NexoDent
GESTIÓN TOTAL INTELIGENTE

NexoDent — The Guide

From creating your account to the last invoice.

With real screens from the program.

What is in this guide

> The guide follows the order in which a clinic is set up: first the account, then preparing it (details, logo, invoice design, taxes), then adding what is yours (data from your old program, your team, your prices, your patients) and finally the day-to-day. The screens come from the Lagos demo clinic: everything is in English and in naira. The menu on the left is grouped into Dashboard, Clinic, Economic, Operations, International and Administration, and each page tells you where the screen is. You can try it all yourself with «View free demo without registration».

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- Budgets
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- Billing
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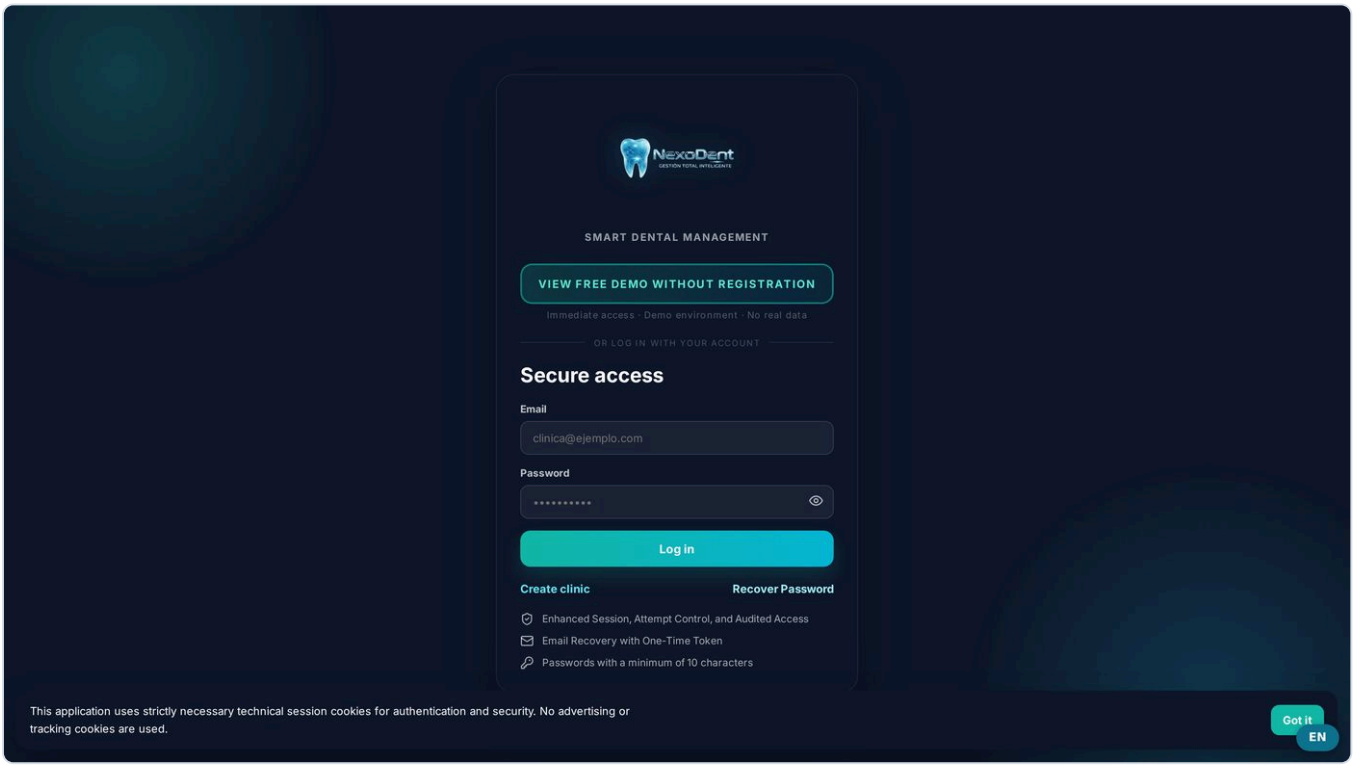
- Several clinics, one view
- Sterilization
- Patient portal
- Statistics

1. Create your account

Go to the website

Open dentalatam.nexogestionglobal.es. If the screen appears in Spanish, tap «EN» at the bottom right. You can look around first with «View free demo without registration». When you want your own clinic, click «Create clinic».

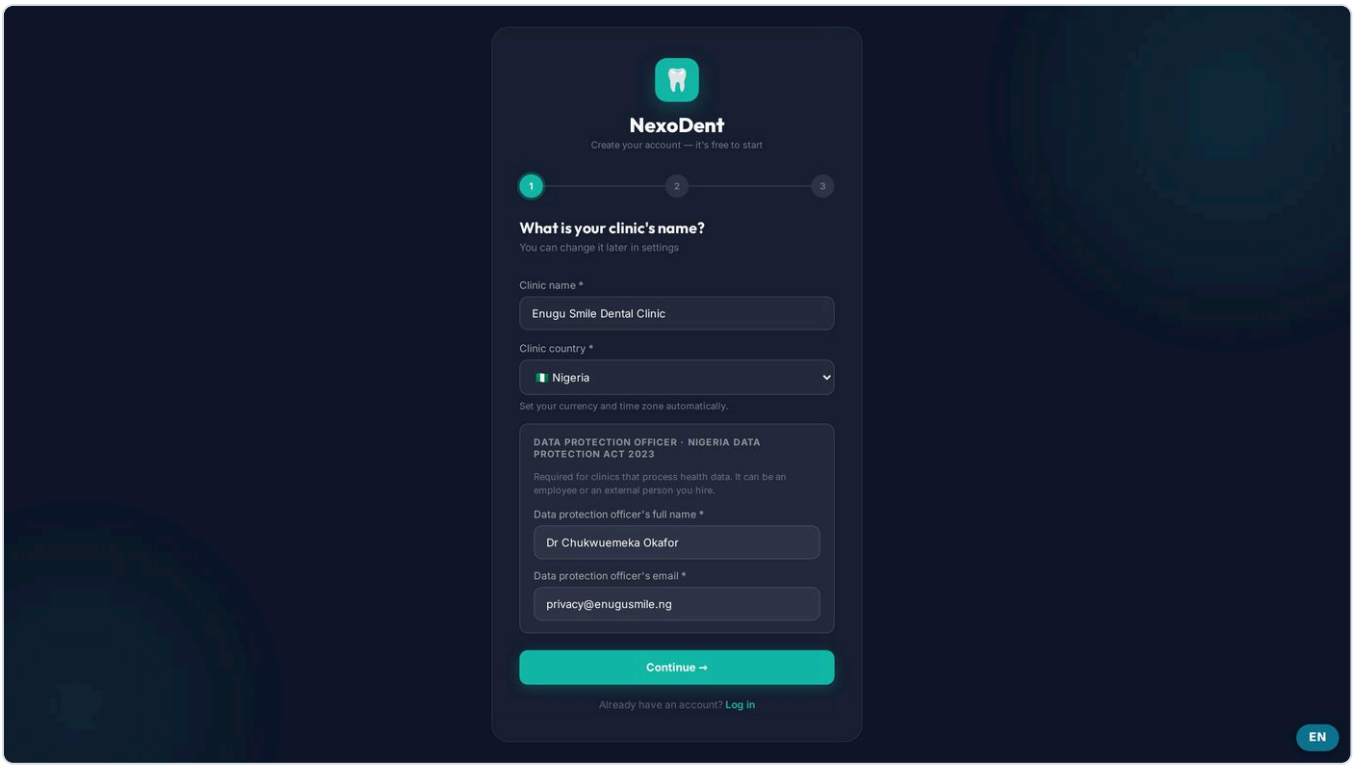
Where: dentalatam.nexogestionglobal.es



Step 1: your clinic

Type your clinic's name and choose Nigeria: the currency (naira) and the time zone are set automatically. Then the person responsible for patient data, as the Nigeria Data Protection Act 2023 asks. It can be the dentist or someone you hire.

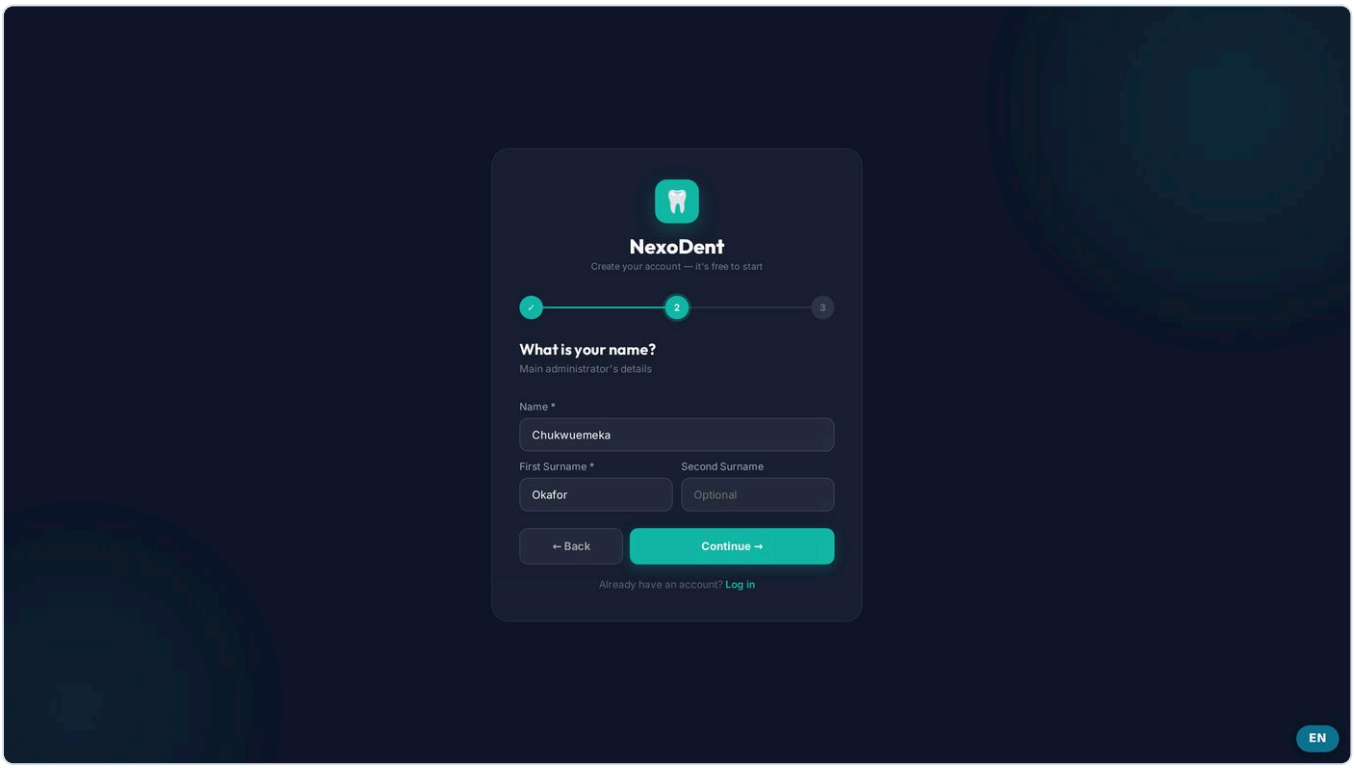
Where: Create clinic — step 1 of 3



Step 2: your name

The main administrator of the account, usually the clinic owner. The second surname is optional.

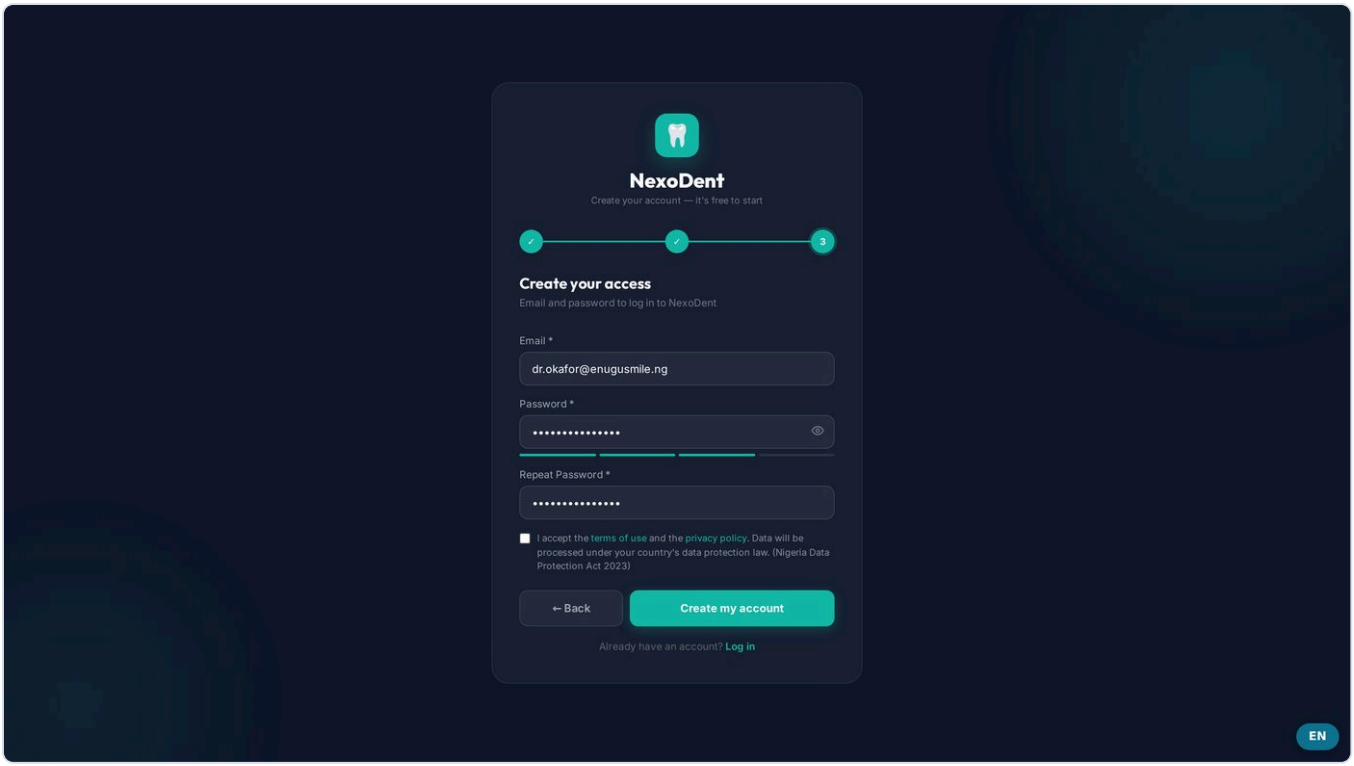
Where: Create clinic — step 2 of 3



Step 3: your access

The email and password you will use to log in: at least 10 characters, a capital letter and a number. Accept the terms and click «Create my account».

Where: Create clinic — step 3 of 3



Your free trial, and paying when it ends

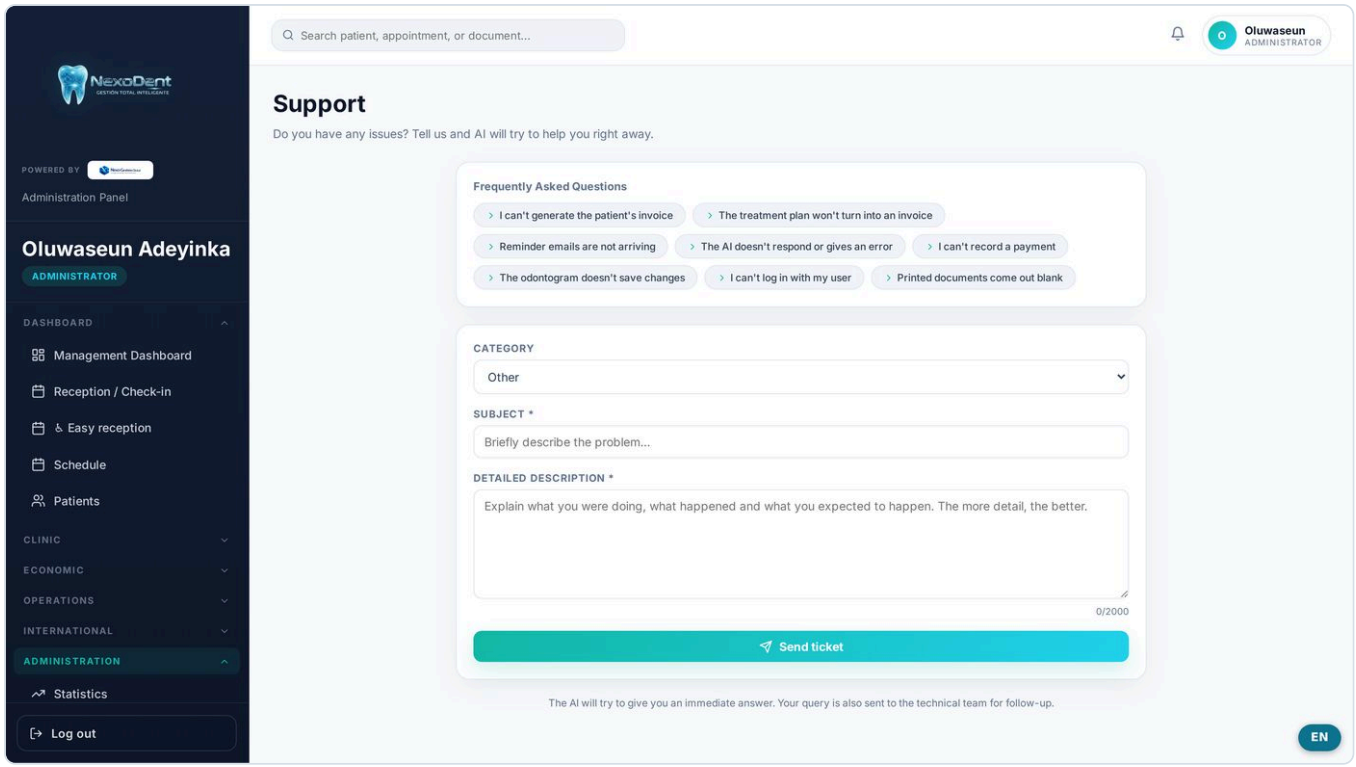
Opening the account costs nothing. Your clinic is ready at once, empty and in naira, with a free trial of 3 days that can be extended: just write to us. When the trial ends, the program tells you «All your data is saved. Pay for your plan and carry on exactly where you left off.»: choose monthly or yearly and pay by card in naira.

Where: Right after creating the account

Any question? Support, from day one

For any question or problem, open Support: pick a frequent problem or describe it in your own words. The AI answers at once and the message also reaches our team: we look into it, fix it and reply to you.

