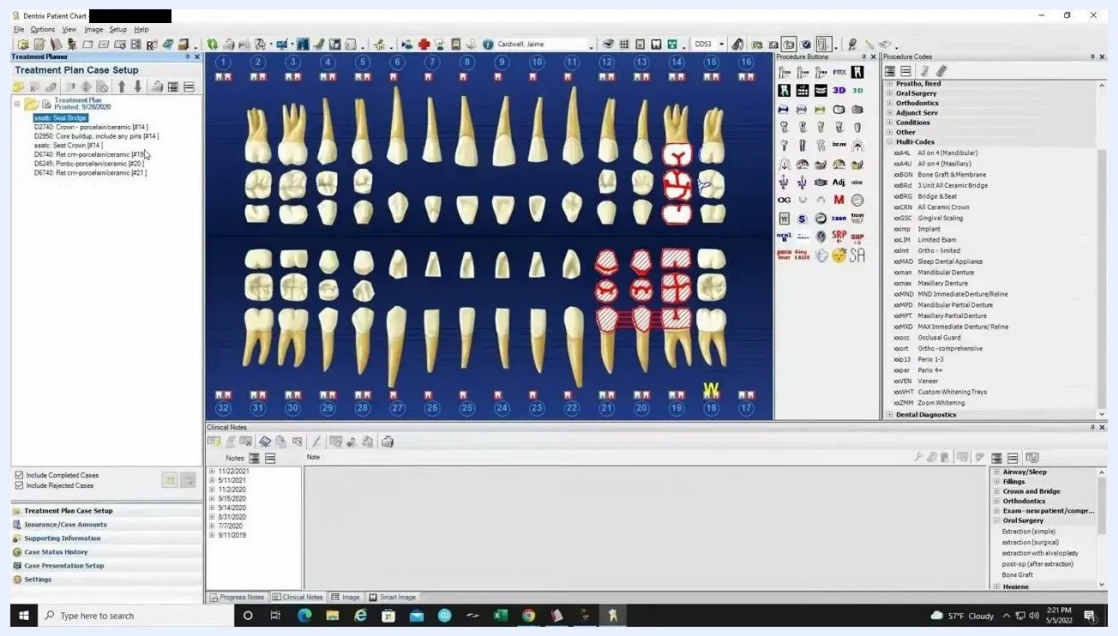
Dentrix Patient Chart showing multiple procedures and multicodes applied to various teeth, with the treatment plan list on the left and procedure codes on the right

Decide which procedures to group

If you are unsure which codes to group, start with combinations you frequently perform together. Typical multicodes include:

- Crown and buildup
- Bridge with retainers and pontics
- Multi-visit procedures, such as a root canal with buildup and crown

Review your practice's most common treatment sequences to find the multicodes that will save the most time.

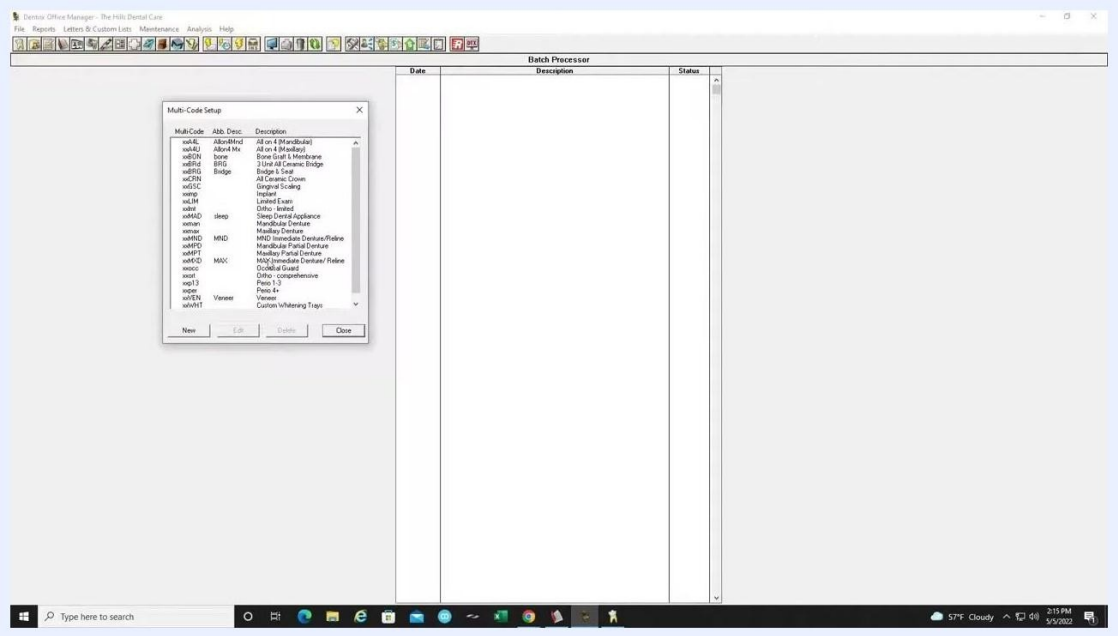


Dentrix Patient Chart with the procedure codes panel open, highlighting multicodes such as "Bridge & Seat" and "All Ceramic Crown"

Set up a crown and buildup multicode

Step 1: Open Dentrix Office Manager

Launch the Dentrix Office Manager application. Wait for the main window to load. The top toolbar displays menu options.

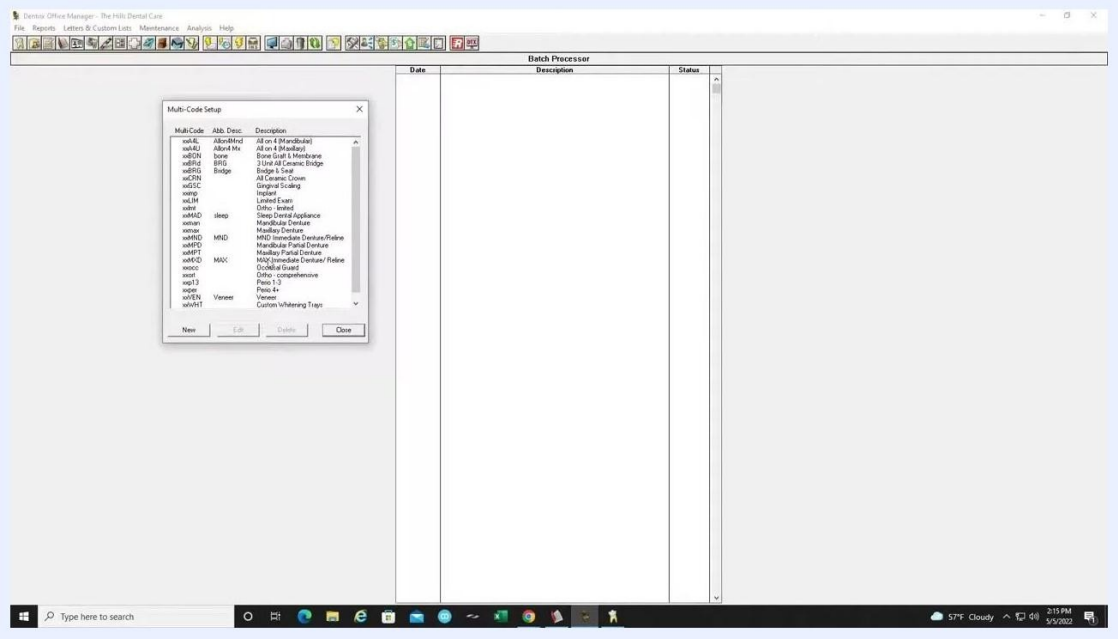


Dentrix Office Manager main window with the toolbar showing File, Reports, Letters & Custom Lists, Maintenance, Analysis, and Help, and a blank Batch Processor area

Step 2: Go to Multicode Setup

1. On the top toolbar, click **Maintenance**.
2. Select **Practice Setup**.
3. Click **Multicode Setup**.

The Multi-Code Setup window opens. It lists existing multicodes with the columns MultiCode, Abbr. Desc., and Description. Buttons for **New**, **Edit**, **Delete**, and **Close** appear at the bottom.



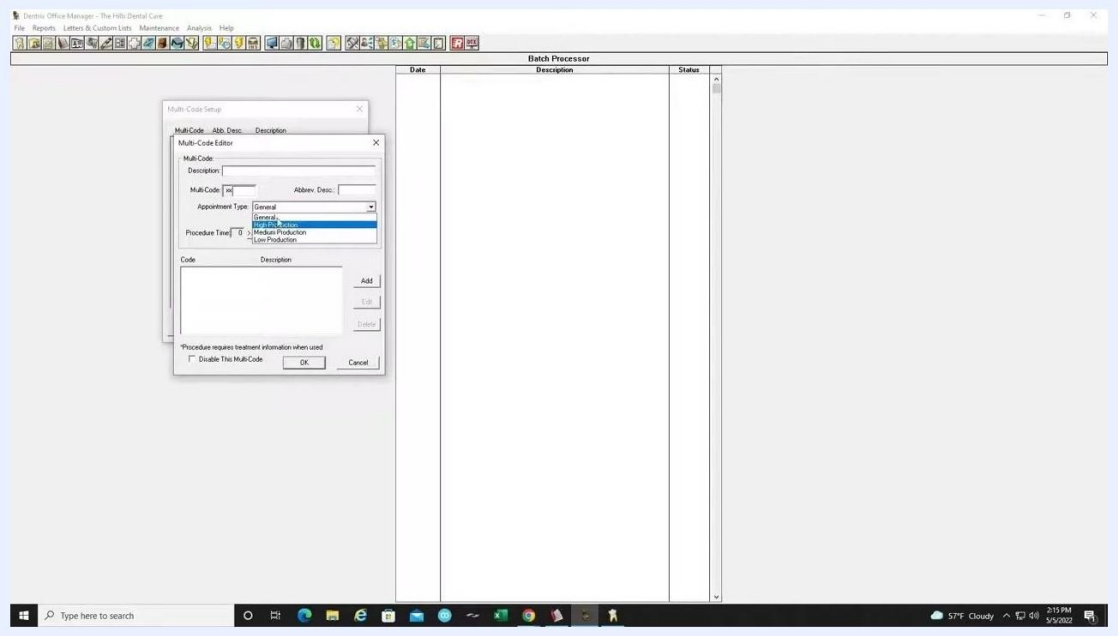
Multi-Code Setup window listing existing multicodes, with New, Edit, Delete, and Close buttons at the bottom

Step 3: Create the multicode and enter its details

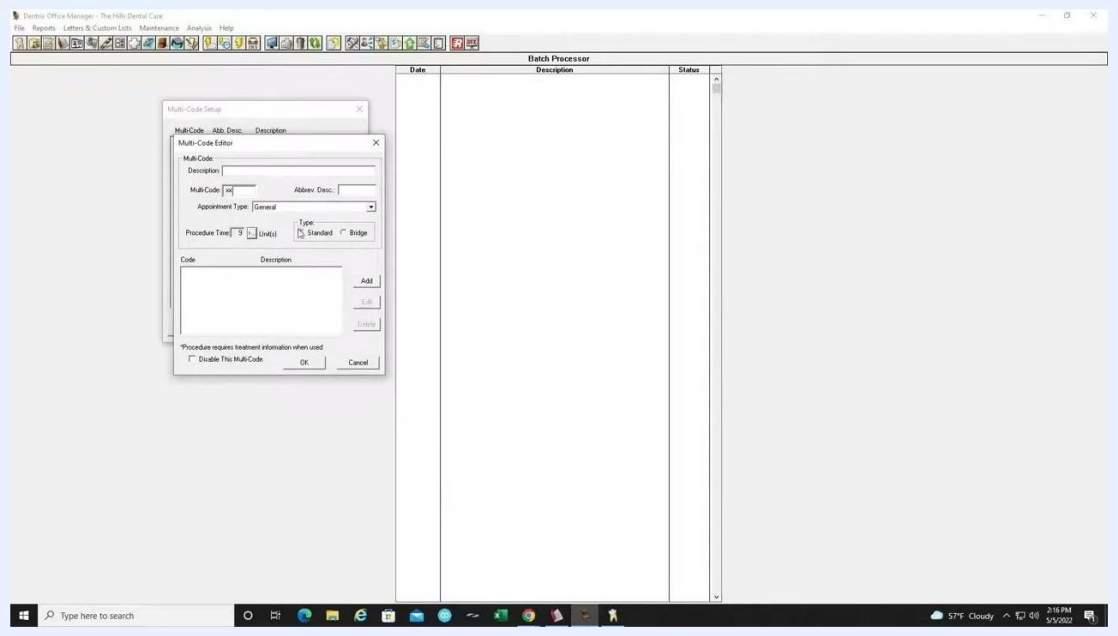
Click **New** at the bottom left to open the Multi-Code Editor. Then fill in the following fields:

- **Description:** Enter a descriptive name, such as Crown & Build Up.
- **Multi-Code:** Enter a three-digit code, such as cbu.
- **Abbrev. Desc.:** Optionally, enter an abbreviated description.
- **Appointment Type:** Select General, High Production, Medium Production, or Low Production. This example uses General.
- **Procedure Time:** Enter the number of units. A crown and build-up that takes 1.5 hours is 9 units, assuming each unit is 10 minutes.

- **Type:** Select Standard. This is the default for most multicodes except bridges.