Where: Administration → Support (last item of the menu)



2. Set up your clinic

How Settings works

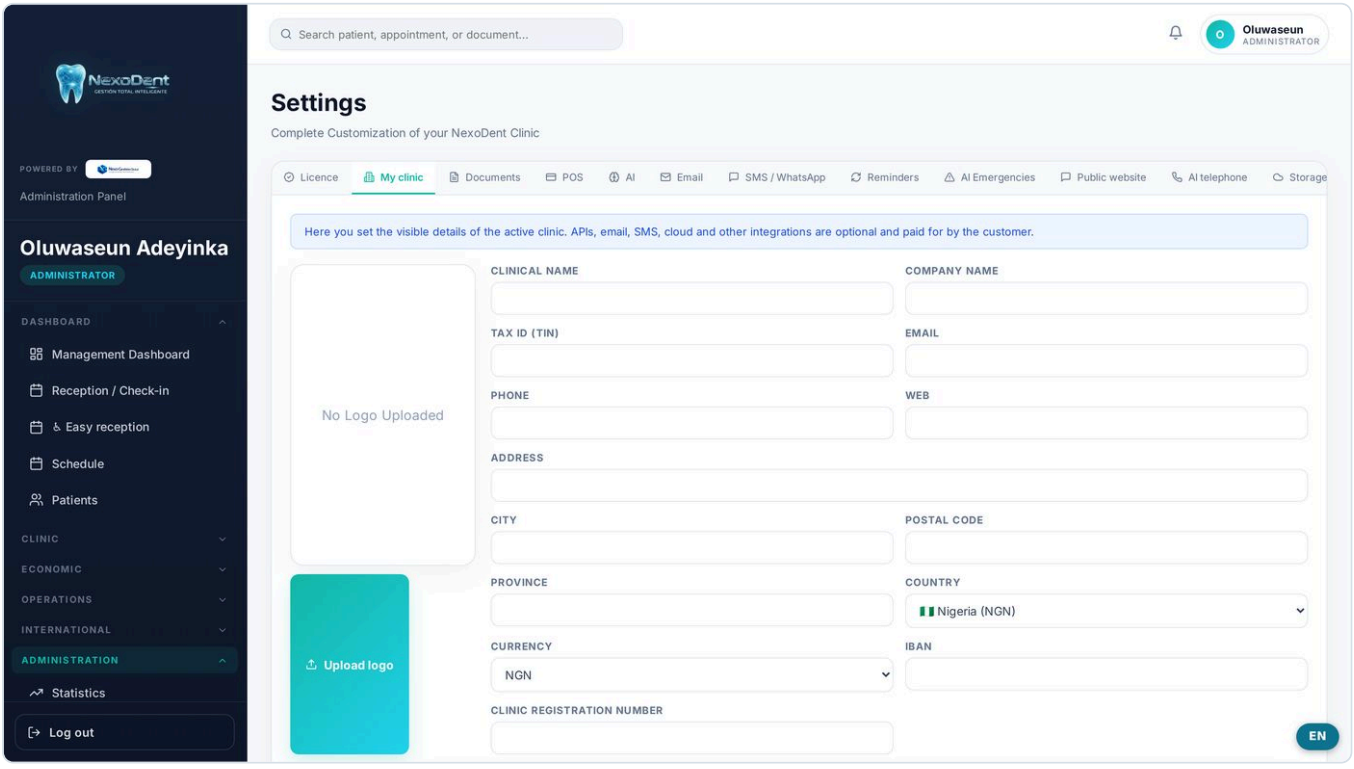
Fourteen tabs along the top. Change whatever you need and click «Save changes» at the bottom right: nothing applies until you save. Anything that needs an outside provider (email, SMS, Stripe, cloud) is optional and you pay that provider directly.

Where: Administration → Settings

Your clinic's details and logo

First things first: clinic and company name, tax ID, contact details, address, country and currency, IBAN, registration number and your logo. All of this appears on your invoices and estimates. Below, the clinic's opening hours.

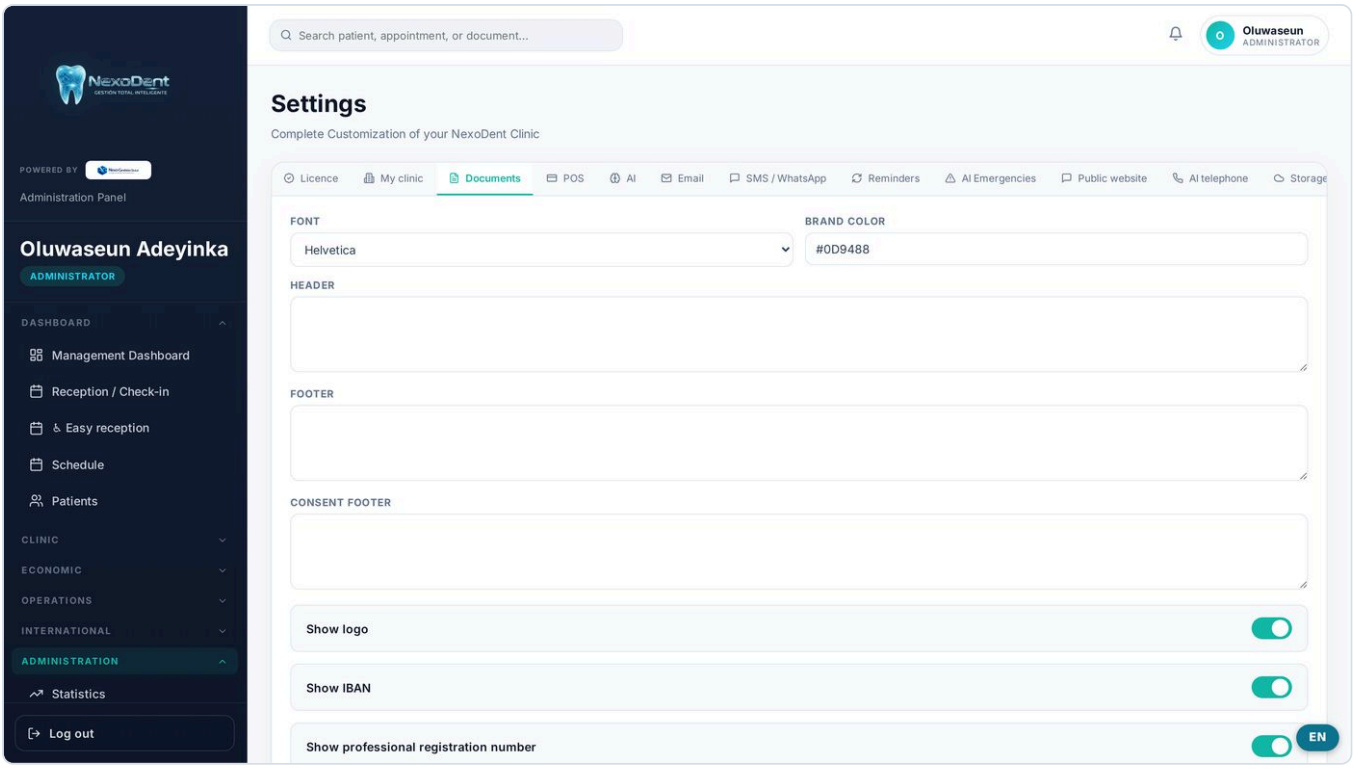
Where: Administration → Settings → «My clinic» tab



The design of your invoices and documents

How your invoices, estimates and consent forms look: font, brand colour, header and footer, the footer of consent forms and your scanned signature. You choose whether the logo, IBAN and registration number appear.

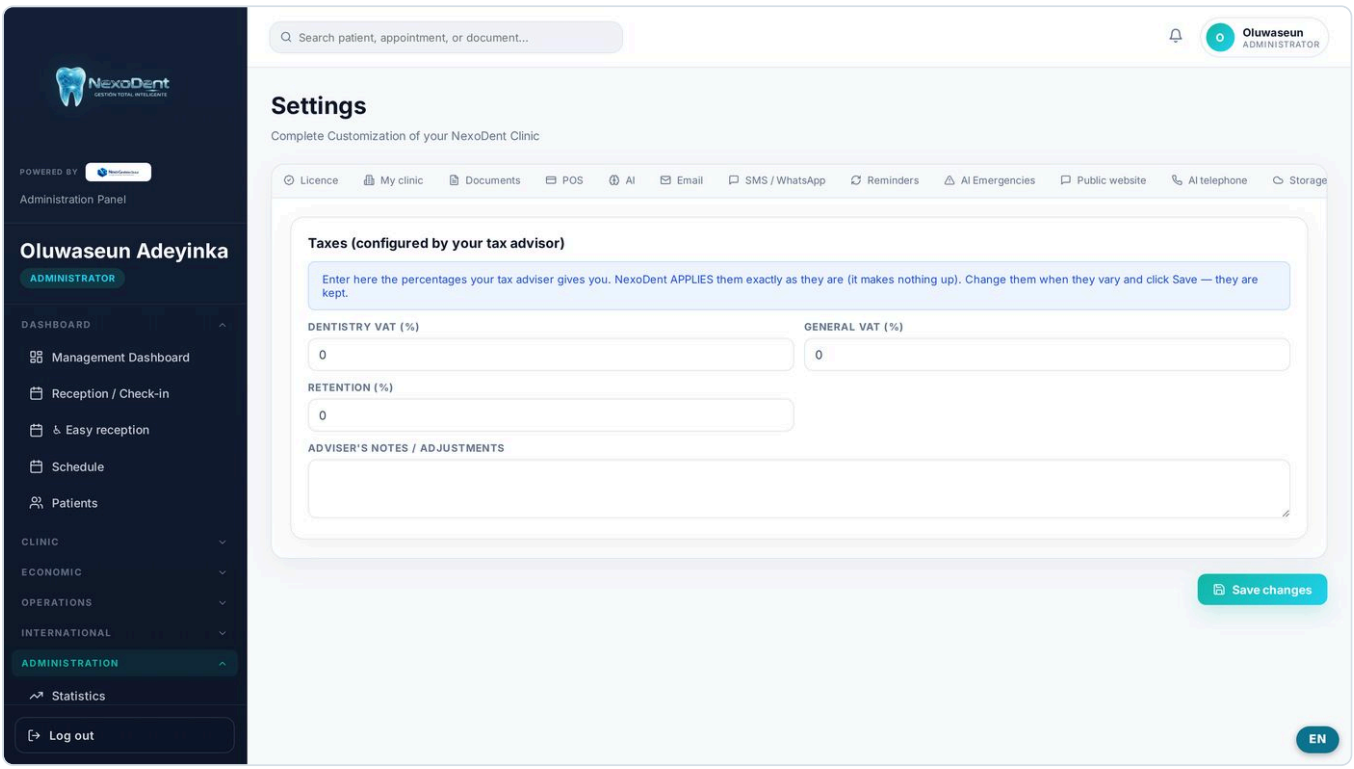
Where: Administration → Settings → «Documents» tab



Tax

The tax percentages your tax adviser gives you (NexoDent applies them exactly as entered), and the series used to number invoices, estimates and delivery notes.

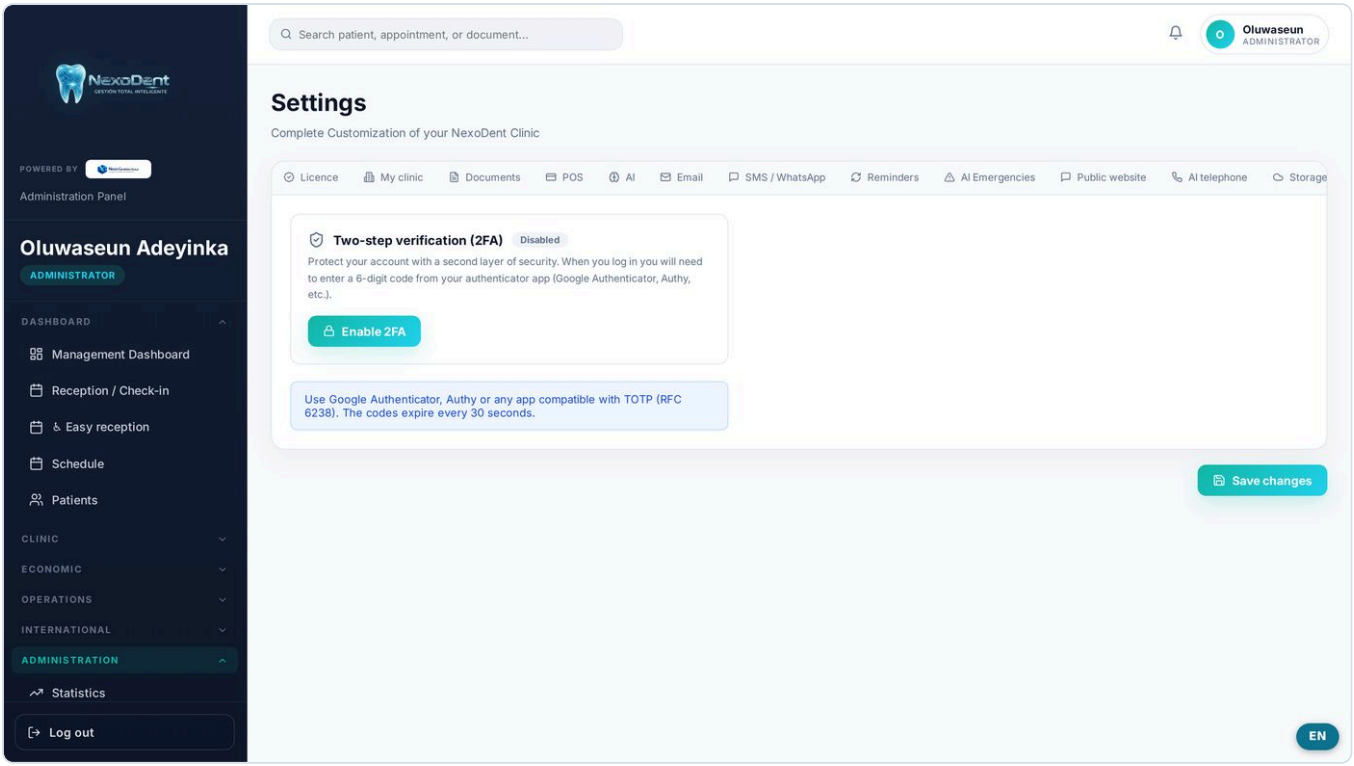
Where: Administration → Settings → «Tax» tab



Security

Two-step verification: besides your password, a 6-digit code from Google Authenticator or Authy when you log in. Recommended.

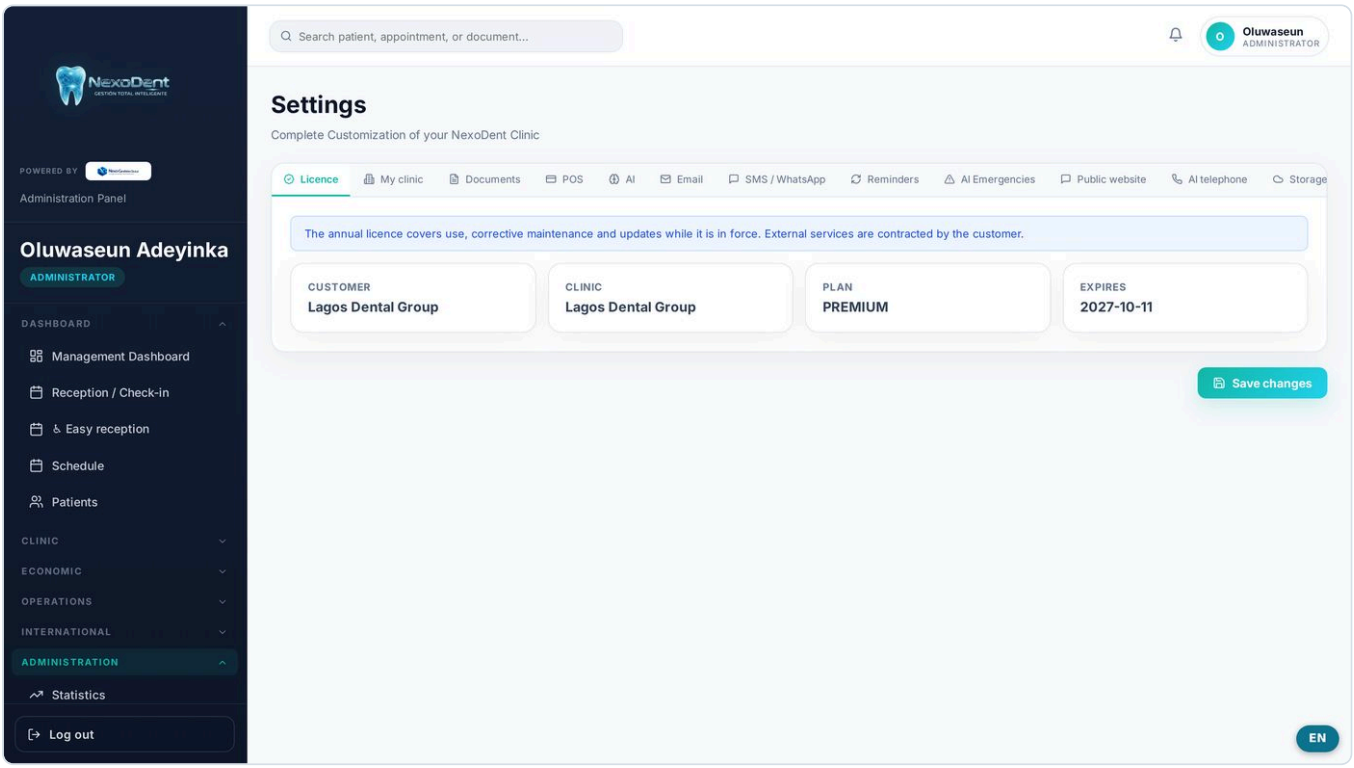
Where: Administration → Settings → «Security» tab



Licence

Your plan and the date it is paid until. If it expires, a notice at the top tells you how many days of grace are left.

Where: Administration → Settings → «Licence» tab

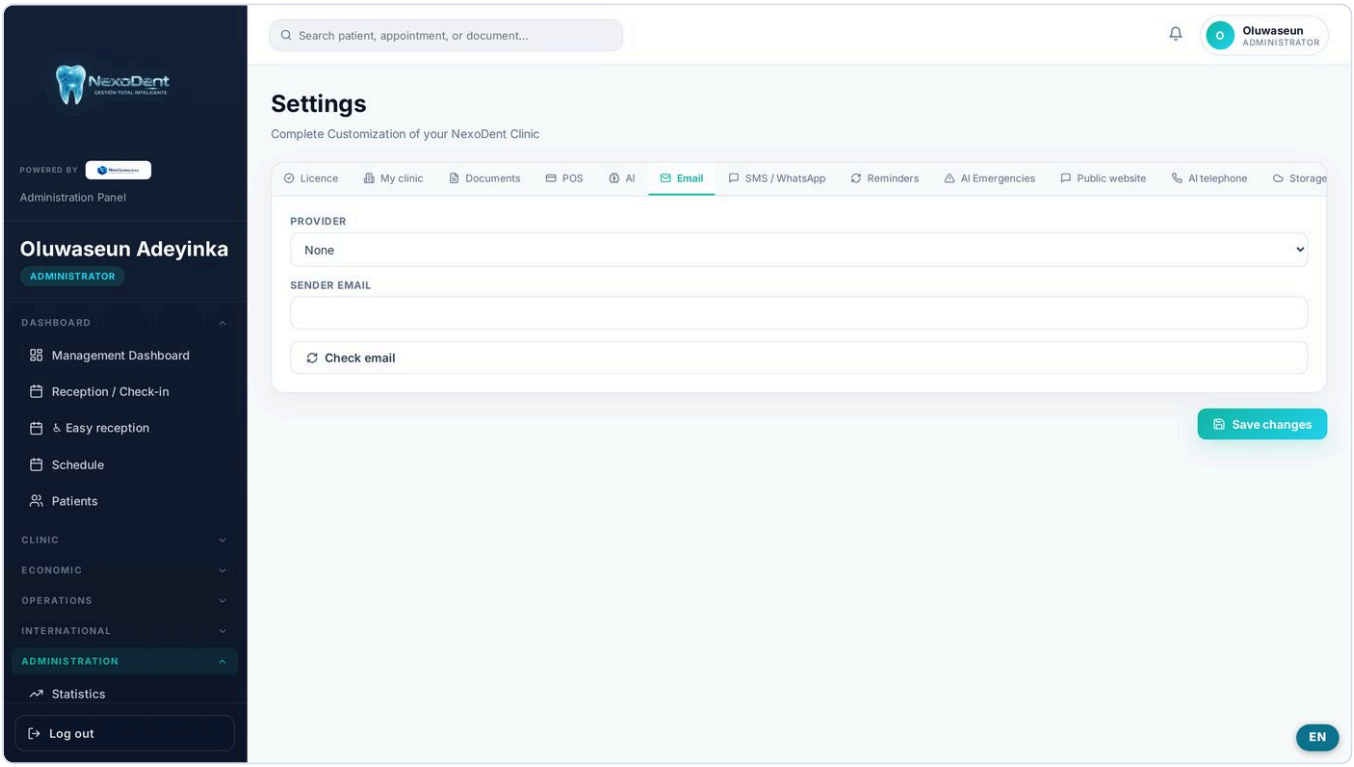


3. Connect your services (optional)

Email

The address your reminders and notices are sent from: your SMTP server or Mailtrap, and the sender. «Check email» tells you whether it works.