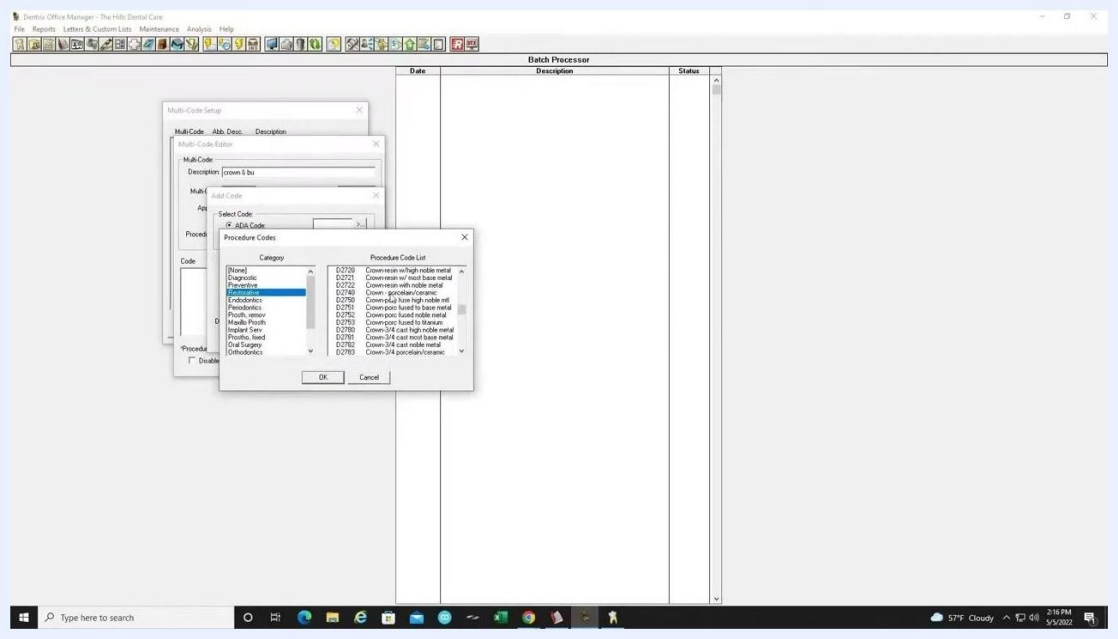
Appointment Type dropdown expanded, showing General, High Production, Medium Production, and Low Production



Procedure Time set to 9 units, Appointment Type set to General, and Type set to Standard

Step 4: Add the porcelain crown procedure code

1. In the Multi-Code Editor, click **Add** to open the Add Code dialog.
2. Under **Category**, select **Restorative**.
3. In the **Procedure Code List**, scroll to the porcelain crown code, such as D2740 Crown-porcelain/ceramic.
4. Click **OK**.

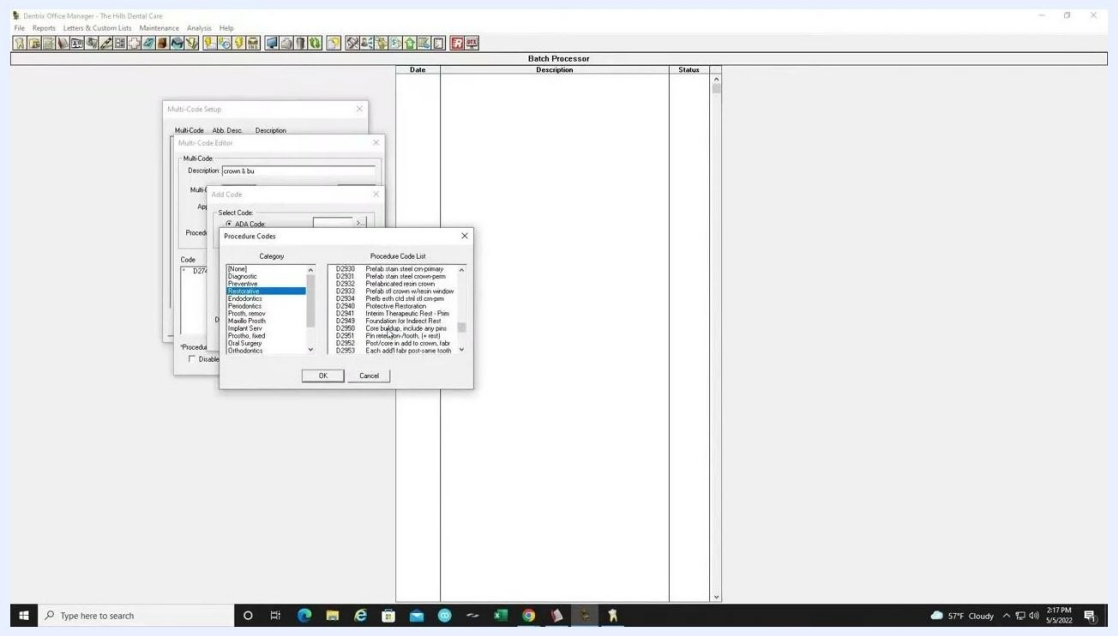


Add Code dialog with the Restorative category selected and the porcelain crown code D2740 highlighted in the Procedure Code List

Step 5: Add the core build-up procedure code

1. Click **Add** again.
2. Under **Category**, select the appropriate category. This is often still **Restorative**.
3. In the **Procedure Code List**, select the core build-up code, such as D2950 Core buildup, including any pins.
4. Click **OK**.

Confirm that both the porcelain crown and core build-up codes now appear in the code list in the Multi-Code Editor.

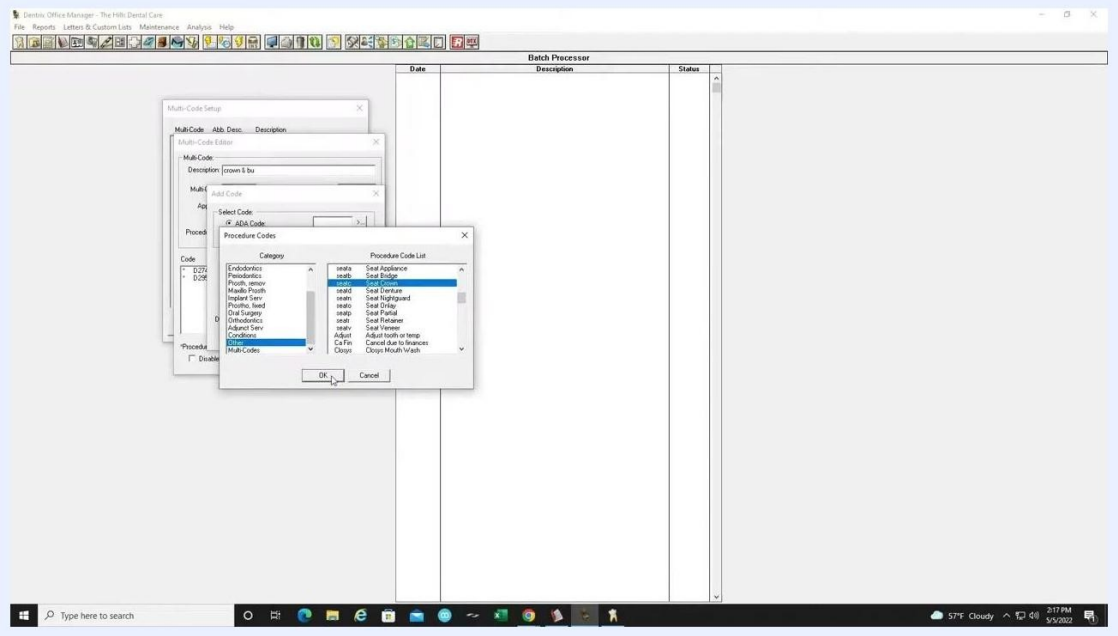


Add Code dialog with the Restorative category selected and the core build-up code D2950 highlighted in the Procedure Code List

Step 6: Add the seat crown code

1. Click **Add** once more.
2. Under **Category**, scroll down and select **Condone**, or your office's custom category for in-office codes.
3. In the **Procedure Code List**, select your custom seat crown code, such as seatC Seat Crown.

4. Click **OK**.



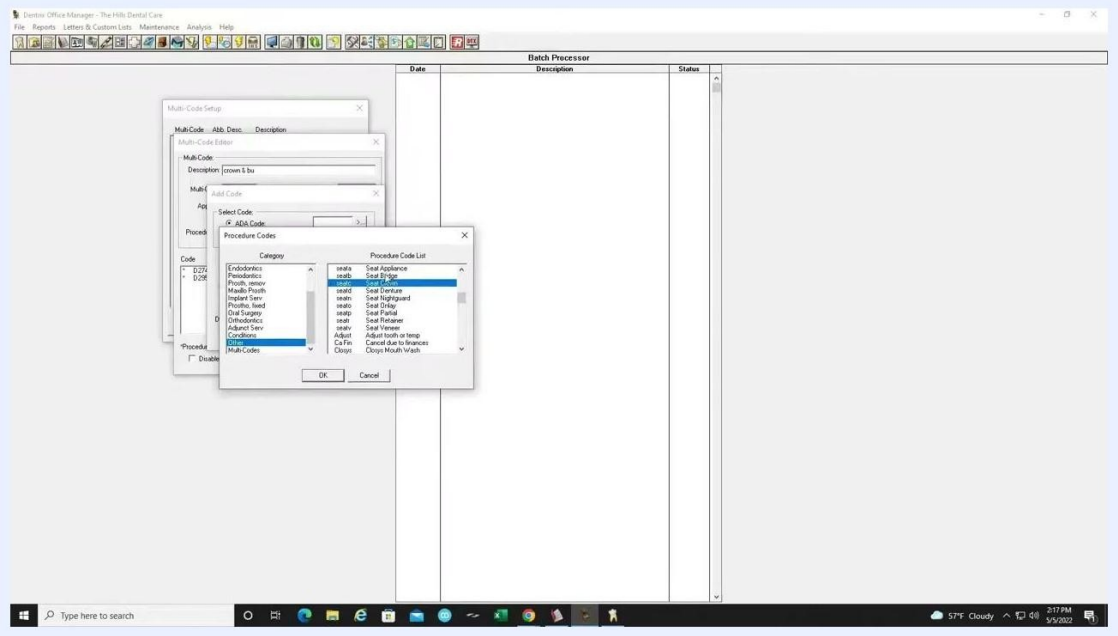
Add Code dialog with the Condone category selected and the seat crown code seatC highlighted in the Procedure Code List

Step 7: Review all codes

Check that the Multi-Code Editor lists the following codes under Code and Description:

- D2740 – Crown-porcelain/ceramic
- D2950 – Core buildup, include any pins

- seatC – Seat Crown (dummy code)



Multi-Code Editor showing Description "crown & bu", Multi-Code "cbu", Procedure Time "9", and the three codes D2740, D2950, and seatC

Step 8: Save the multicode

Click **OK** in the Multi-Code Editor. You return to the Multi-Code Setup window, where your new multicode (cbu in this example) now appears in the list. It is now available for treatment planning.

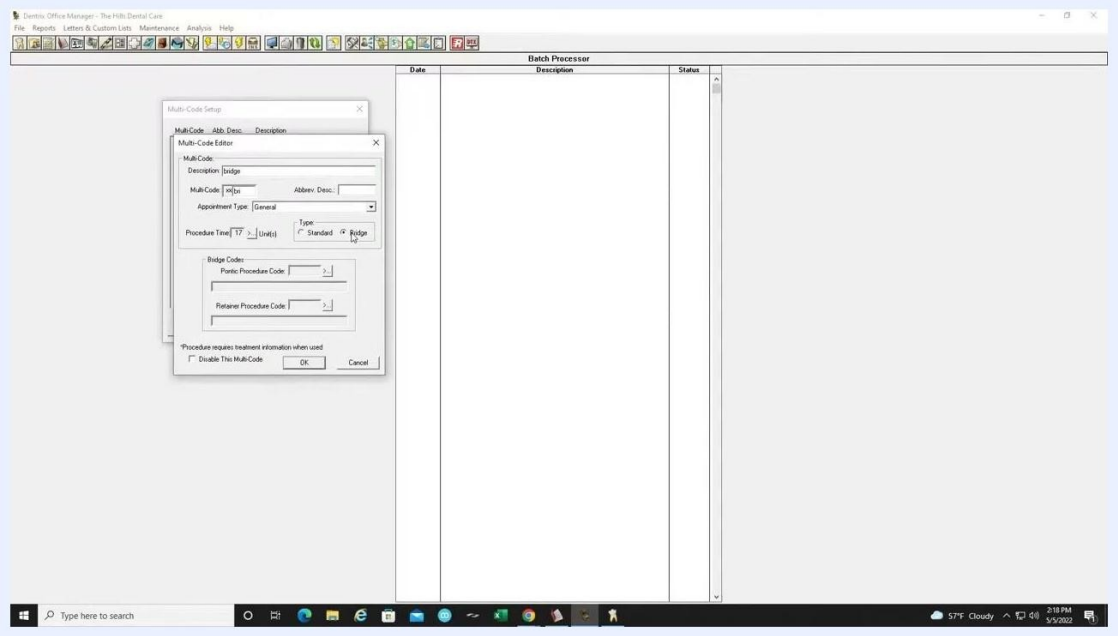
Set up a bridge multicode

Step 9: Open the Multi-Code Editor for a bridge

In the Multi-Code Setup window, click **New**. In the Multi-Code Editor, enter the following:

- **Description:** bridge
- **Multi-Code:** A unique code, such as xxBR
- **Abbrev. Desc.:** Leave blank, or enter a short abbreviation if you prefer.
- **Appointment Type:** General
- **Procedure Time:** 17 units, or the value that suits your office

- **Type:** Select the **Bridge** radio button. This lets the software recognize pontic and abutment teeth automatically.