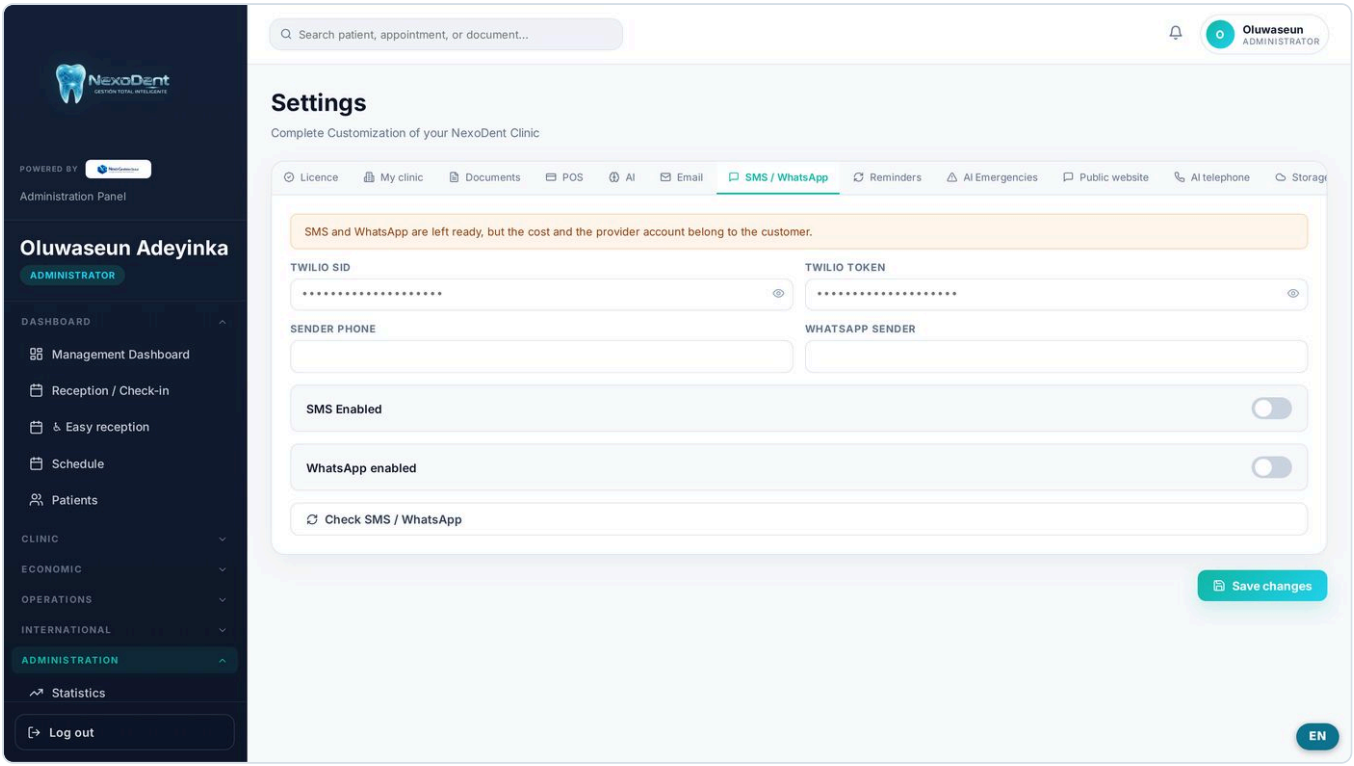
Where: Administration → Settings → «Email» tab



SMS / WhatsApp

Your Twilio account to send SMS and WhatsApp messages to patients. The account and its cost are yours; each channel has its own switch and a button to check it.

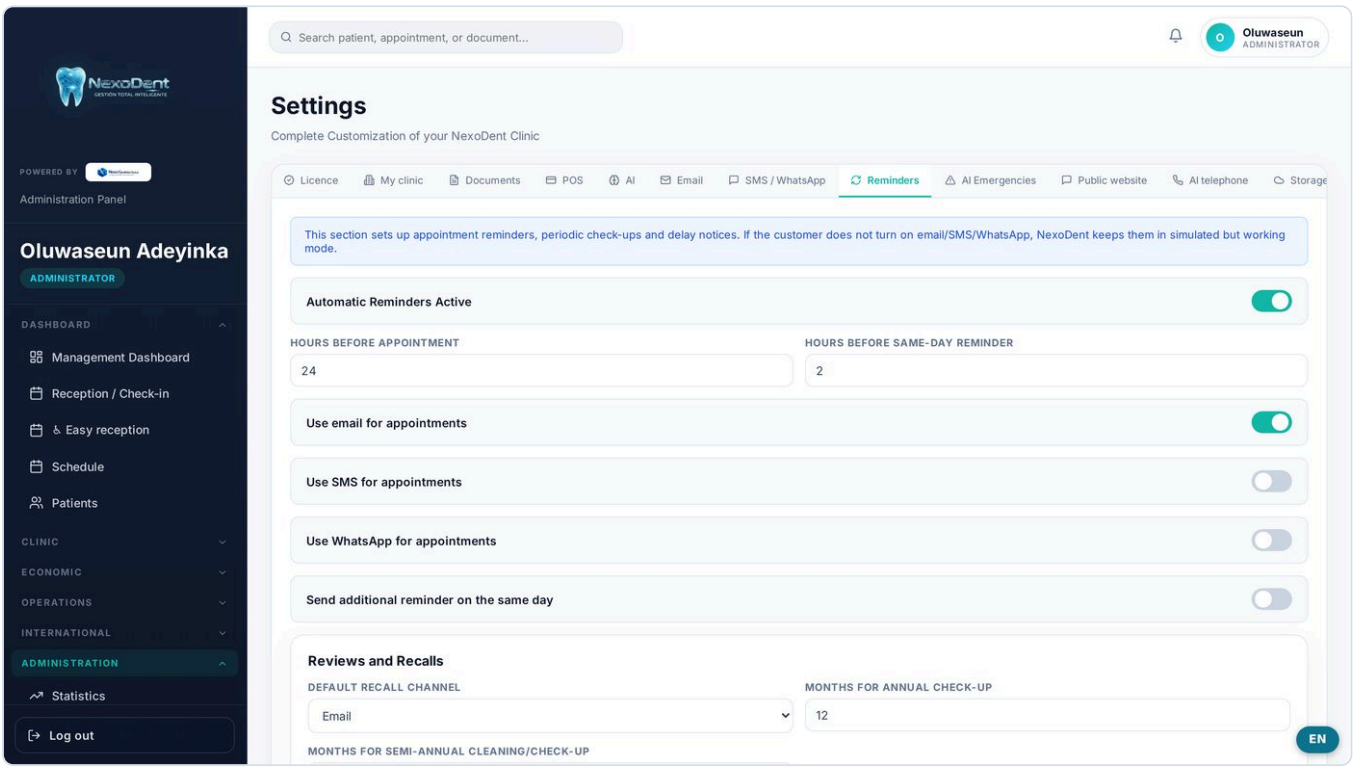
Where: Administration → Settings → «SMS / WhatsApp» tab



Reminders

Automatic appointment reminders (how many hours before, by email, SMS or WhatsApp, plus an extra one on the same day), the yearly check-ups and six-monthly cleanings created on their own, and the notice to the next patient when the surgery is running late.

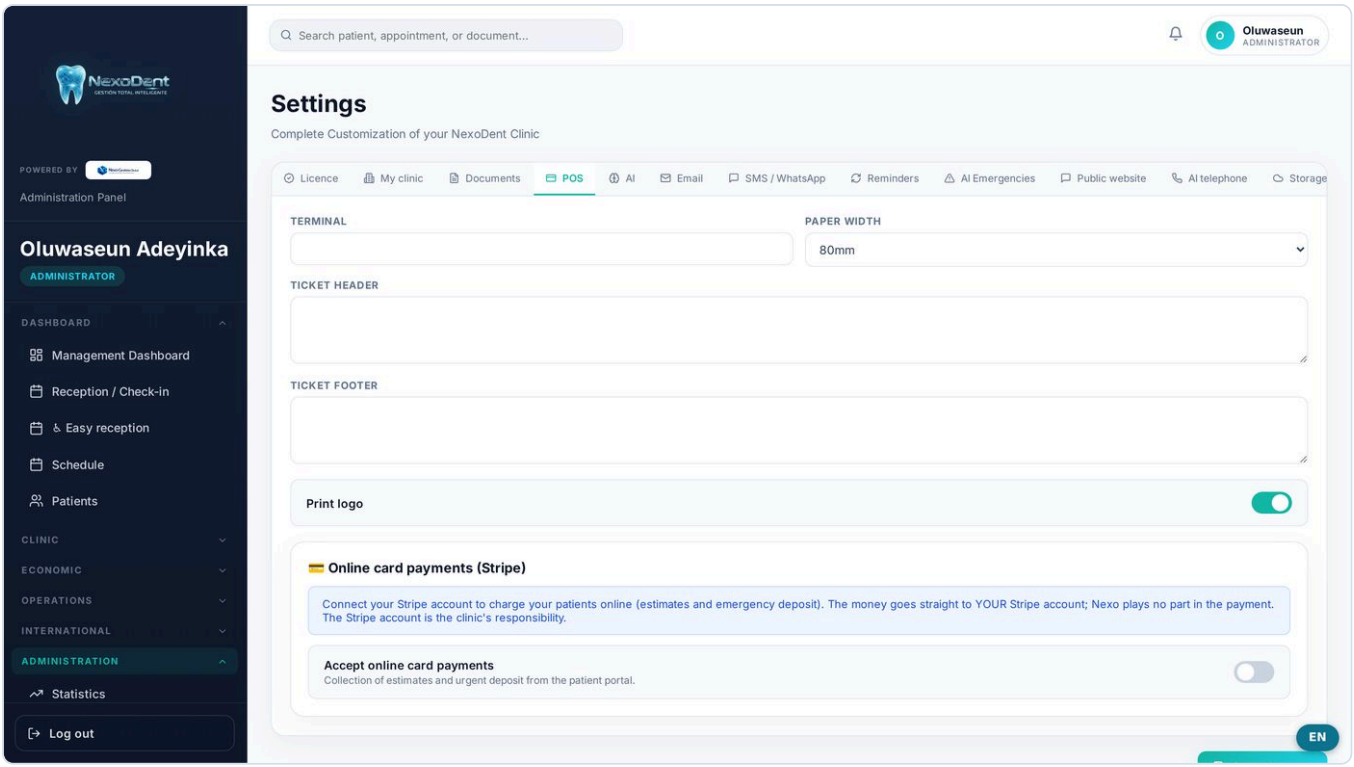
Where: Administration → Settings → «Reminders» tab



POS

The till receipt: terminal name, paper width, header, footer and logo. And if you want patients to pay estimates and emergency deposits online, connect your own Stripe account: the money goes straight to you.

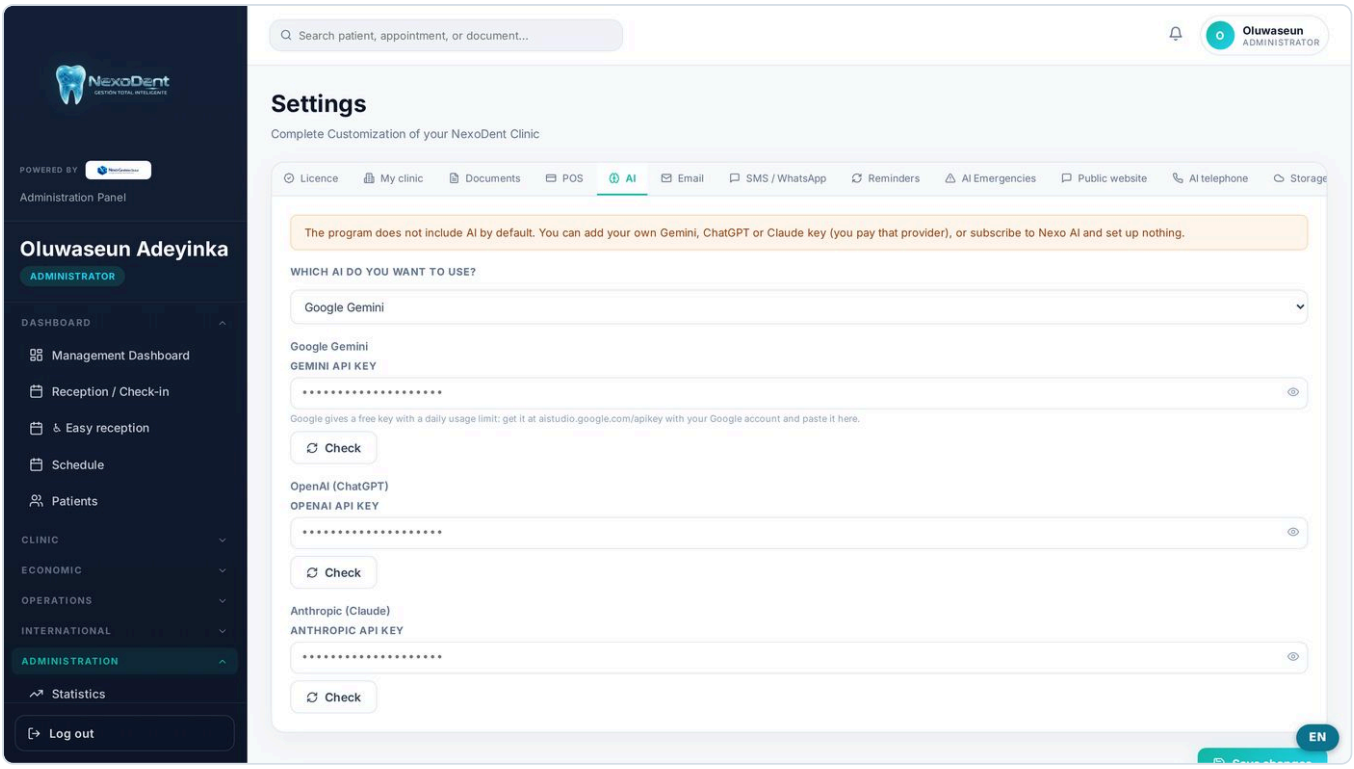
Where: Administration → Settings → «POS» tab



AI

The program has no AI by default. Paste your own Gemini, ChatGPT or Claude key (Google gives a free Gemini key with a daily limit) and check it with one click, or subscribe to Nexo AI and leave this tab alone.

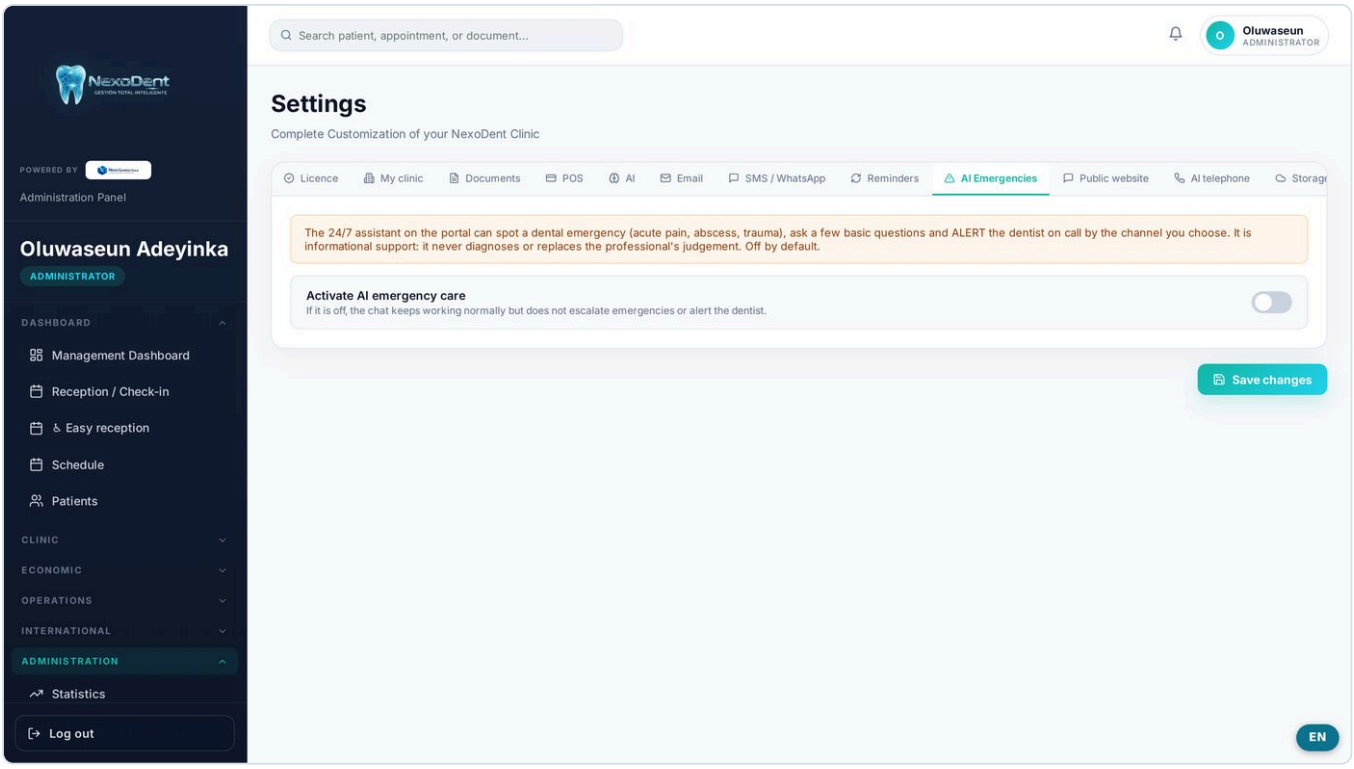
Where: Administration → Settings → «AI» tab



AI Emergencies

The 24/7 assistant on the patient portal spots a dental emergency, asks the triage questions and alerts the dentist on call by the channel you choose. Here you set who is on call, the deposit the patient pays to confirm, the price of the consultation and the questions. Off by default; it never diagnoses.

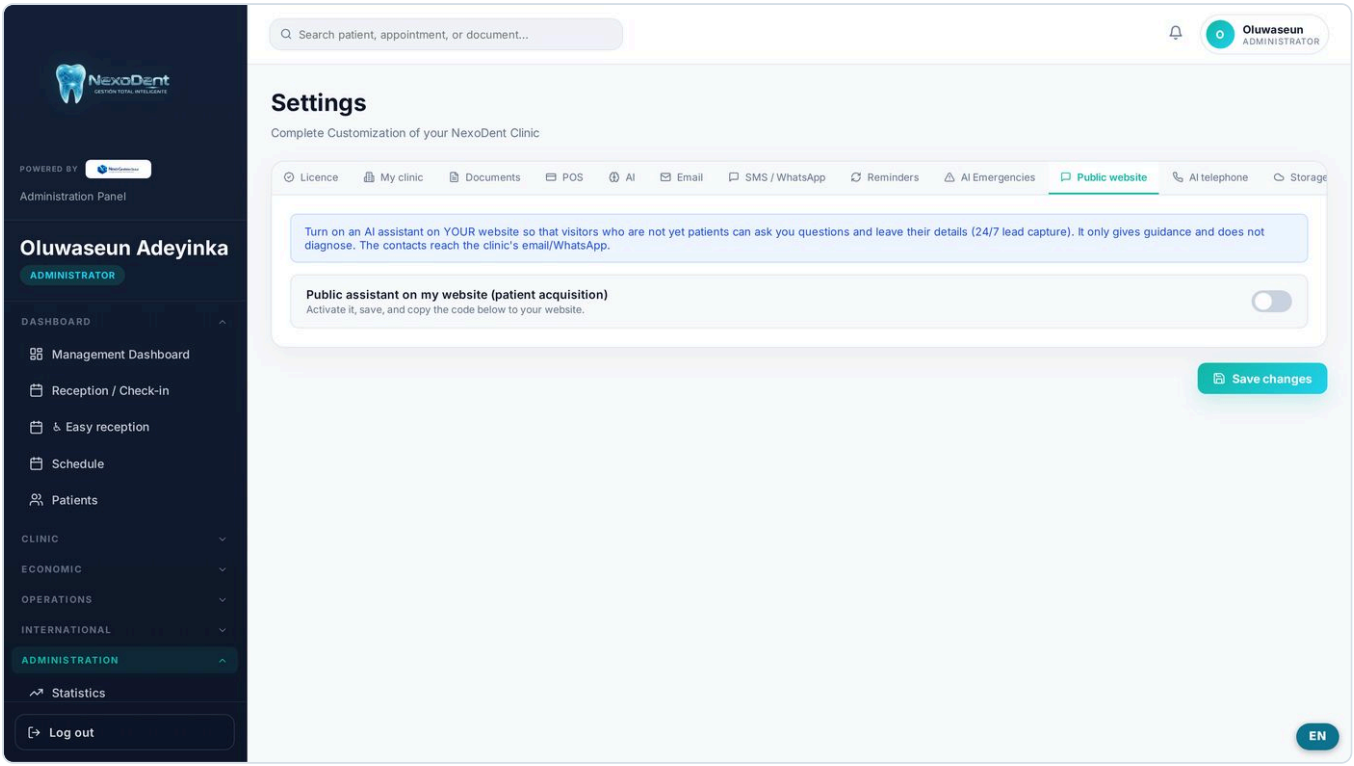
Where: Administration → Settings → «AI Emergencies» tab



Public website

An assistant on your own website that answers people who are not yet patients and passes you their details. Switch it on, save, and paste the code that appears into your website.

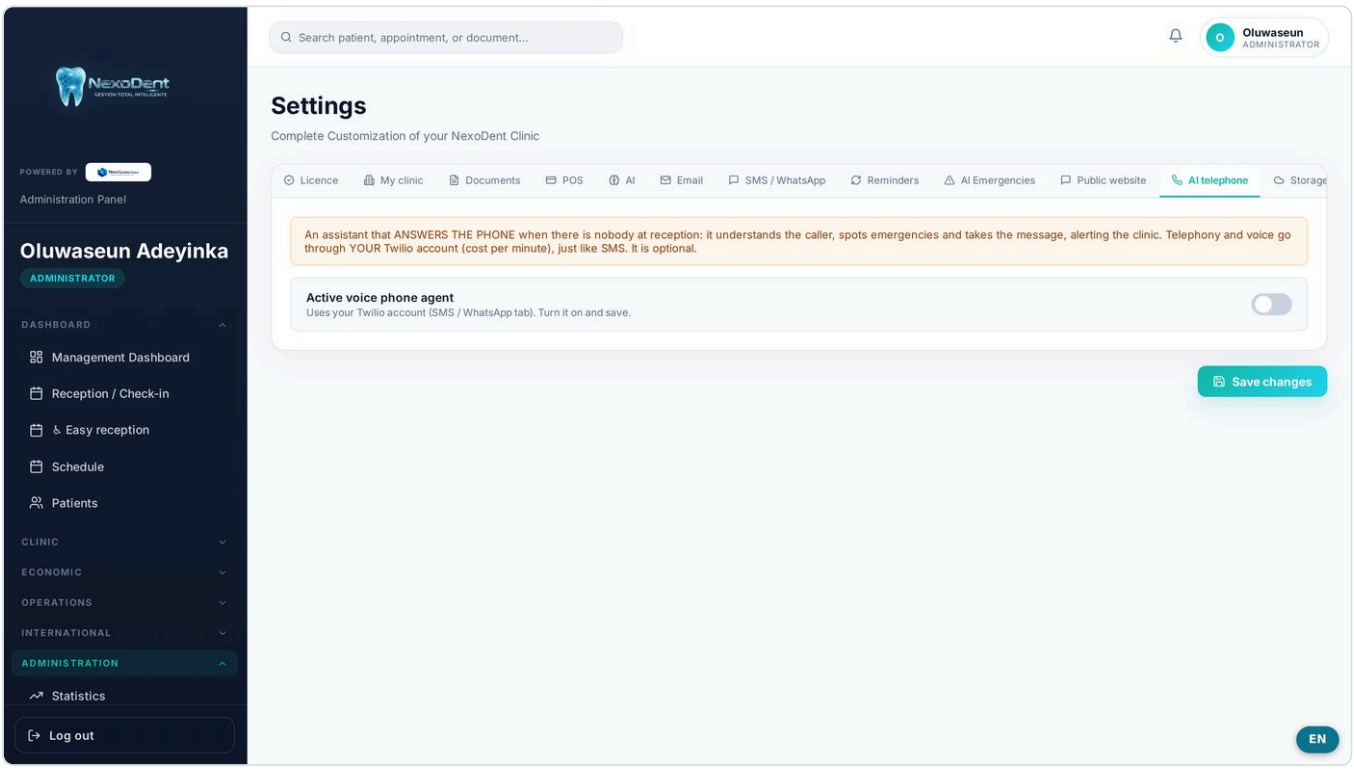
Where: Administration → Settings → «Public website» tab



AI telephone

An assistant that answers the phone when nobody is at reception: it understands the call, spots emergencies and takes the message for you. It uses your Twilio account, which charges per minute. Optional.

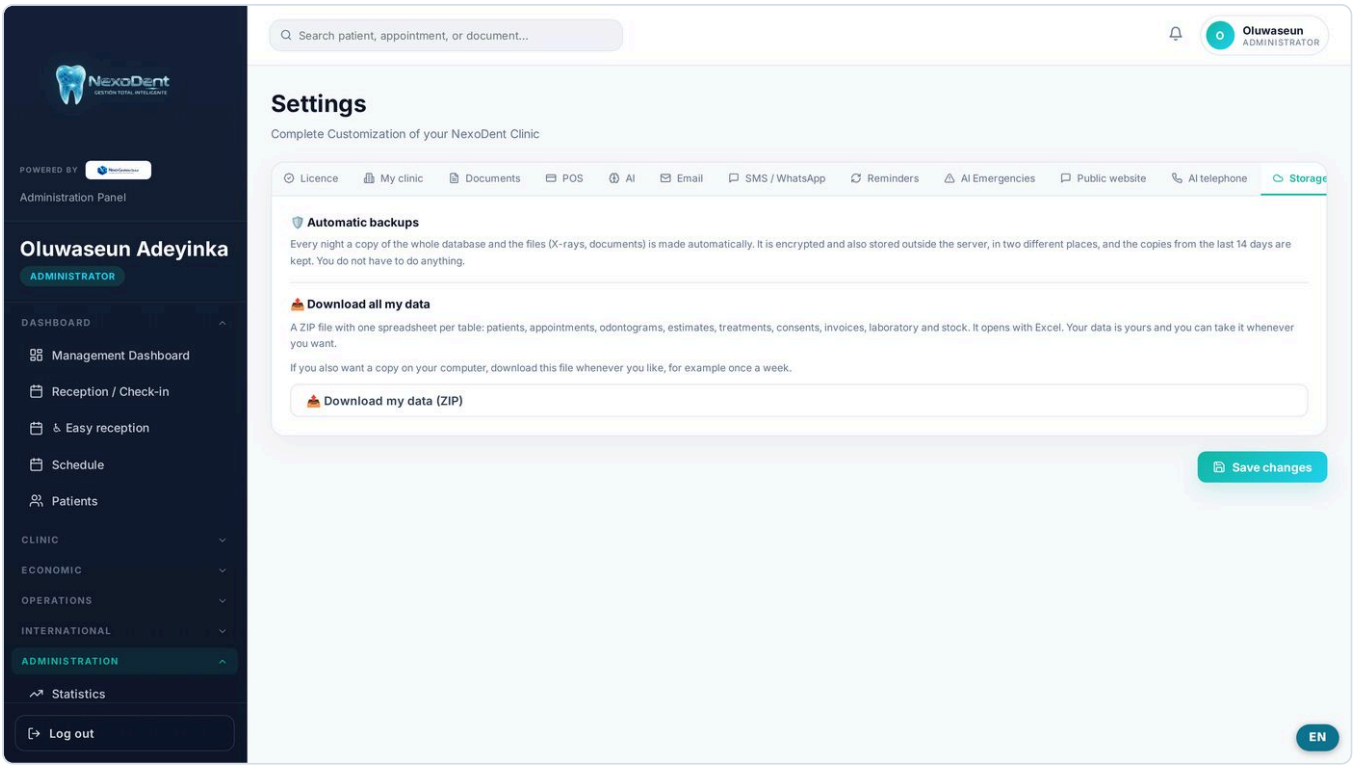
Where: Administration → Settings → «AI telephone» tab



Storage

Backups are automatic: every night the whole database and the files (X-rays, documents) are copied, encrypted and kept in two places outside the server for 14 days. You do nothing. If you also want a copy on your own computer, «Download my data» gives you a ZIP with all your information in sheets that open in Excel.

Where: Administration → Settings → «Storage» tab

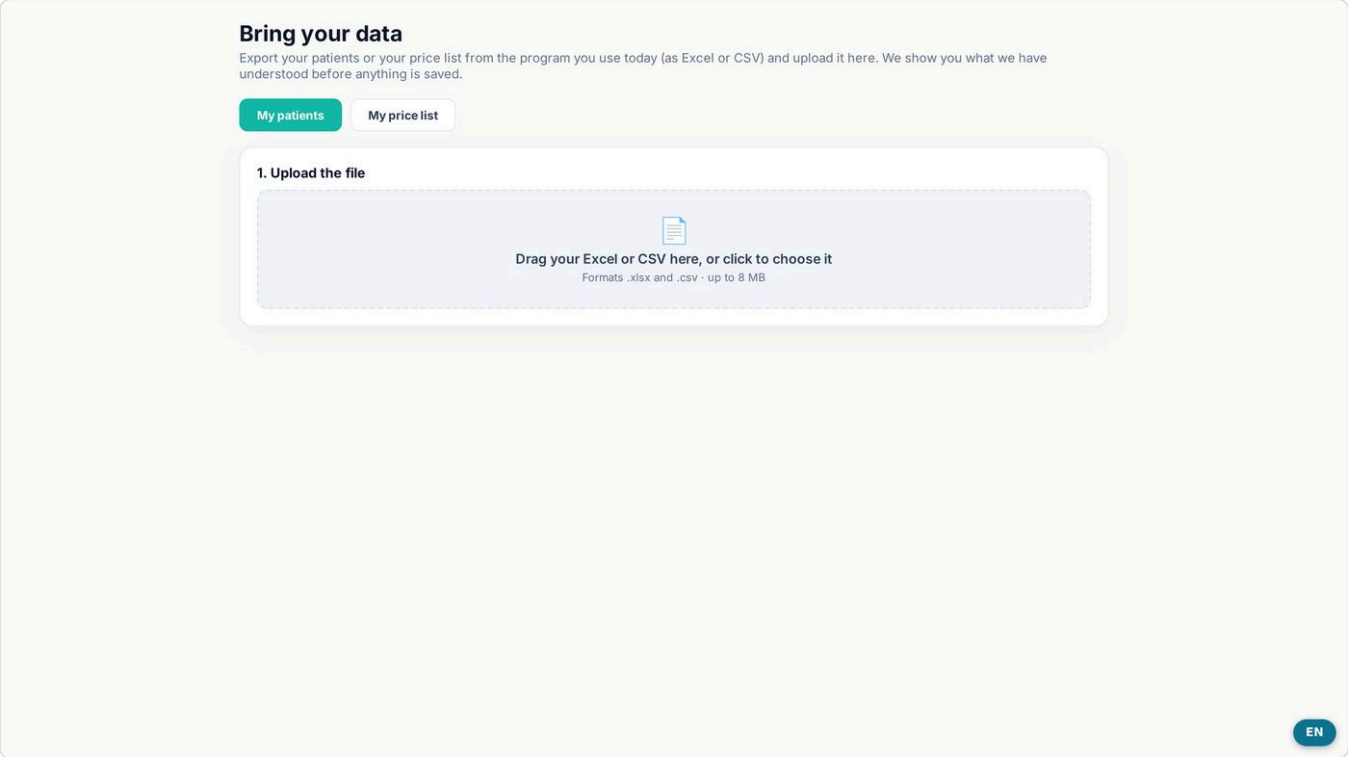


4. Add what is yours

Bring your data from your old program

Export your patients or your price list to Excel or CSV and drop the file here. Before anything is saved, it shows you what it has understood.

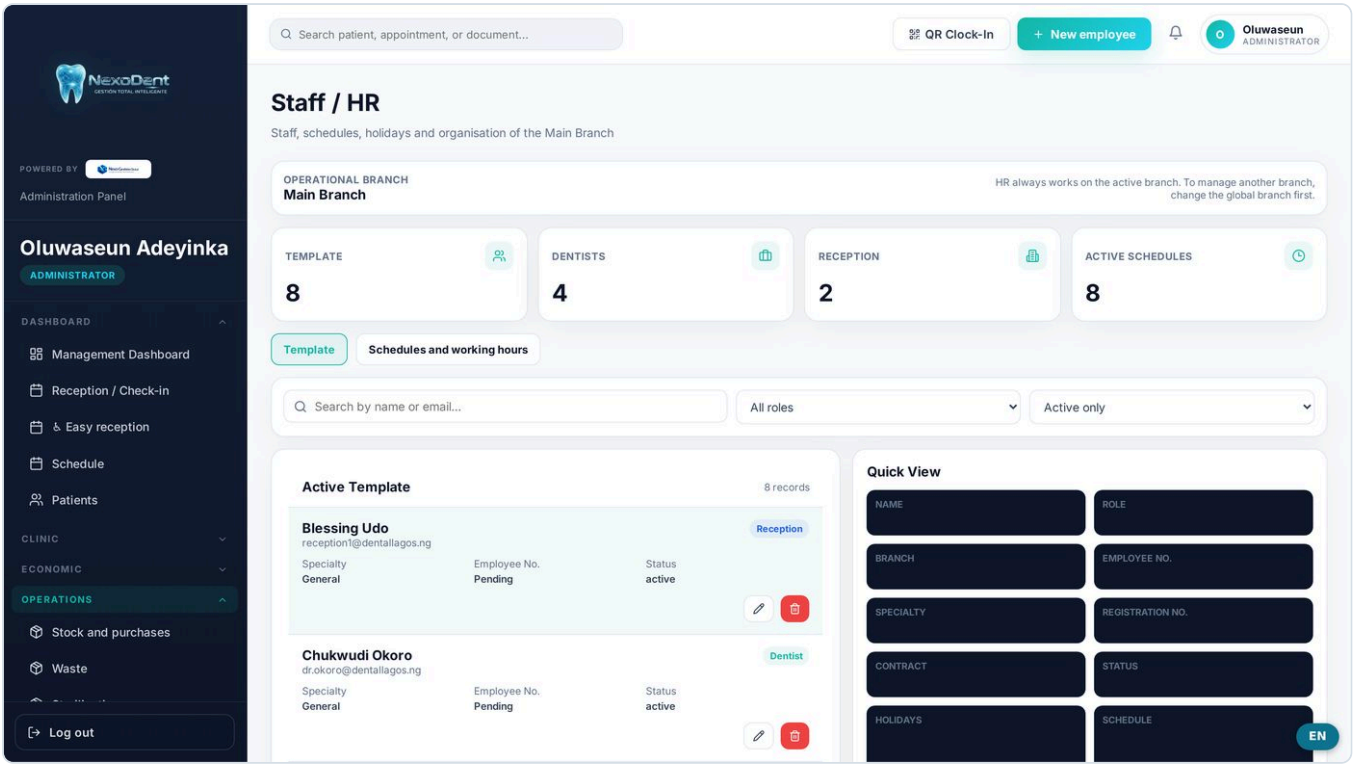
Where: Administration → 📦 Bring your data



Your team

Everyone at the clinic: dentists, hygienists, assistants and reception, with their branch, role and status. The «Schedules and working hours» tab shows everyone's hours.

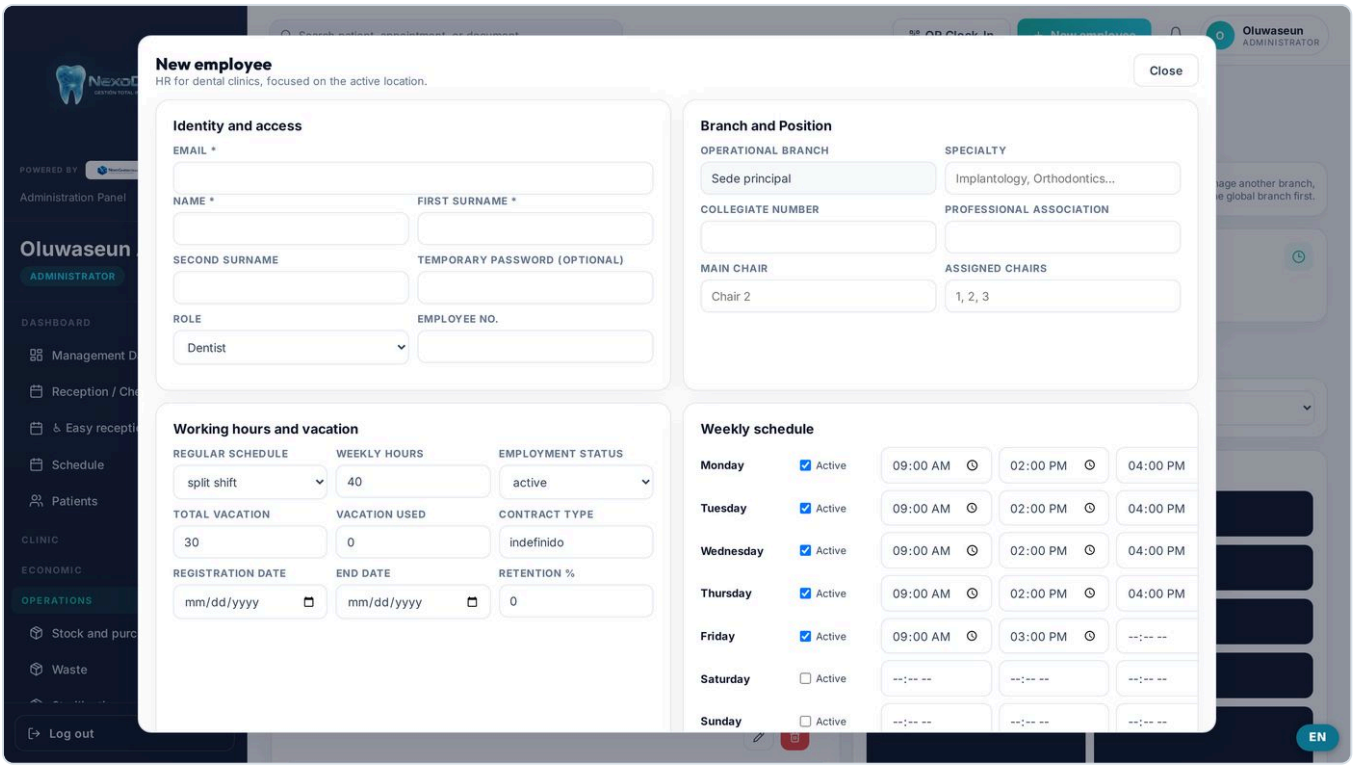
Where: Operations → HR



Adding someone to the team

Their email, name and role (dentist, reception…). They log in with that email and only see what belongs to their role. If you leave the password empty, the program creates a temporary one and shows it to you so you can pass it on. On the right, their specialty, registration number, chair, hours and holidays.

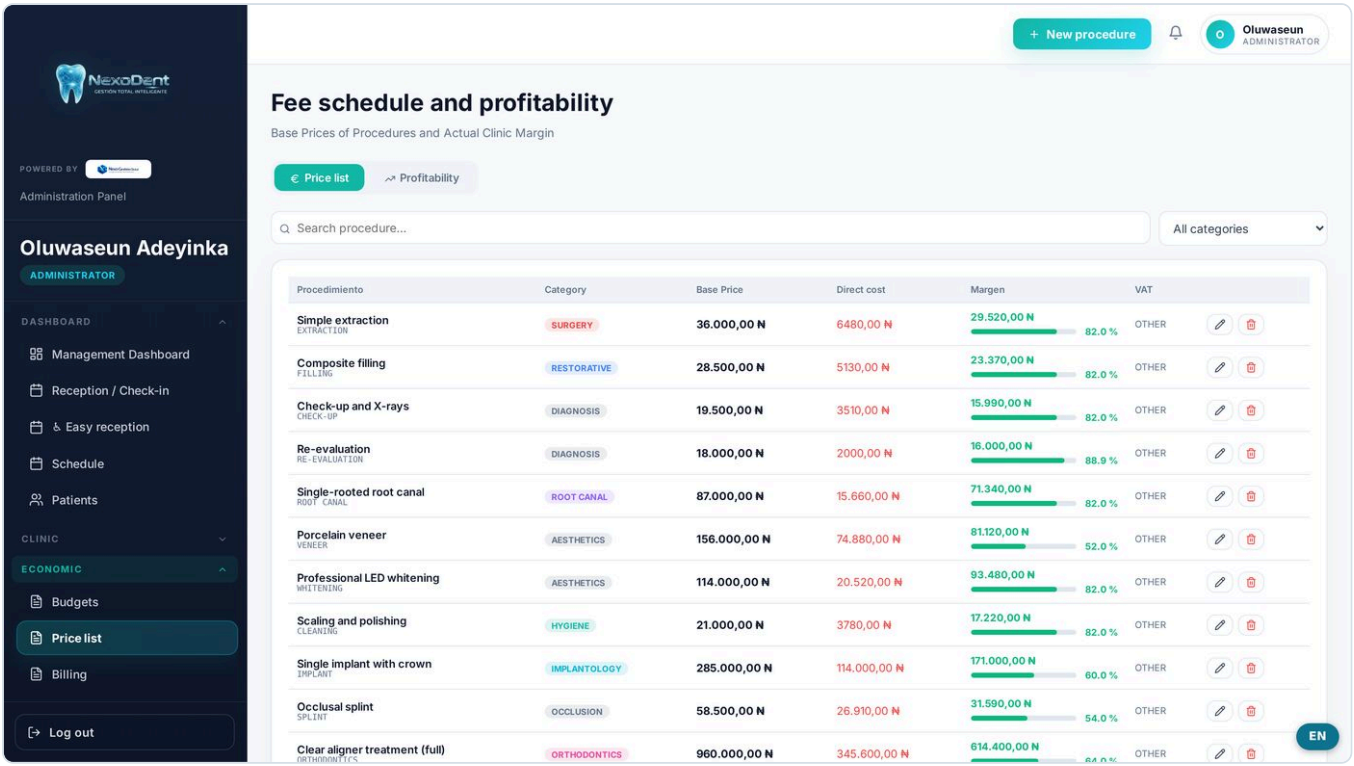
Where: HR → «New employee» button



Your prices and what you really earn

Each treatment with its price, its direct cost and the margin left for the clinic. «New procedure» adds one; the «Profitability» tab shows which treatments pay best.