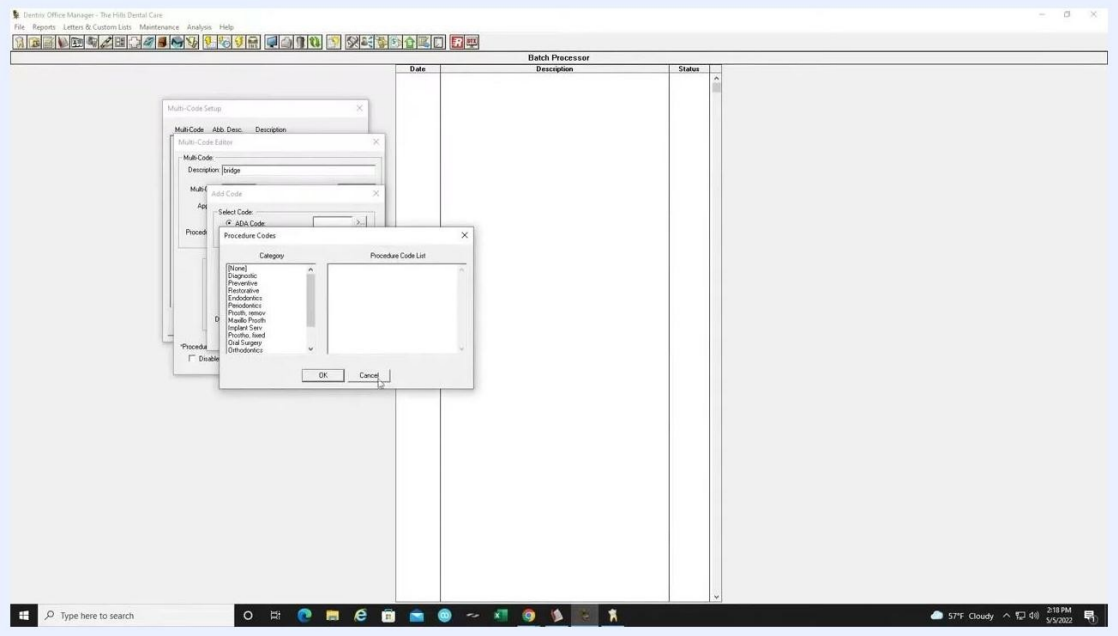


Multi-Code Editor with Description "bridge", Multi-Code "xxBR", Procedure Time "17", and Type set to Bridge

Step 10: Add the pontic procedure code

1. In the **Bridge Codes** section, click the selector button next to **Pontic Procedure Code**.
2. In the Add Code dialog, scroll through the categories and codes, or type the code directly if you know it.
3. Select the pontic code, such as D6245 Pontic-porcelain/ceramic.

4. Click **OK**.



Add Code dialog showing procedure code categories and the code list for pontic selection

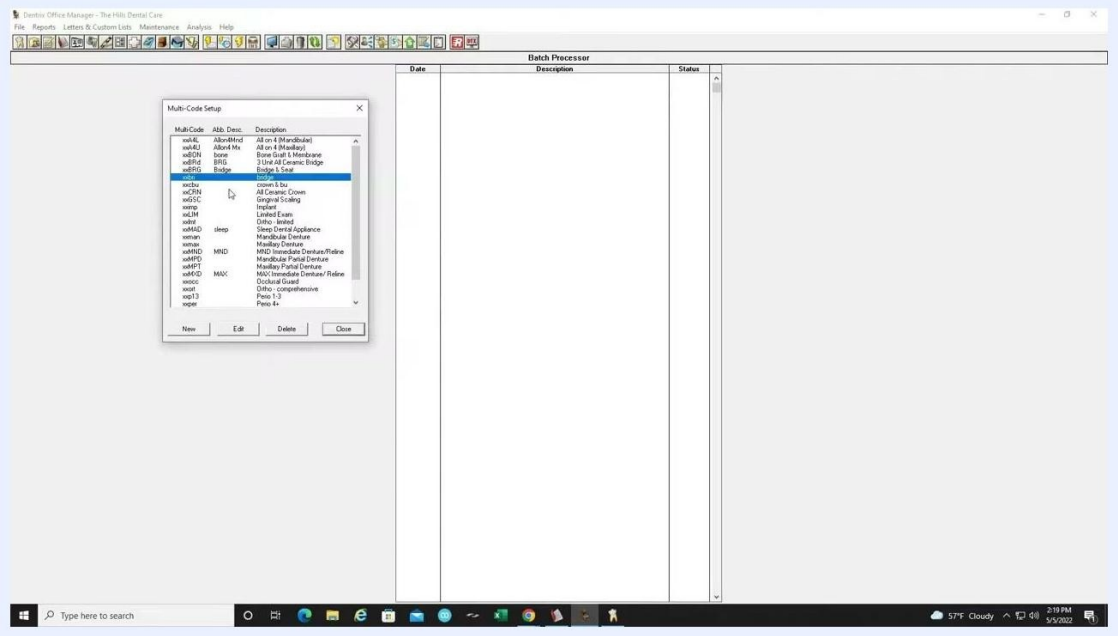
Step 11: Add the retainer (abutment) procedure code

1. In the **Bridge Codes** section, click the selector button next to **Retainer Procedure Code**.
2. In the Add Code dialog, select the abutment code, such as D6740 Retainer crown-porcelain/ceramic.
3. Click **OK**.

Confirm that the Multi-Code Editor now shows both codes:

- Pontic Procedure Code: D6245 Pontic-porcelain/ceramic

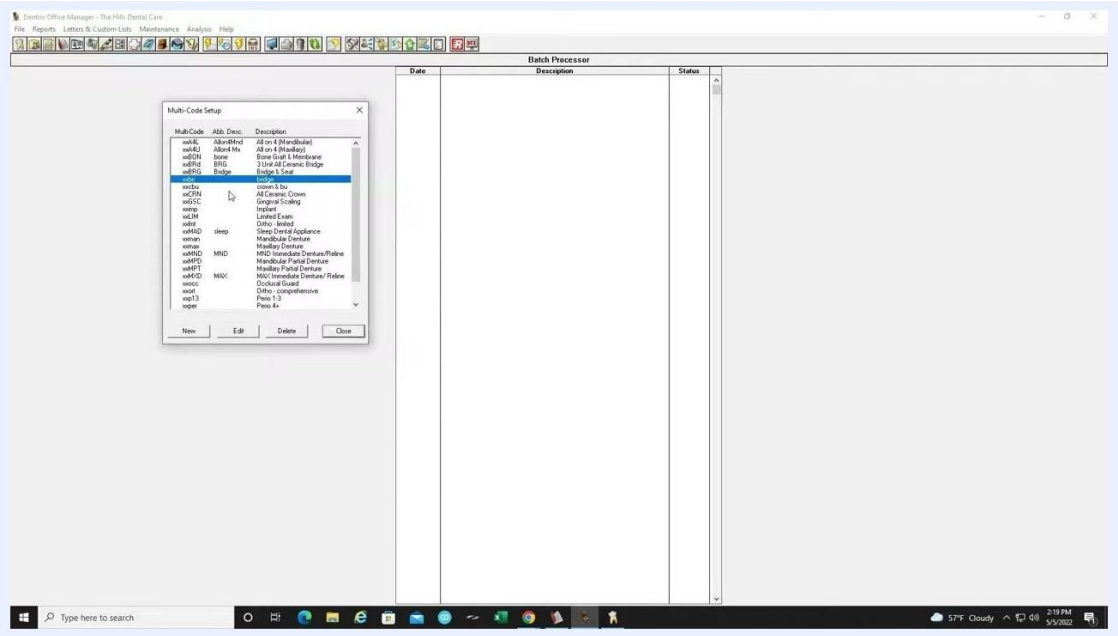
- Retainer Procedure Code: D6740 Flet crn-porcelain/ceramic



Multi-Code Editor showing pontic code D6245 and retainer code D6740 entered

Step 12: Save the bridge multicode

Click **OK** in the Multi-Code Editor. You return to the Multi-Code Setup window, where the new bridge multicode (xxBR) appears in the list.