Where: Economic → Price list

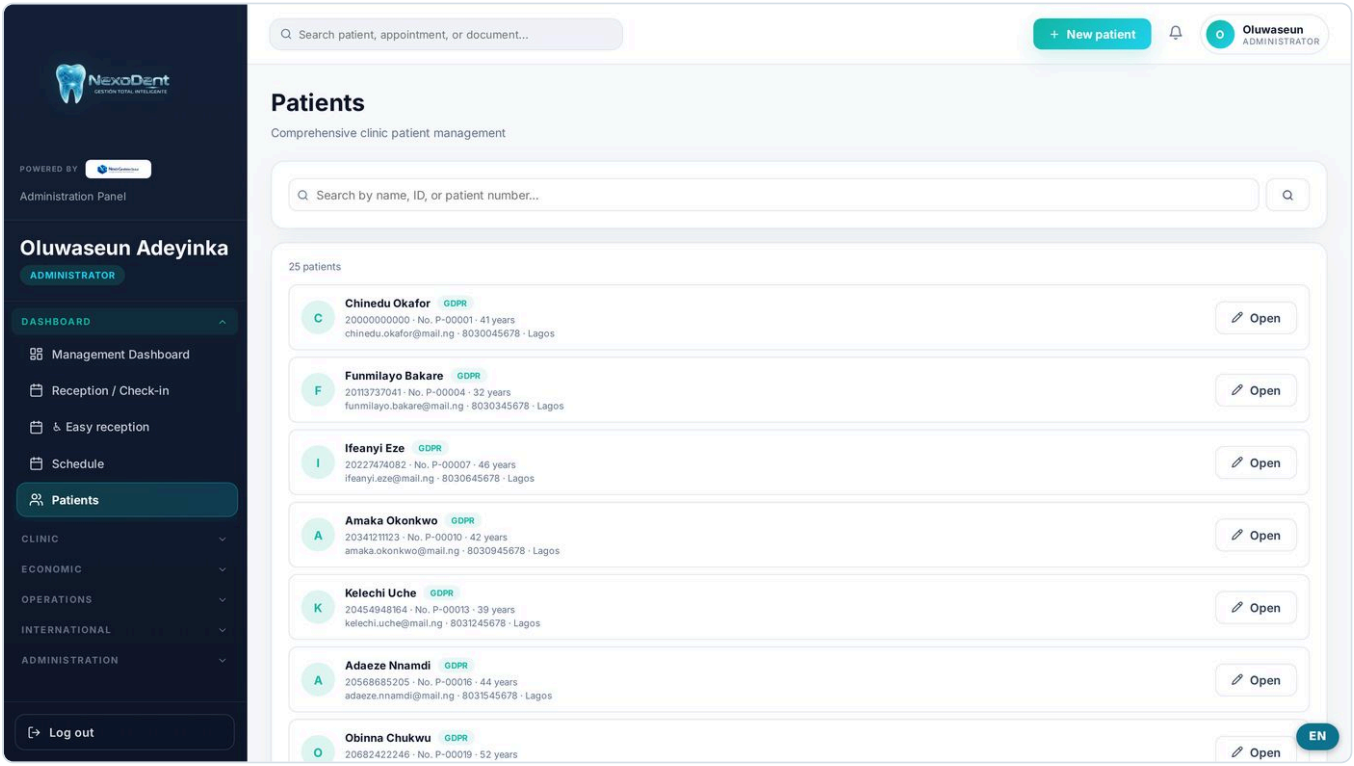


5. Patients

All your patients

Search by name, ID or patient number. «Open» shows the full record.

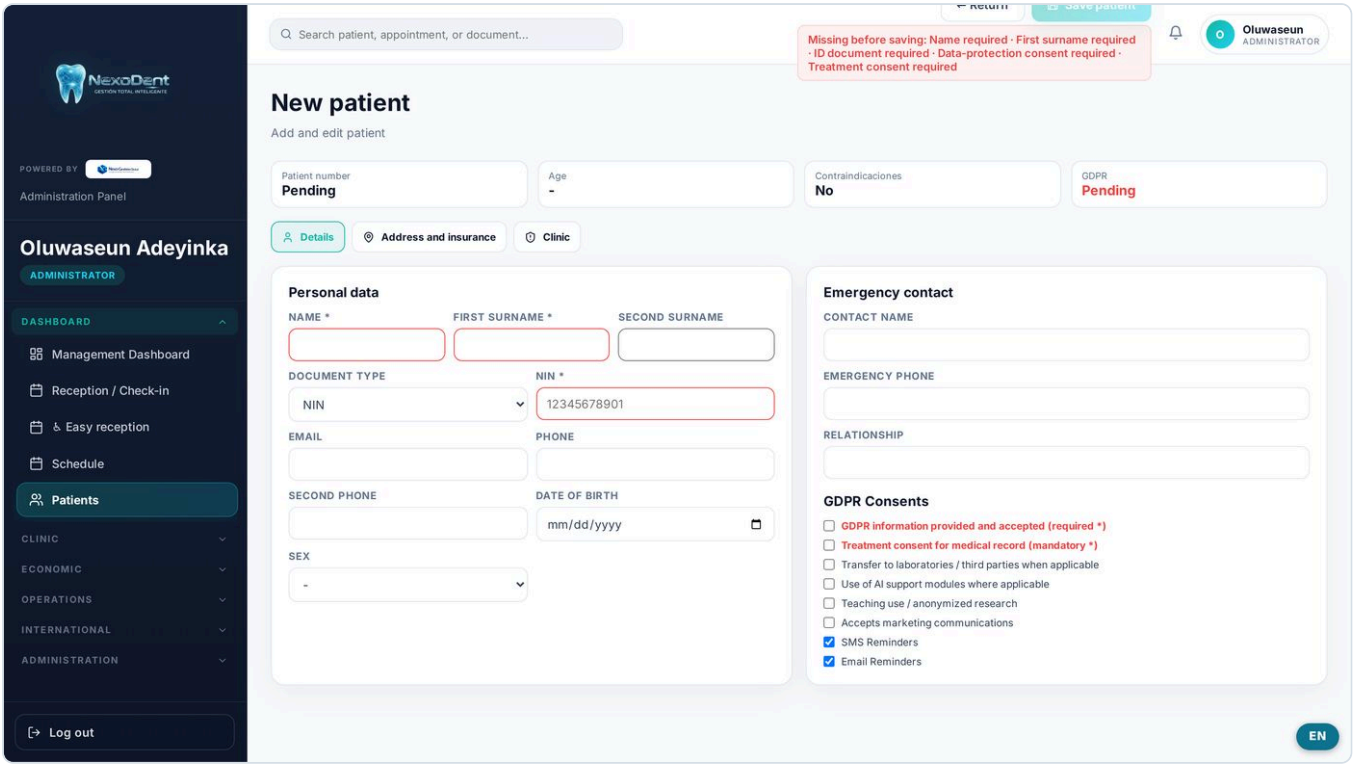
Where: Dashboard → Patients



Registering a new patient

Name, ID document, contact details, date of birth and emergency contact. At the top it tells you exactly what is still missing, and the patient's consents are ticked right here.

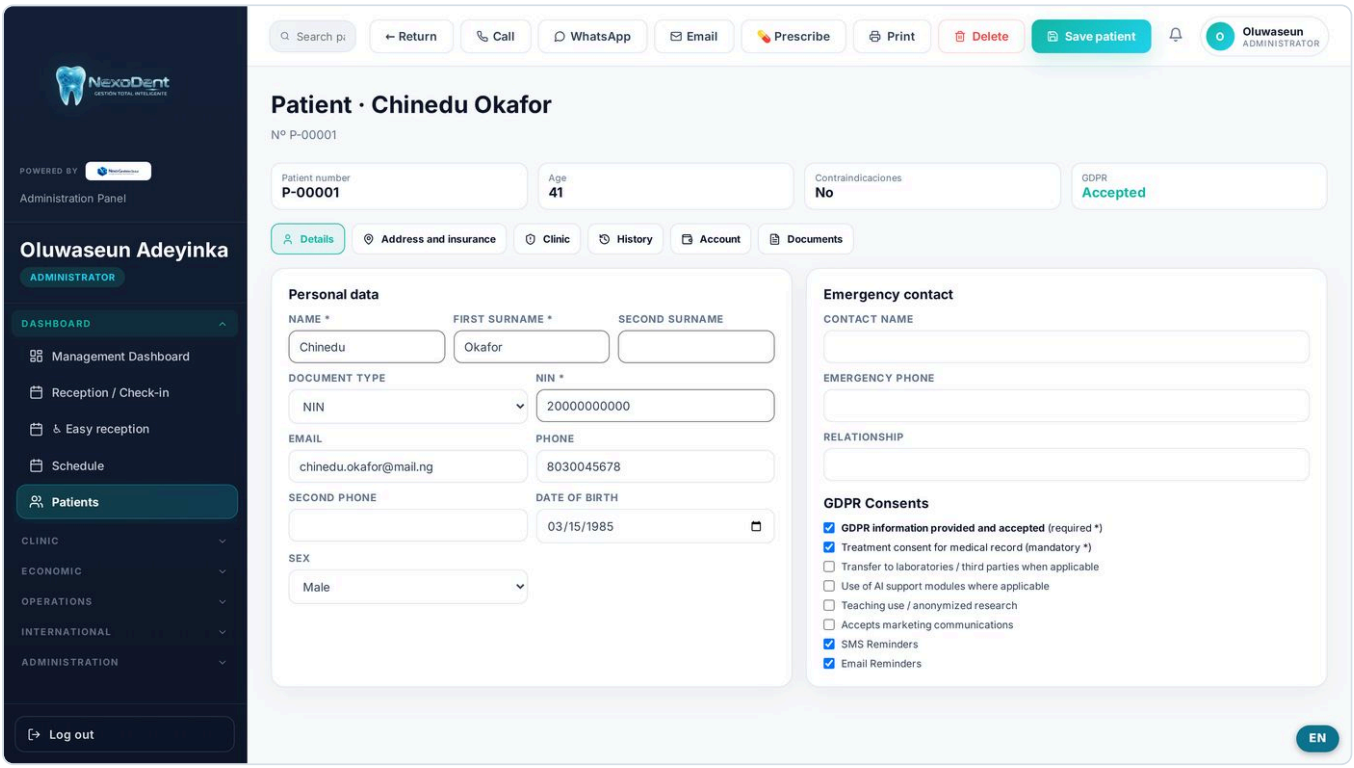
Where: Patients → «New patient» button



The patient record

Everything about the patient on one screen. From the top bar you can call, open WhatsApp, send an email, write a prescription or print.

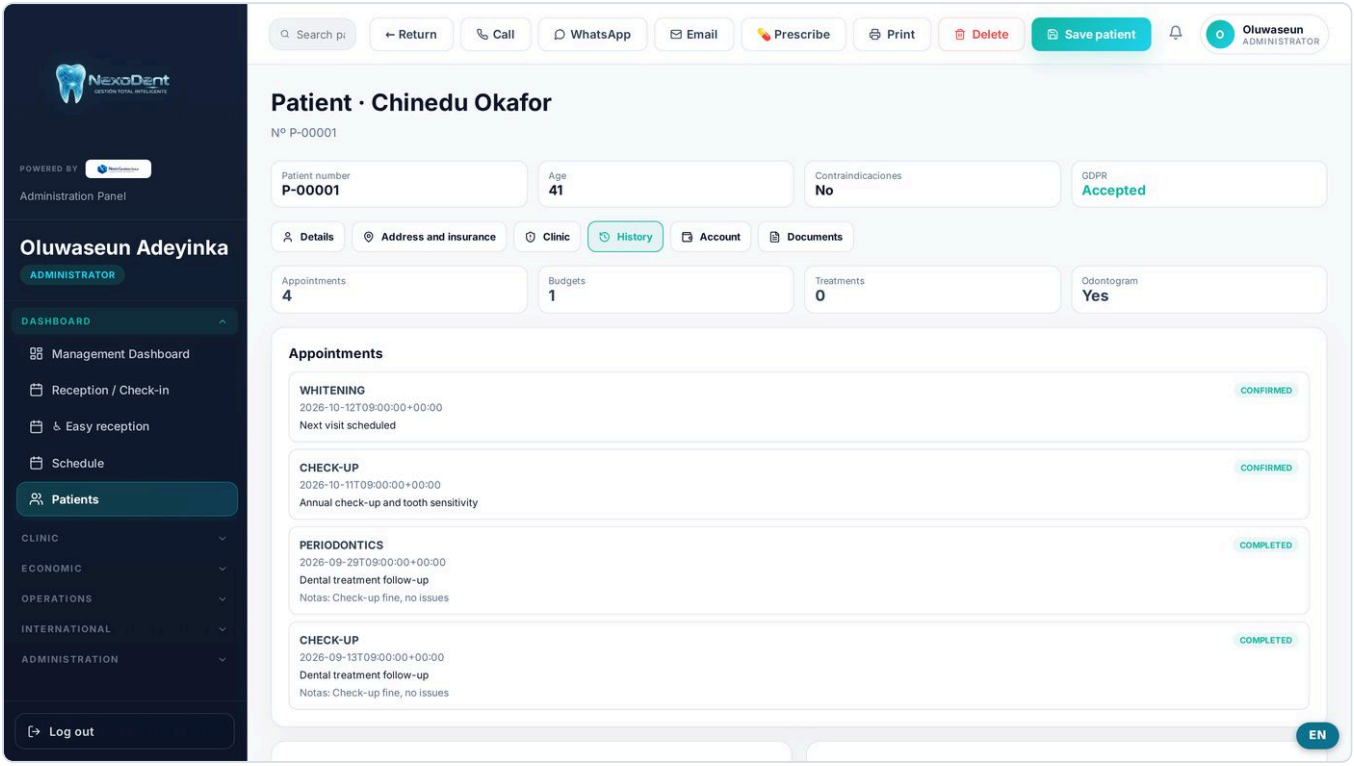
Where: Patients → «Open»



History

Appointments, budgets, treatments and odontogram, with the status of each visit.

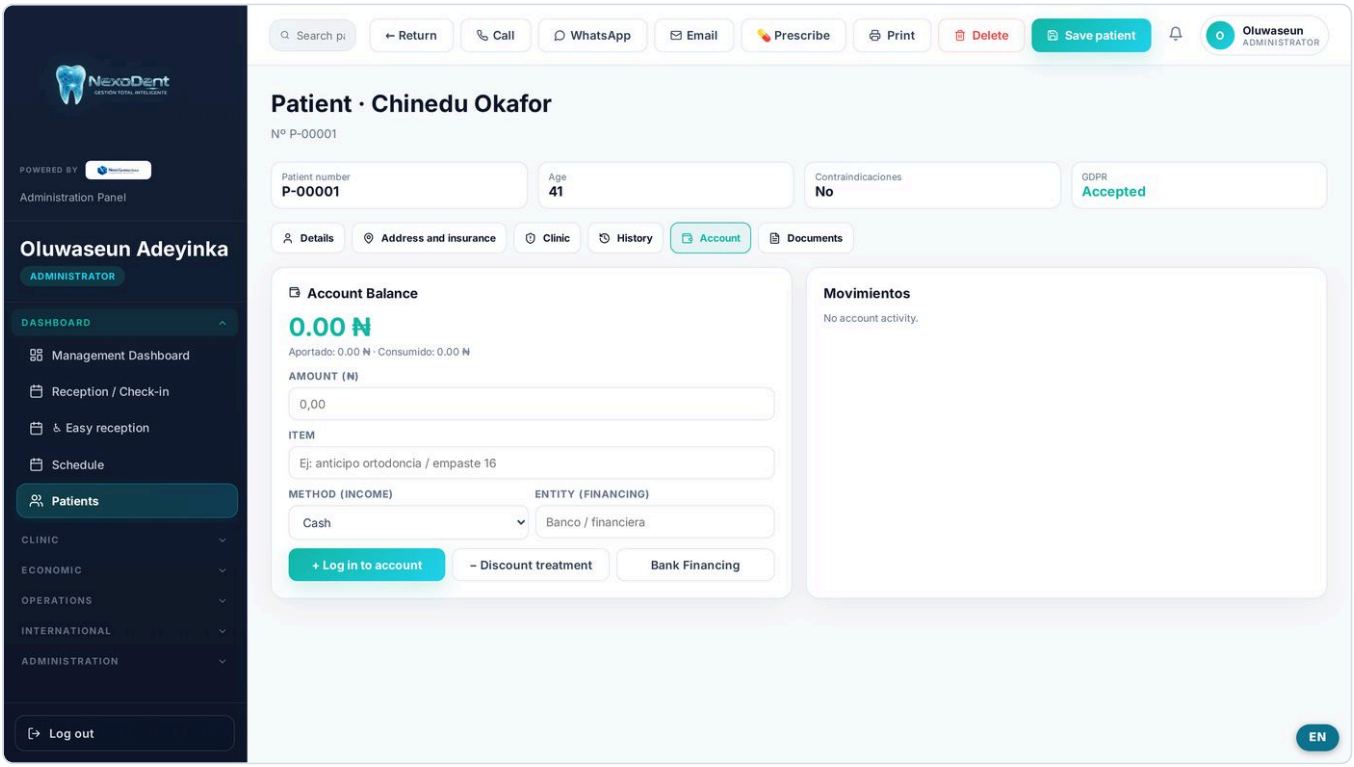
Where: Patient record → «History» tab



Account

The patient's balance: payments on account, discounts and bank financing.

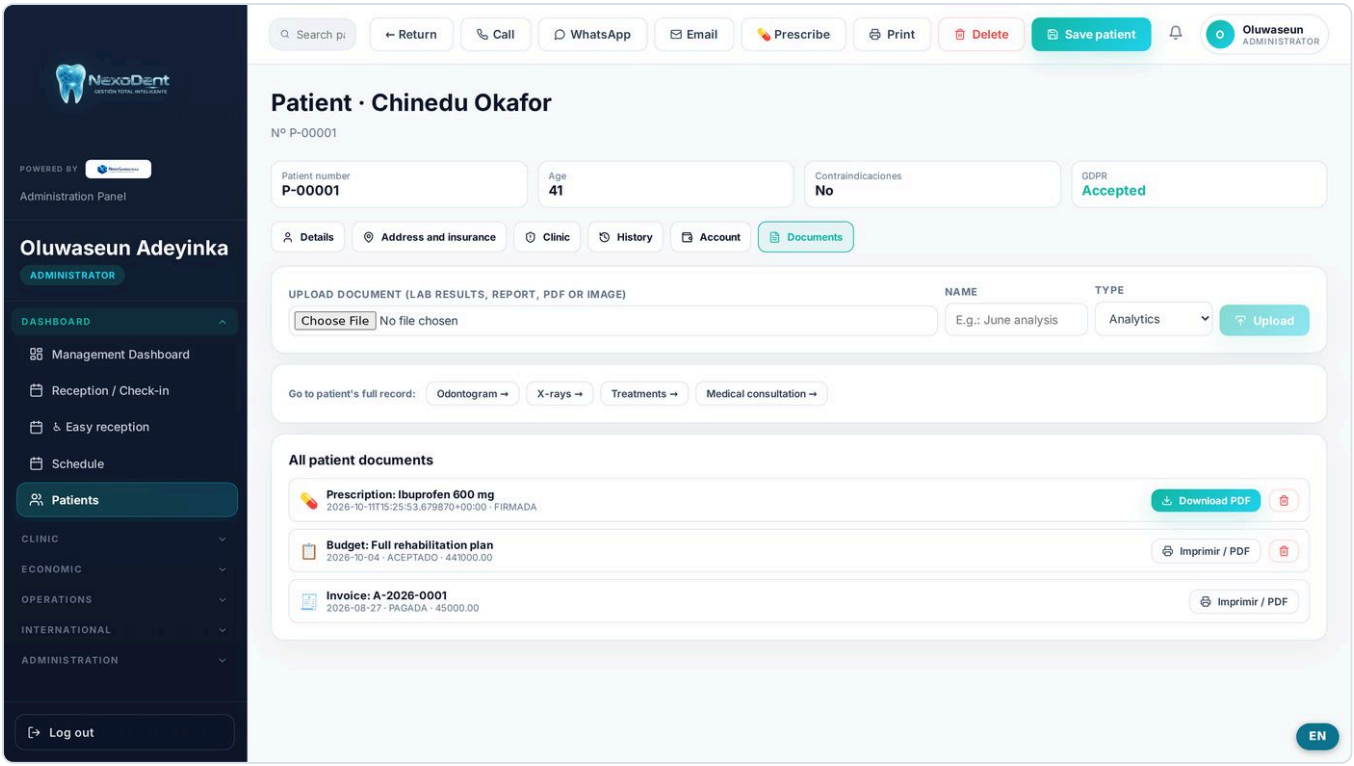
Where: Patient record → «Account» tab



Documents

Upload lab results, reports, PDFs or images. Prescriptions, budgets and invoices are kept here and can be downloaded or printed.

Where: Patient record → «Documents» tab

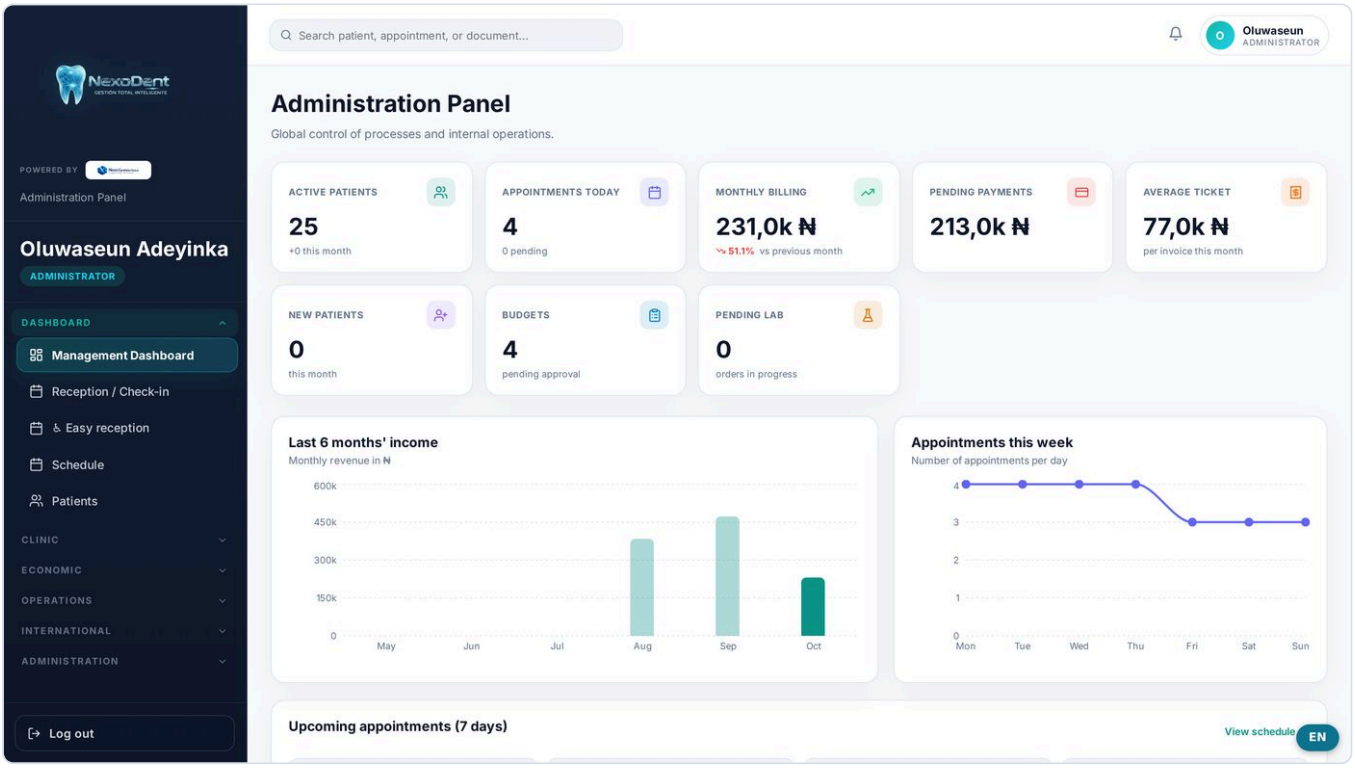


6. The day at the clinic

Your dashboard

Active patients, today's appointments, this month's billing, outstanding payments, average ticket, budgets awaiting approval and lab orders. Below, income for the last six months and this week's appointments.

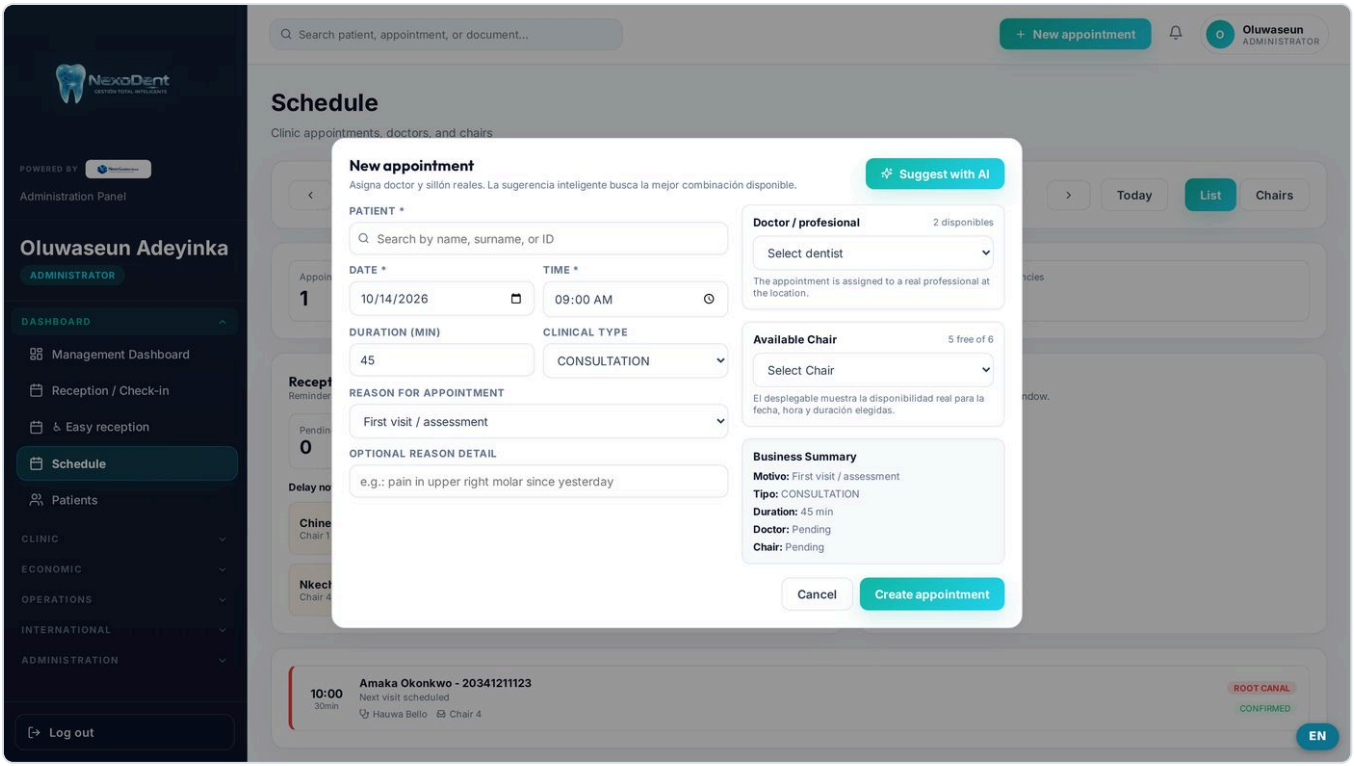
Where: Dashboard → Management Dashboard



Booking an appointment

Patient, date, time, duration, type and reason. It only offers dentists and chairs that are free at that time.

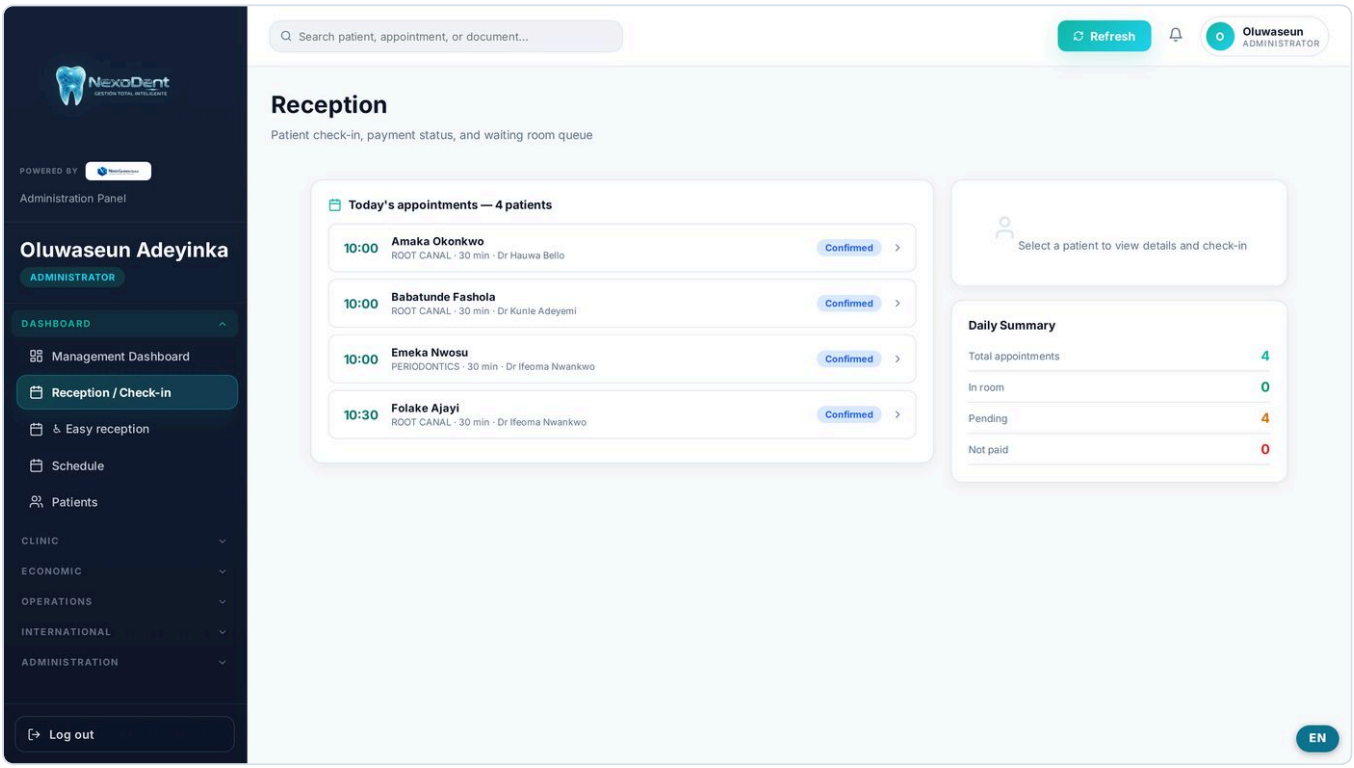
Where: Dashboard → Schedule → «New appointment»



Reception

Today's patients with their time, treatment and dentist. Select a patient to check them in. On the right, the day's summary: in the room, pending and unpaid.

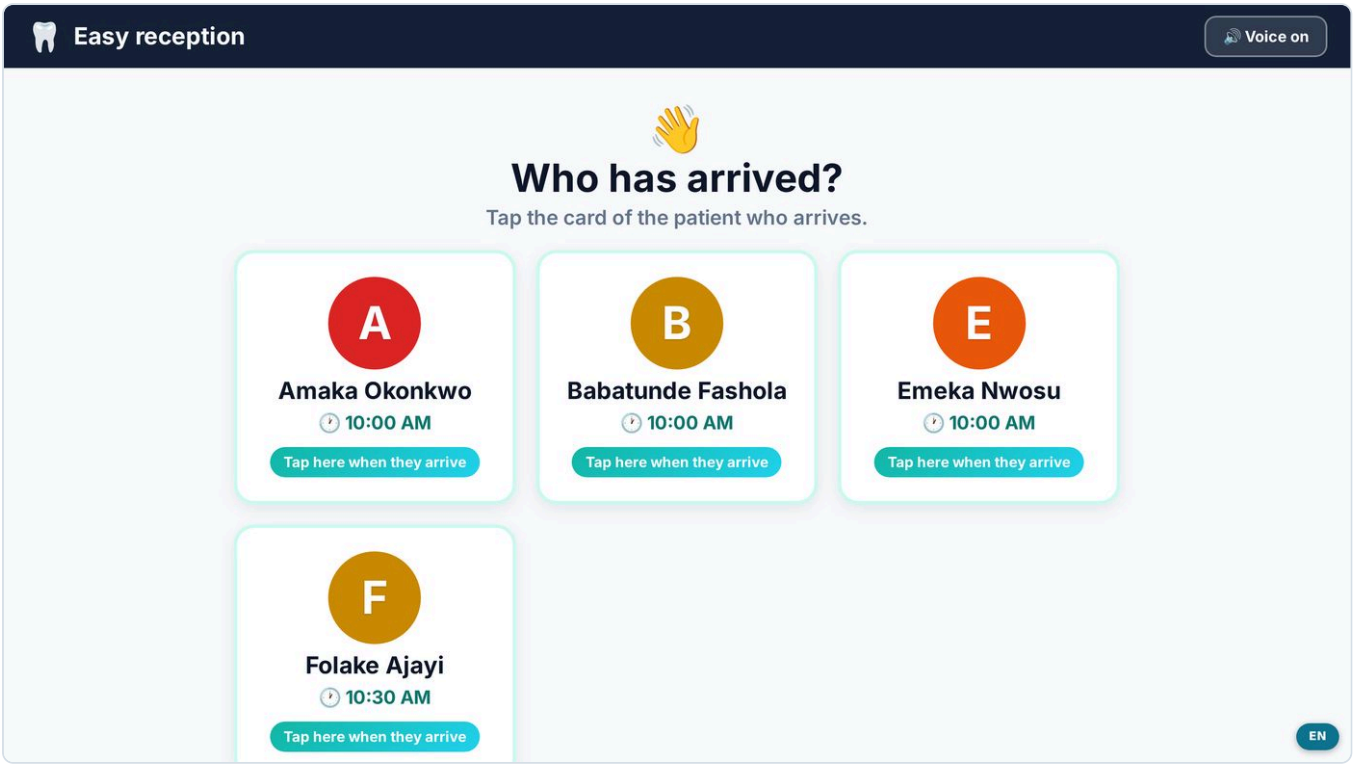
Where: Dashboard → Reception / Check-in



Easy reception

A simple screen with large buttons, ideal for a tablet at the front desk: tap the card of the patient who has just arrived.

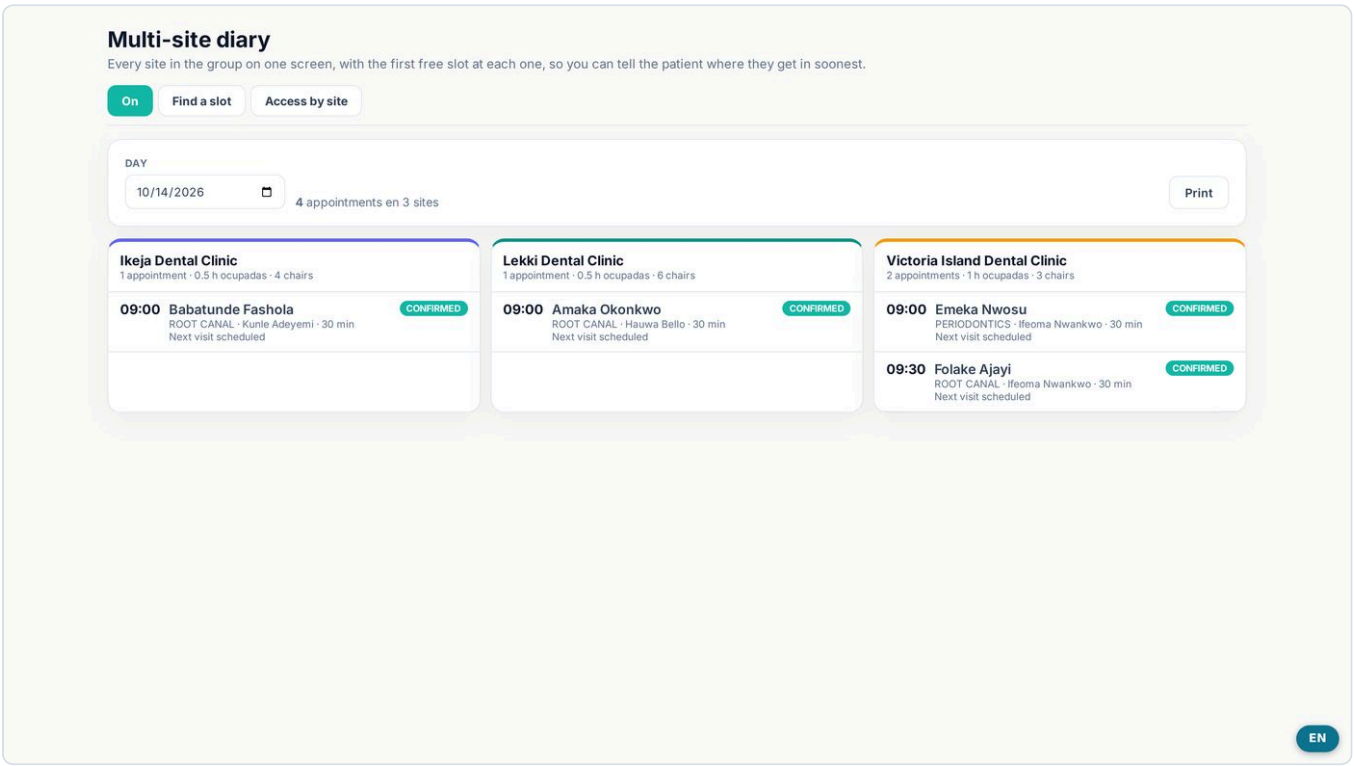
Where: Dashboard → Easy reception



All your sites on one screen

If you have more than one clinic, each site's appointments side by side, with the first free slot at each one.