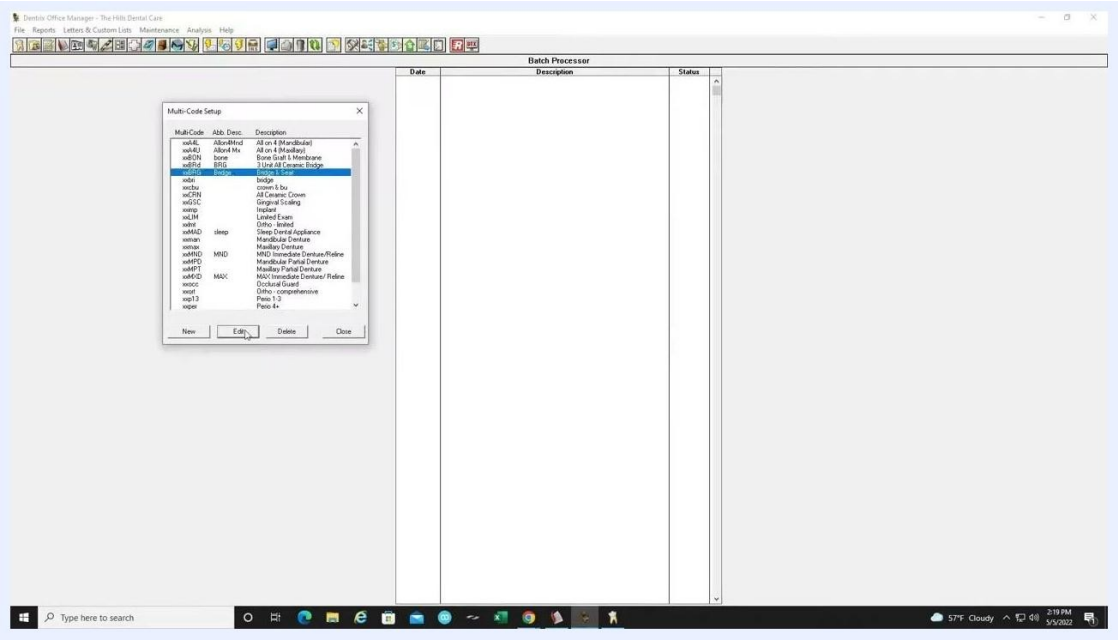
Multi-Code Setup window showing the new bridge multicode "xxBR" with the description "bridge"

Step 13: (Optional) Create a combined bridge and seat multicode

If your office wants one multicode that includes both the bridge and a seat bridge code, follow these steps:

1. In the Multi-Code Setup window, click **New**.
2. Enter Bridge & Seat in the **Description** field.
3. Enter a unique code, such as xxBRG, in the **Multi-Code** field.
4. Set **Appointment Type** to General and **Procedure Time** to 15 units, or the value that suits your office.
5. Under **Type**, select **Standard** or **Bridge** as needed.
6. Click **Add**. Under **Category**, select **MultiCodes**. Select the bridge multicode you just created, such as xxBRD 3 Unit All Ceramic Bridge, and click **OK**.
7. Click **Add** again. Select the category that contains your seat bridge code, then select the code, such as xxcAB Seat Bridge, and click **OK**.

Confirm that the Multi-Code Editor lists xxcAB – Seat Bridge and xxBRD – 3 Unit All Ceramic Bridge. Click **OK** to save. The combined multicode (xxBRG) now appears in the Multi-Code Setup list.



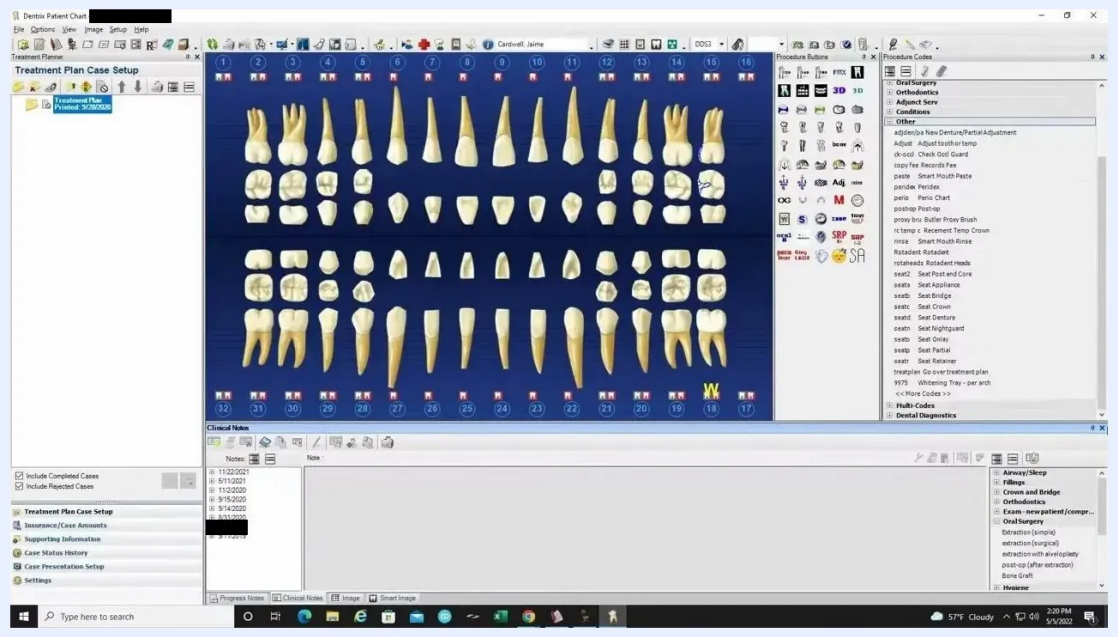
Multi-Code Editor showing both "Seat Bridge" and "3 Unit All Ceramic Bridge" codes listed for the combined multicode

Use multicodes in the Patient Chart

Step 14: Open the Patient Chart

Make sure you are in the Dentrix Patient Chart for the correct patient. The main window shows a full dental chart, procedure buttons, and procedure codes. The panels are arranged as follows:

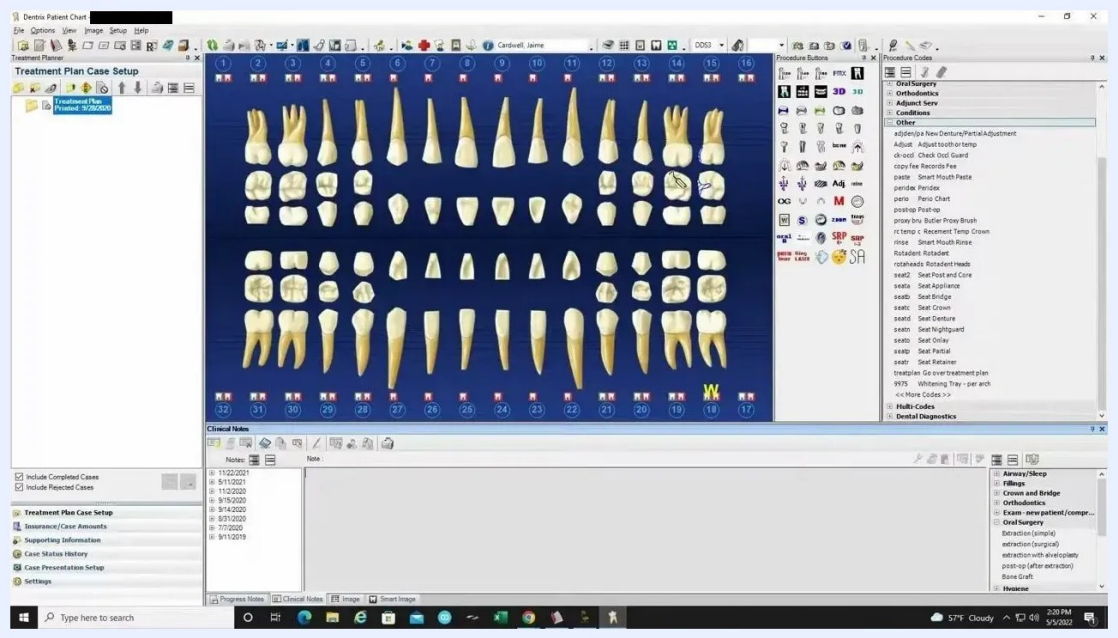
- The left panel shows "Treatment Plan Case Setup" with a treatment plan folder.
- The right panel lists procedure codes and multicodes.
- The bottom panel displays clinical notes and case history.



Dentrix Patient Chart showing the full dental chart, procedure buttons, and codes

Step 15: Select the tooth

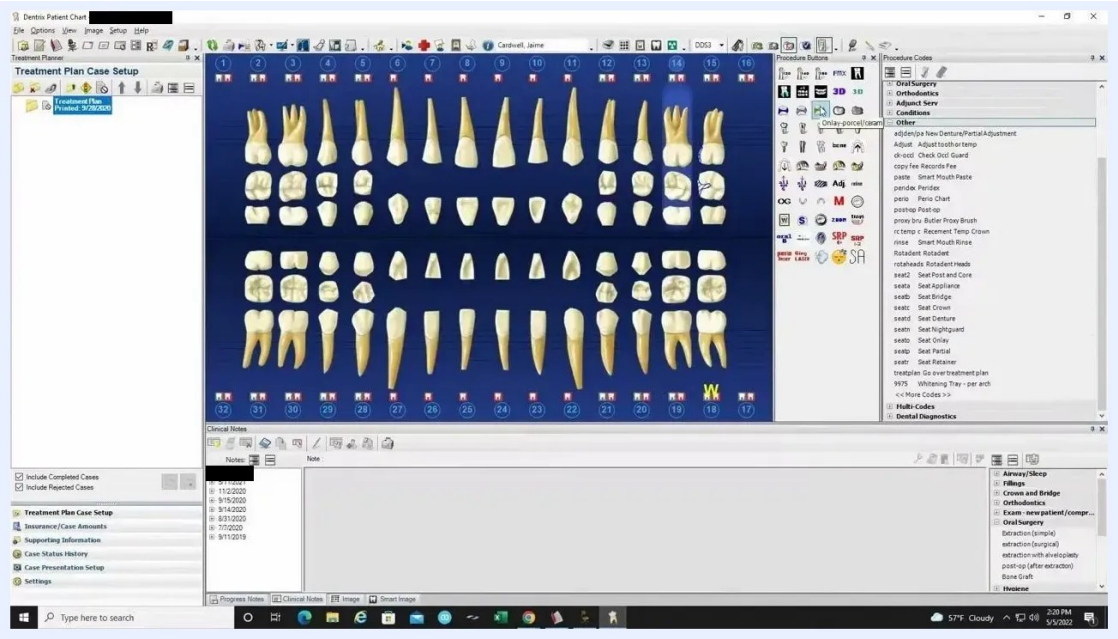
Click the tooth you want to treatment plan, such as tooth #14. The chart highlights the selected tooth. The procedure buttons and codes stay visible on the right.



Tooth selected on the dental chart, ready for procedure selection

Step 16: Find the multicode

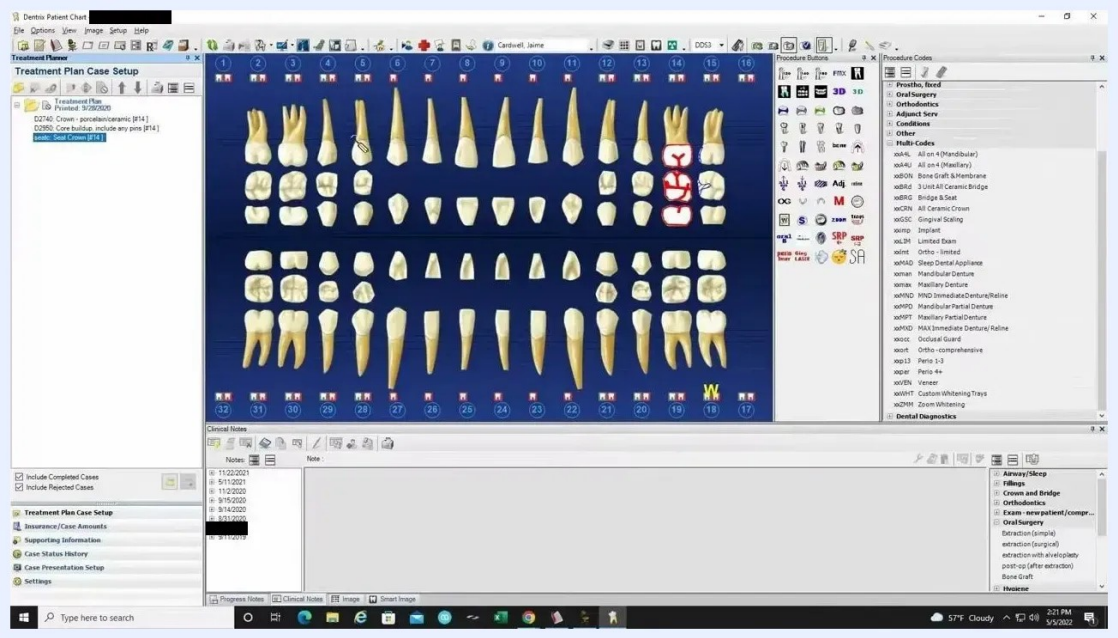
If you have set up custom procedure buttons, use the button for your multicode. Otherwise, use the "Procedure Codes" panel on the right. Scroll through the list and click the multicode you need, such as "All Ceramic Crown" or "Bridge & Seat".