Where: Operations → Multi-site diary

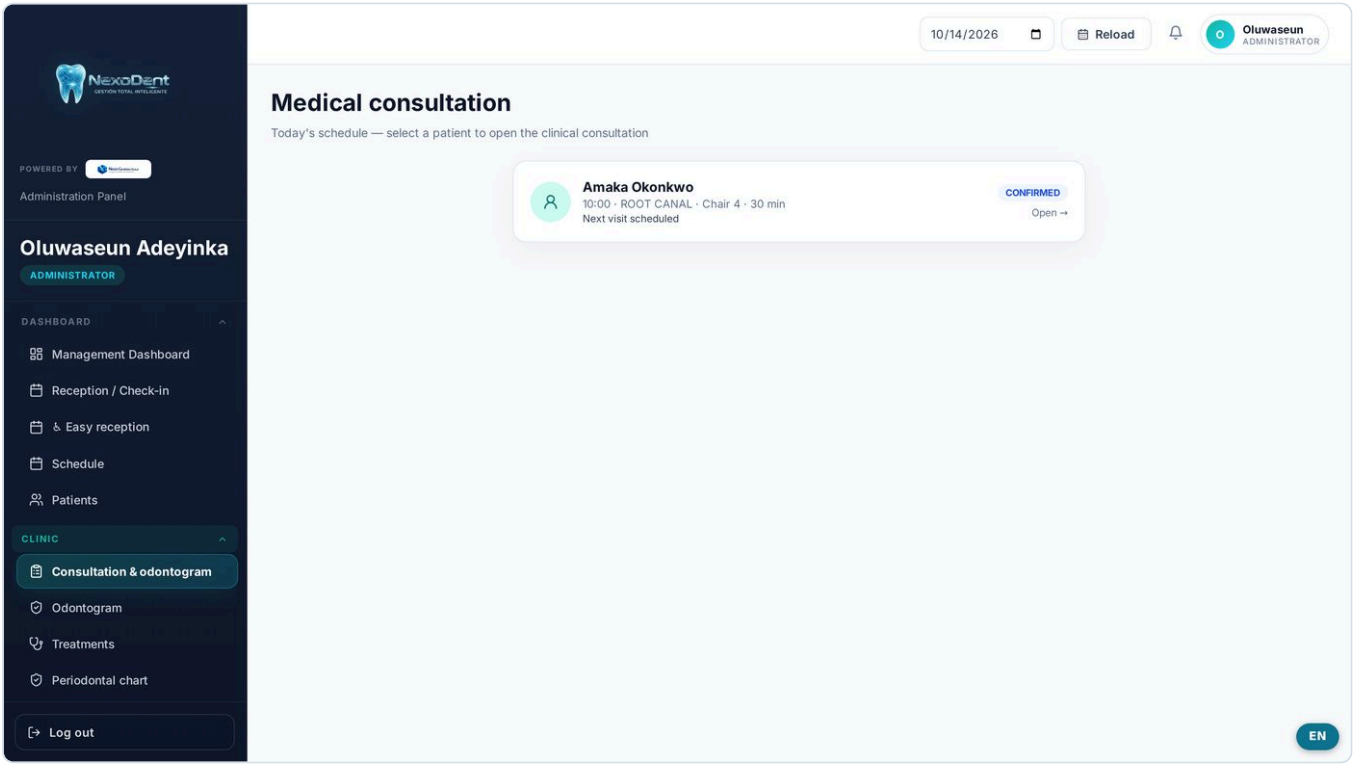


7. Consultation and odontogram

The dentist's list for today

The dentist sees the day's patients and opens the one in the chair.

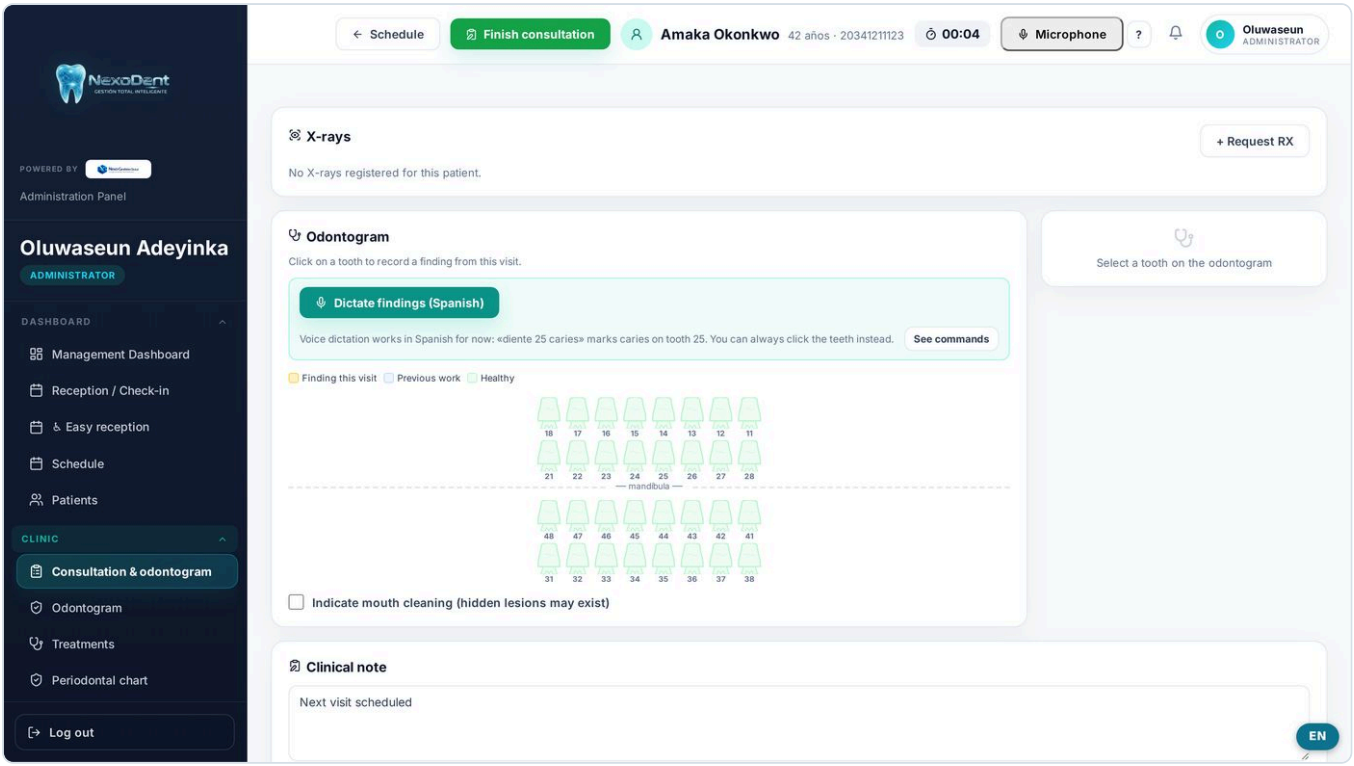
Where: Clinic → Consultation & odontogram



Inside the consultation

X-rays, odontogram and clinical note on one screen, with the visit timer running at the top. «Finish consultation» closes the visit.

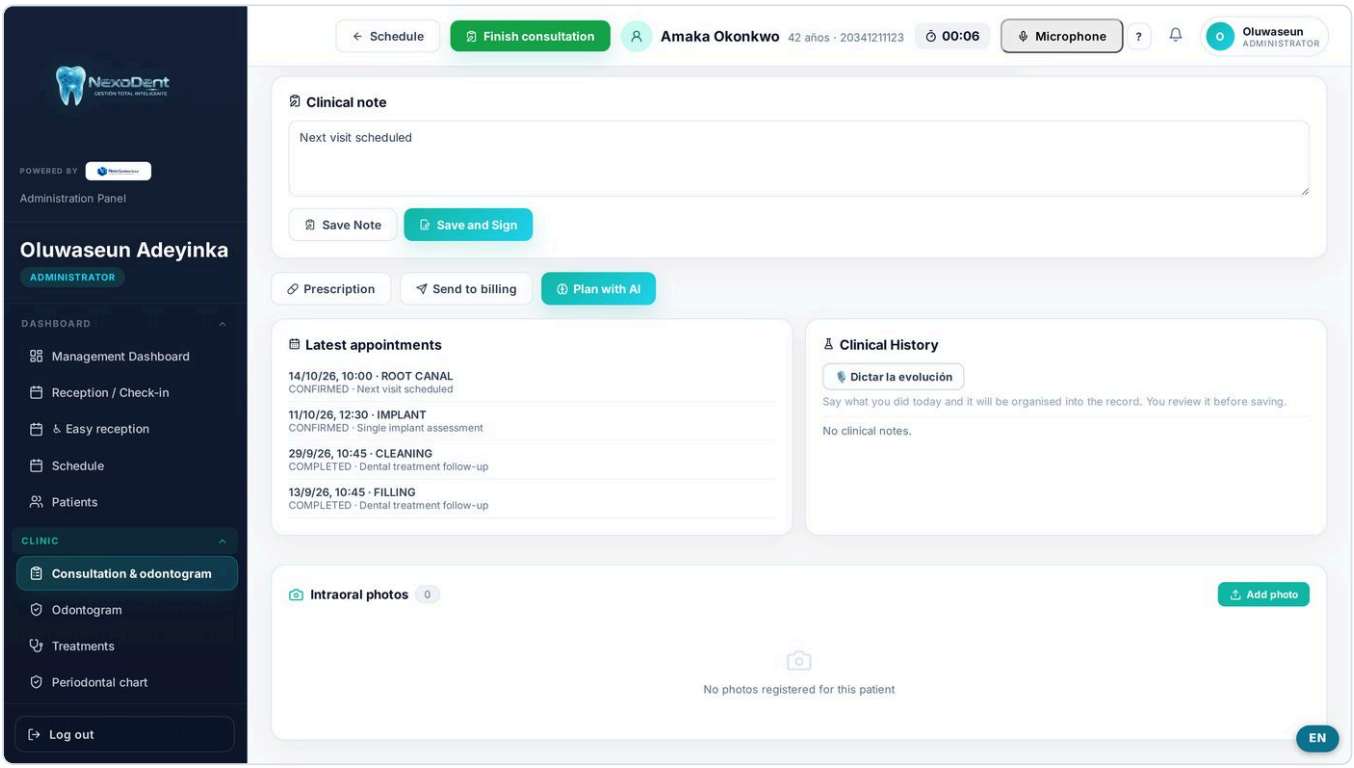
Where: Consultation → click on the patient



Clinical note, prescription and billing

Save and sign the clinical note, write a prescription and «Send to billing». Below: latest appointments, clinical history and intraoral photos.

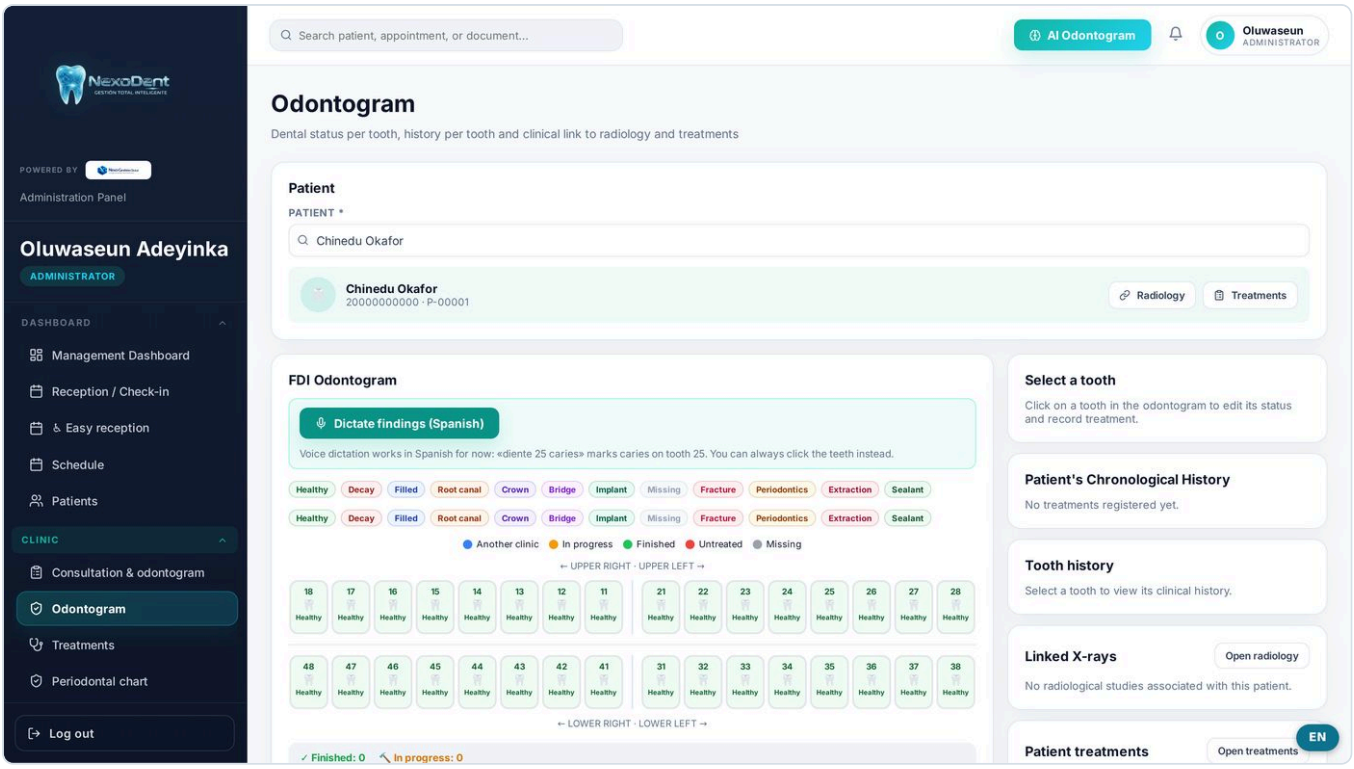
Where: Inside the consultation, scrolling down



The odontogram

Every tooth in FDI notation with its status: healthy, decay, filled, root canal, crown, bridge, implant, missing, fracture and more. Voice dictation of findings works in Spanish for now; clicking the teeth always works.

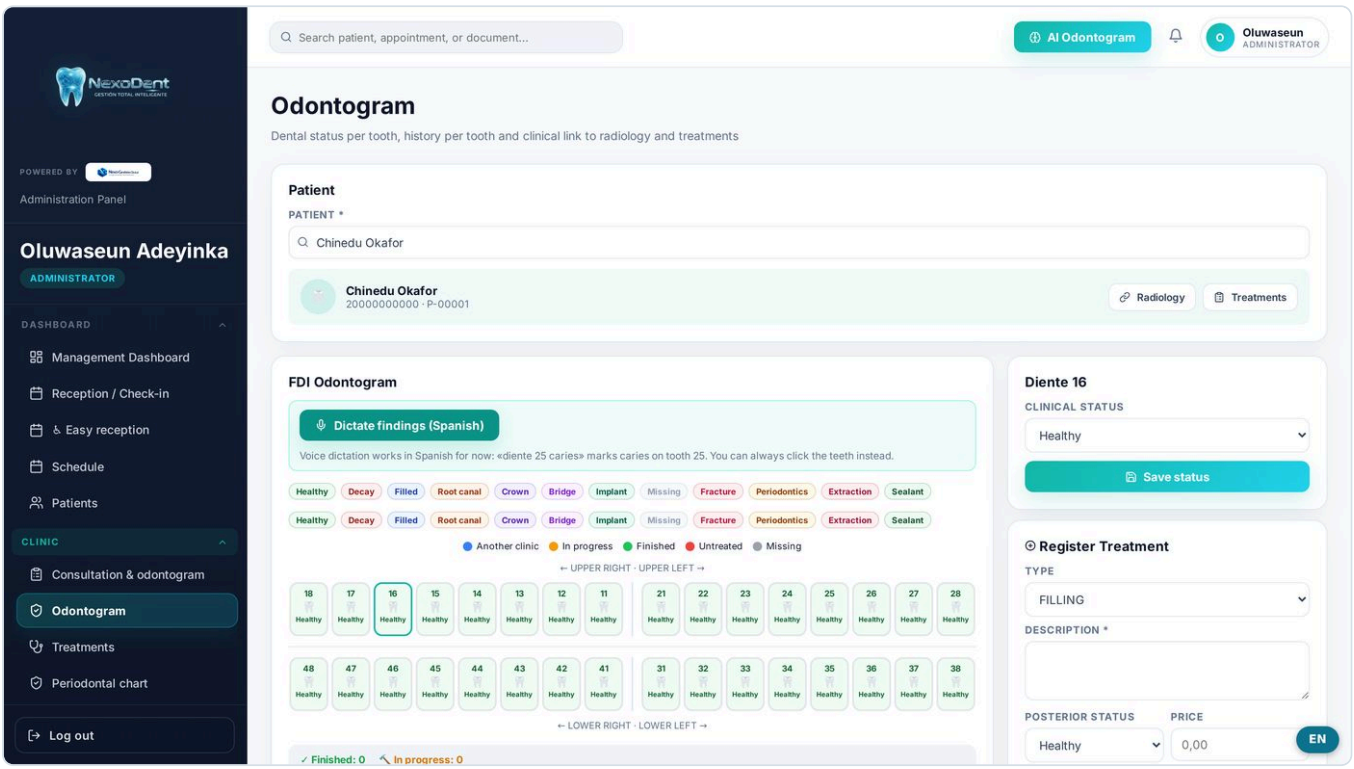
Where: Clinic → Odontogram → choose the patient



Recording a finding on a tooth

Click a tooth: change its clinical status or register a treatment with its type, description, status and price.

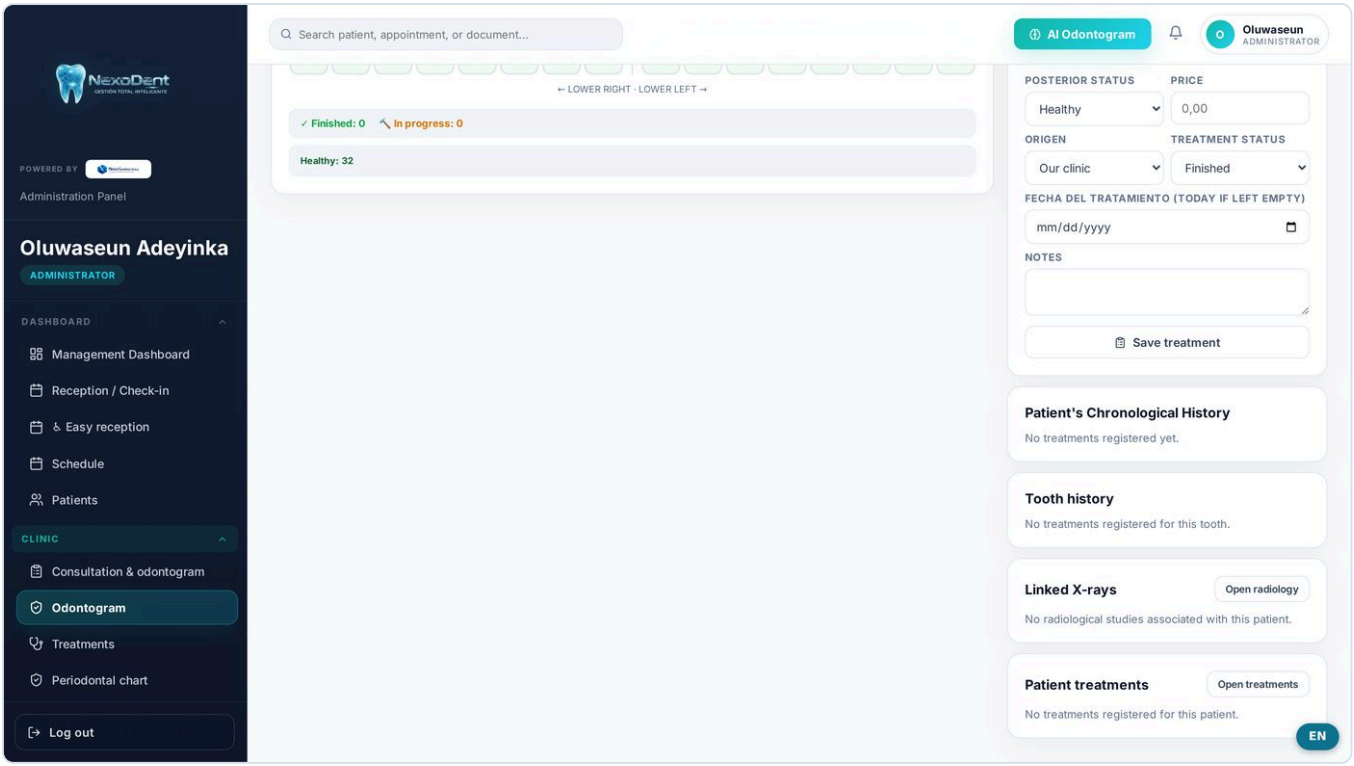
Where: Odontogram → click a tooth



Each tooth's history

Treatment date and notes, the patient's chronological history, the history of that tooth, its linked X-rays and the patient's treatments.