Procedure codes panel with multicodes visible, ready for selection

Step 17: Apply the multicode to the tooth

After you click the multicode, its procedures are added to the treatment plan for the selected tooth. For the crown and buildup multicode, these are D2740 (Crown - porcelain/ceramic), D2950 (Core buildup), and seat (Seat Crown). The treatment plan list on the left updates, and the tooth shows visual indicators on the chart.

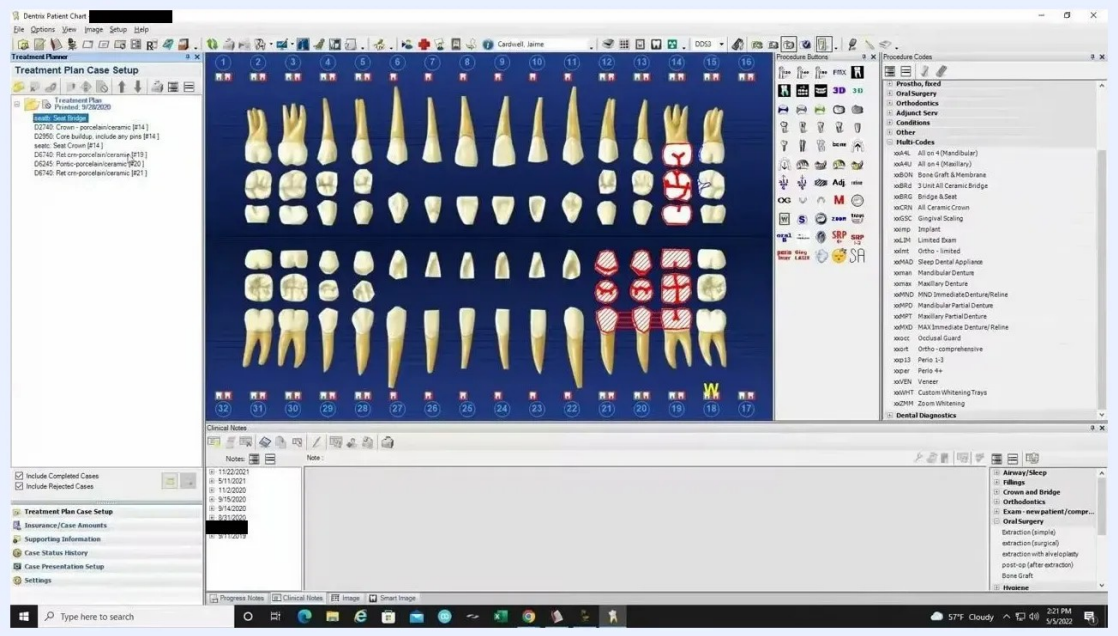


Treatment plan updated with crown and buildup procedures for the selected tooth

Step 18: Apply a bridge multicode

1. Select the relevant teeth on the chart.
2. In the procedure codes panel, click the bridge multicode, such as "Bridge & Seat".

The treatment plan updates to include all the codes the bridge needs, such as retainer and pontic codes. The chart also indicates the bridge on the selected teeth.



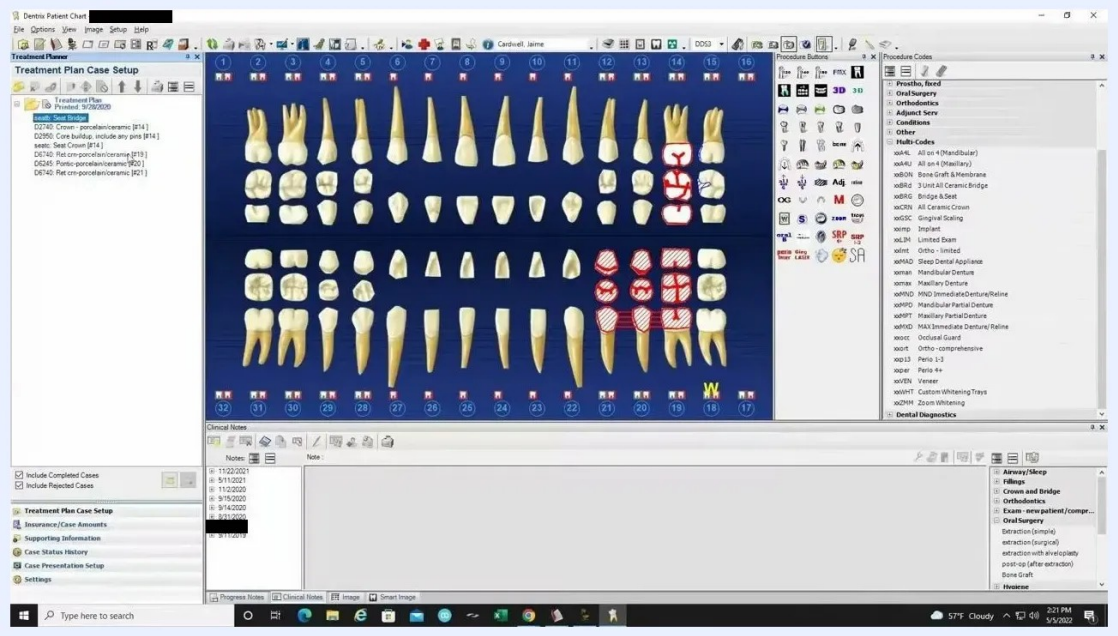
Bridge multicode applied, with the treatment plan and chart updated with bridge procedures

Step 19: Review the treatment plan

Confirm that the left panel lists every procedure you expect. In this example, it shows:

- D2740: Crown - porcelain/ceramic [#14]
- D2950: Core buildup, include any pins [#14]
- seat: Seat Crown [#14]
- seatb: Seat Bridge [#20]
- D6740: Ret-cpr-porcelain/ceramic [#19]
- D6245: Pontic-porcelain/ceramic [#20]
- D6740: Ret-cpr-porcelain/ceramic [#21]

The chart should also display the visual indicators for the planned procedures.



Treatment plan list and chart showing all codes for crowns and bridges

Summary

You now know how to set up multi-codes in Dentrix for crowns and bridges. You added each required procedure code in the Add Code dialog and confirmed the full code list before saving each multicode. You also saw how a multicode populates the treatment plan and the chart in the Patient Chart.

What's next

- Set up custom procedure buttons so you can apply multicodes without scrolling the Procedure Codes panel.
- Create additional multicodes for your practice's other common treatment sequences, such as a root canal with buildup and crown.