Where: Odontogram → scrolling down

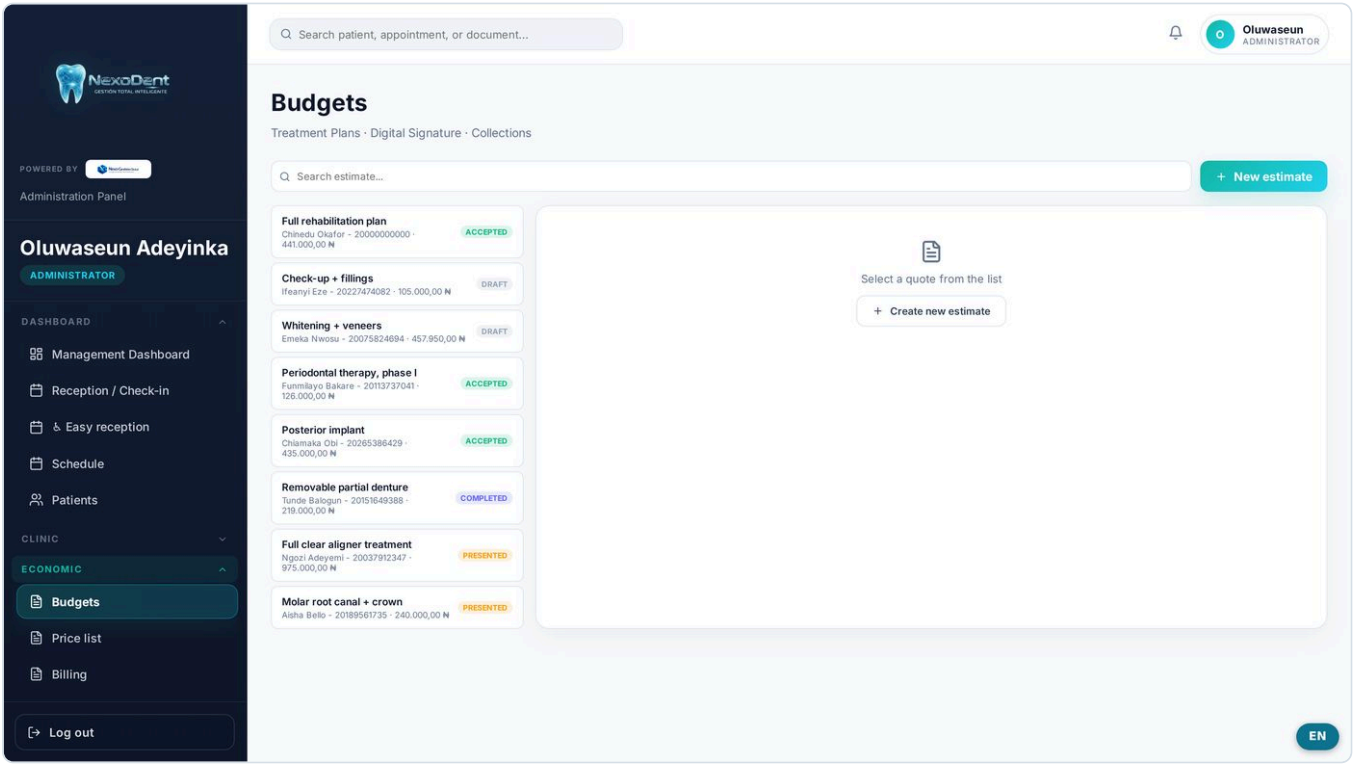


8. Budgets, invoices and payments

Budgets

Every treatment plan with its status: draft, presented, accepted or completed.

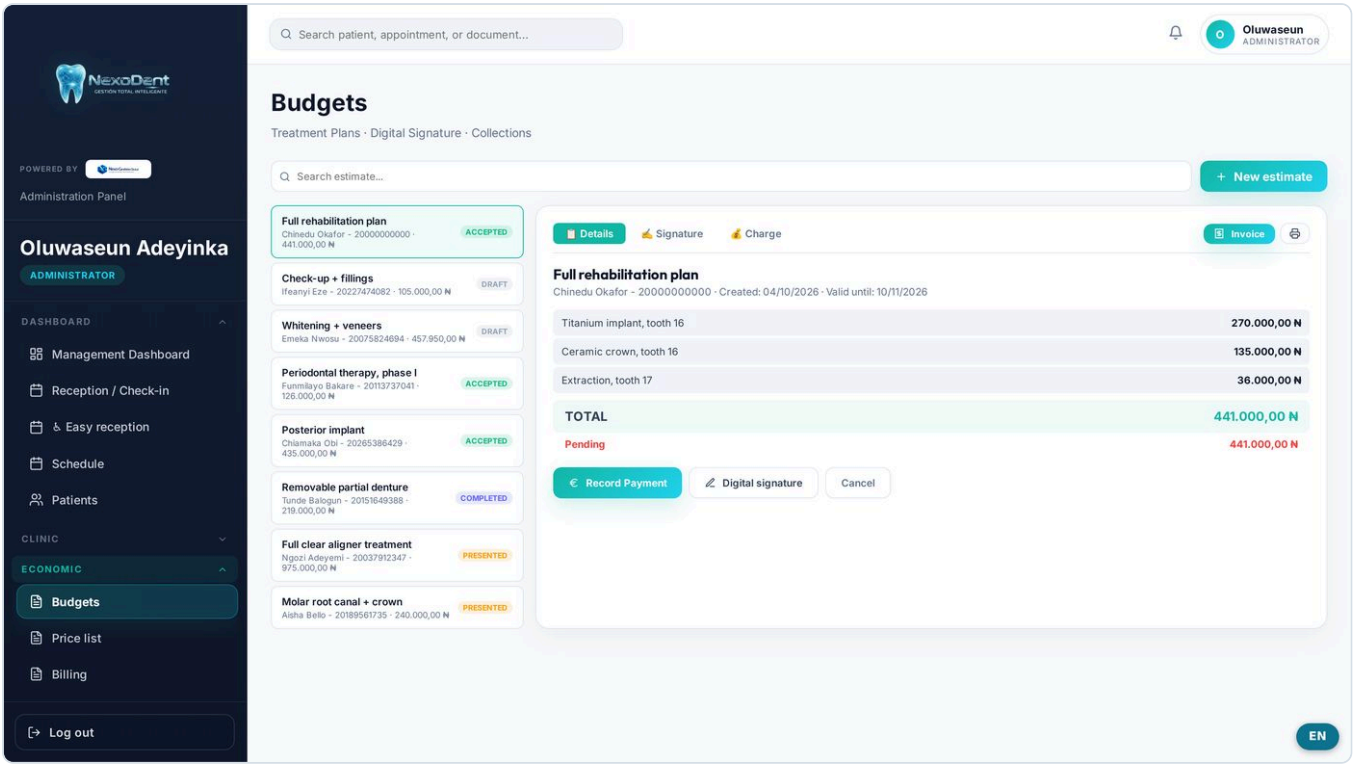
Where: Economic → Budgets



Inside a budget

Each line with its tooth and price, the total and what is still pending. The patient can sign on screen, you can record a payment, and «Invoice» turns it into an invoice.

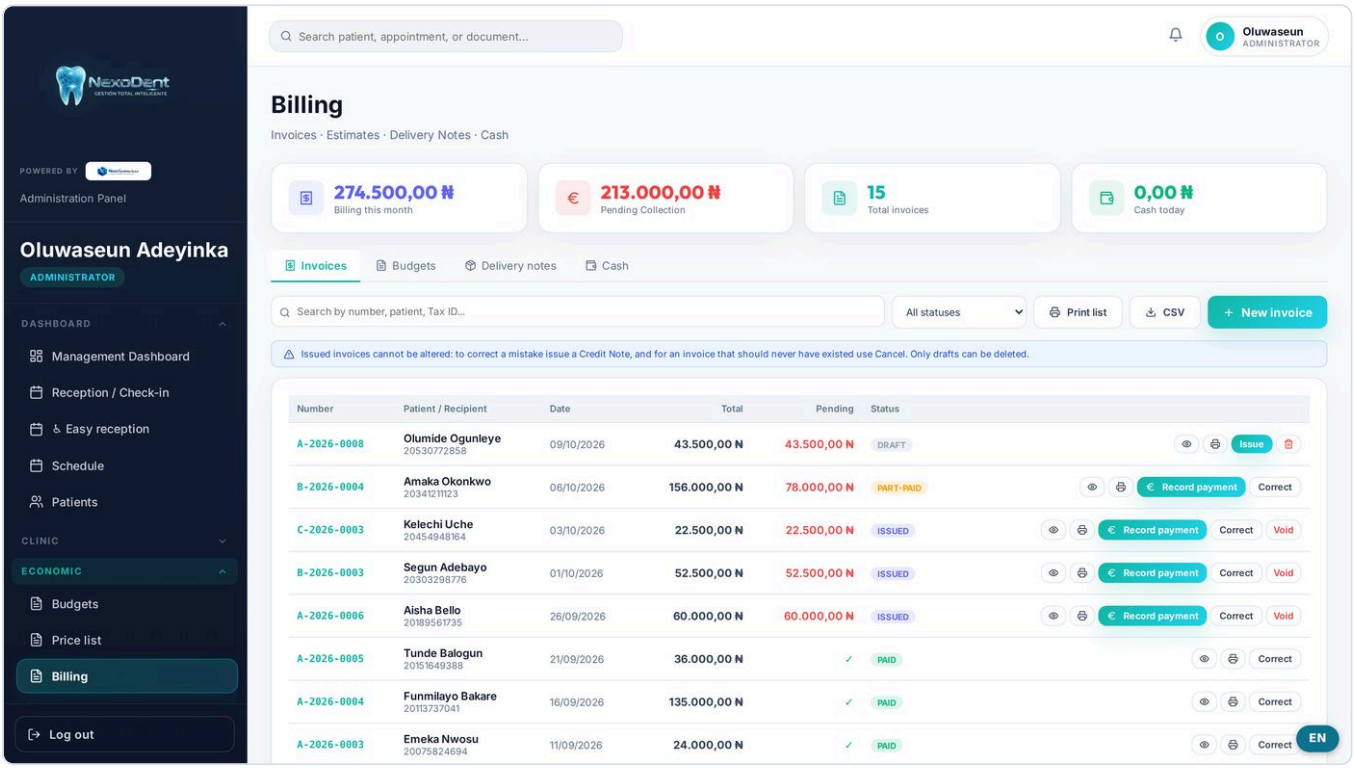
Where: Budgets → click on a budget



Billing

All invoices with their status (draft, issued, part-paid, paid), what is still pending and today's cash. Print the list or download it as CSV.

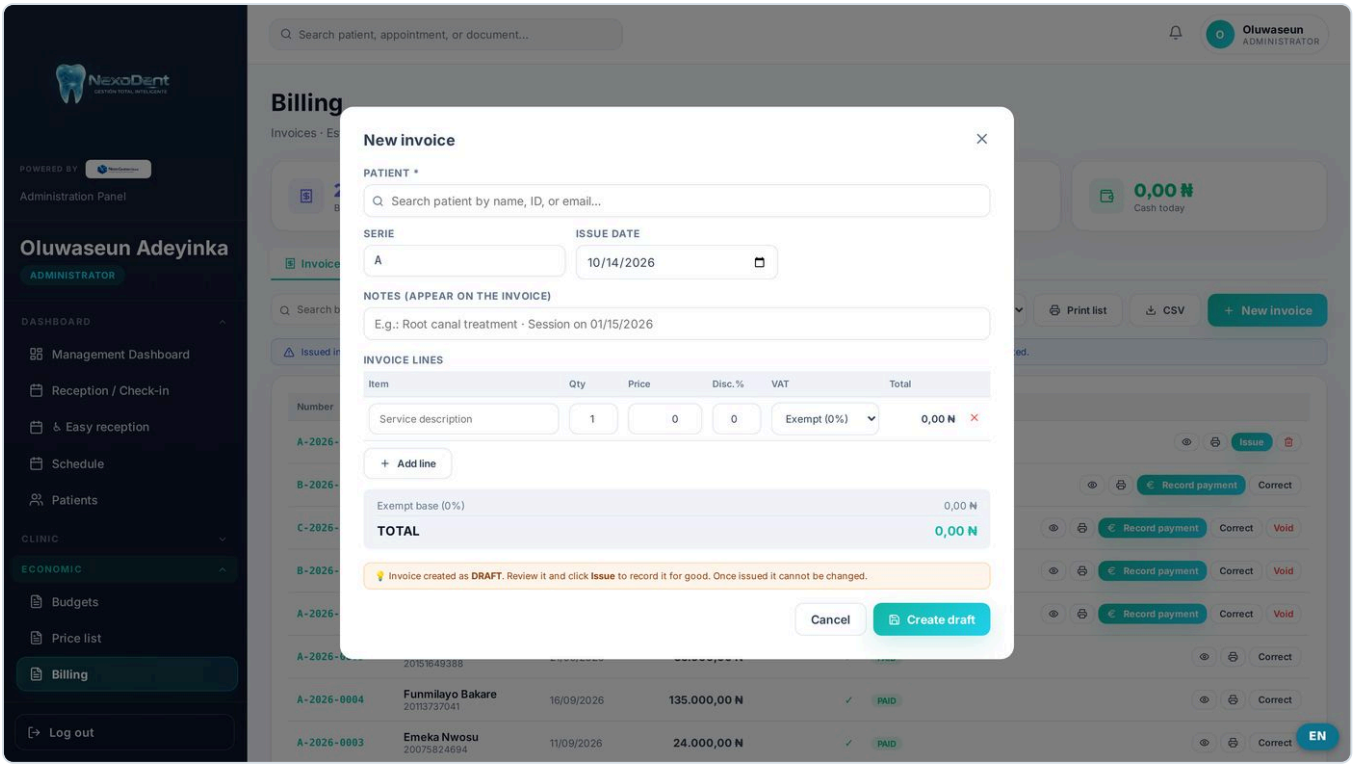
Where: Economic → Billing



A new invoice

Patient, series, date and lines. It is created as a draft; when you click «Issue» it is recorded for good. To correct an issued invoice you issue a credit note.

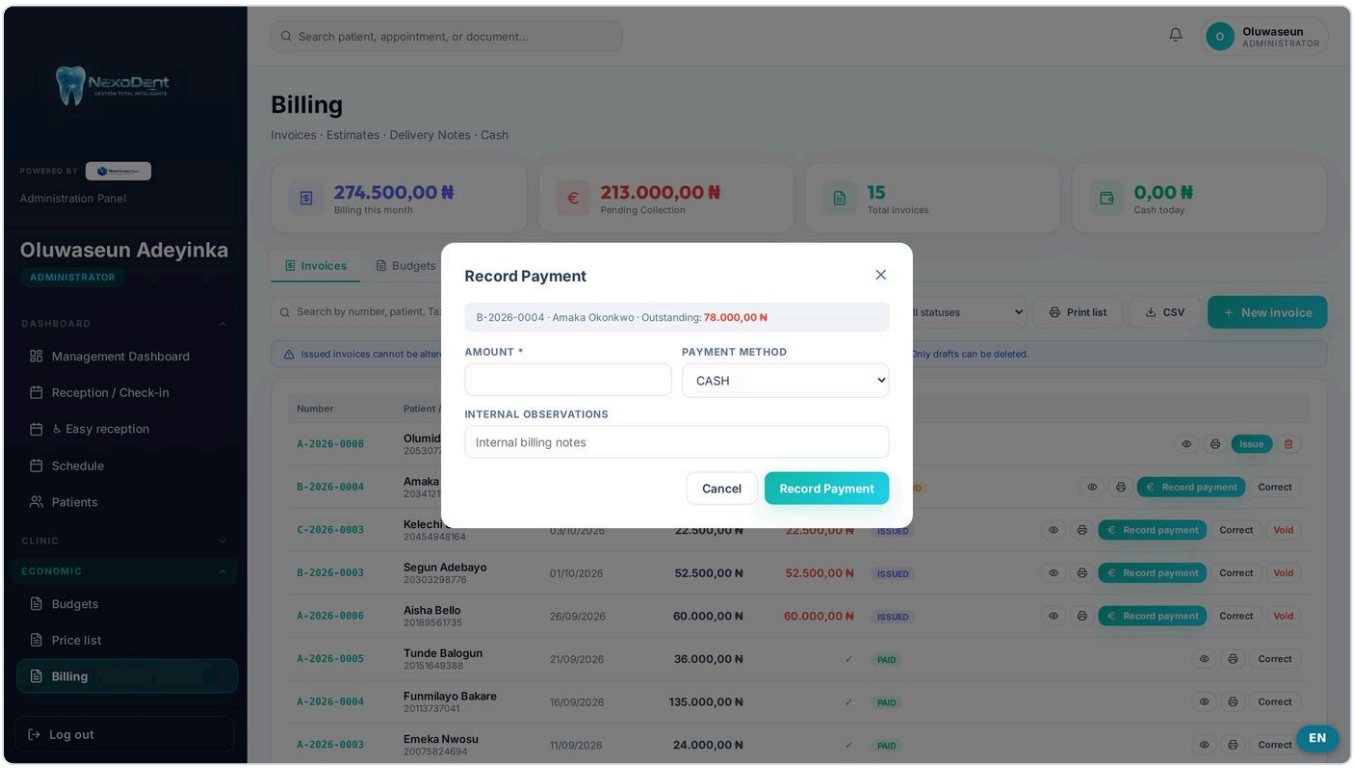
Where: Billing → «New invoice»



Recording a payment

Amount and payment method. Part payments are allowed: the rest stays as pending.

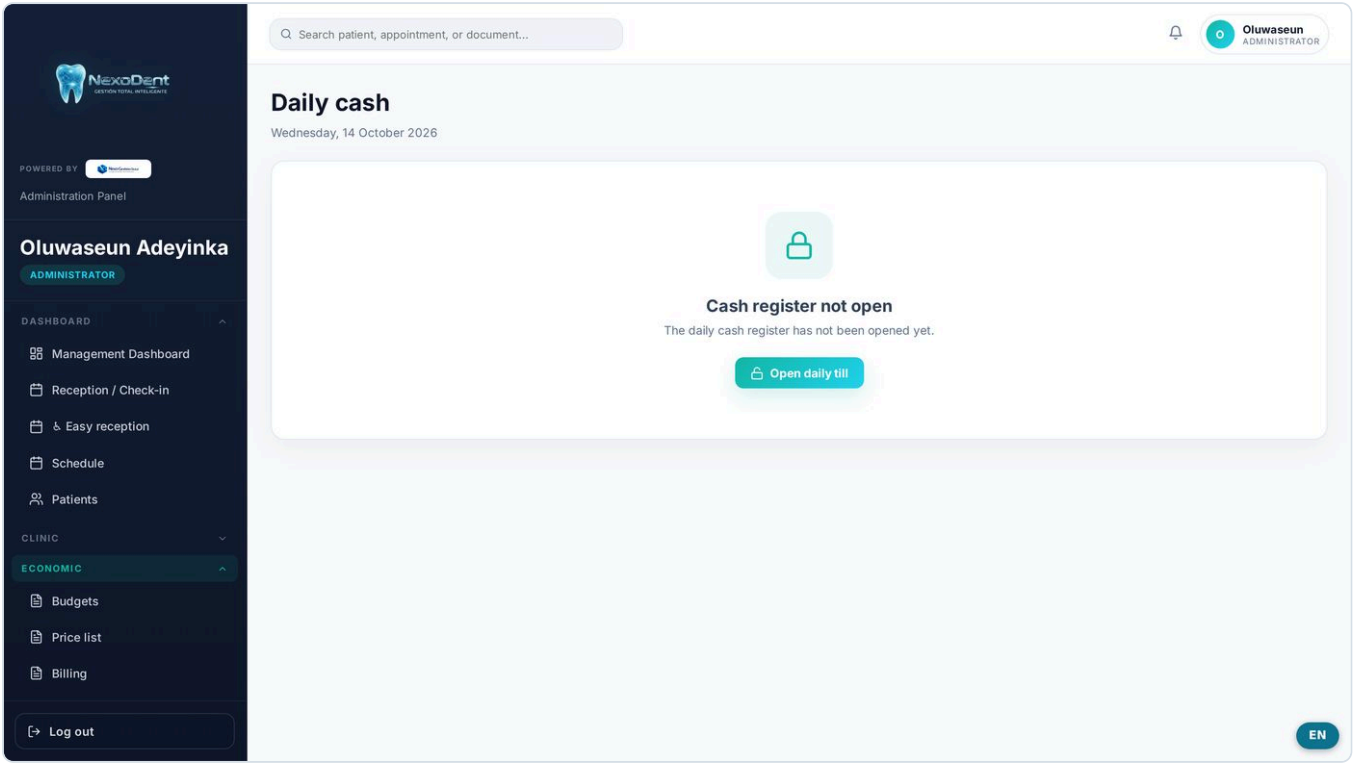
Where: Billing → «Record payment» on the invoice



The daily cash

Open the till at the start of the day; the day's payments are kept there.

Where: Economic → Daily cash

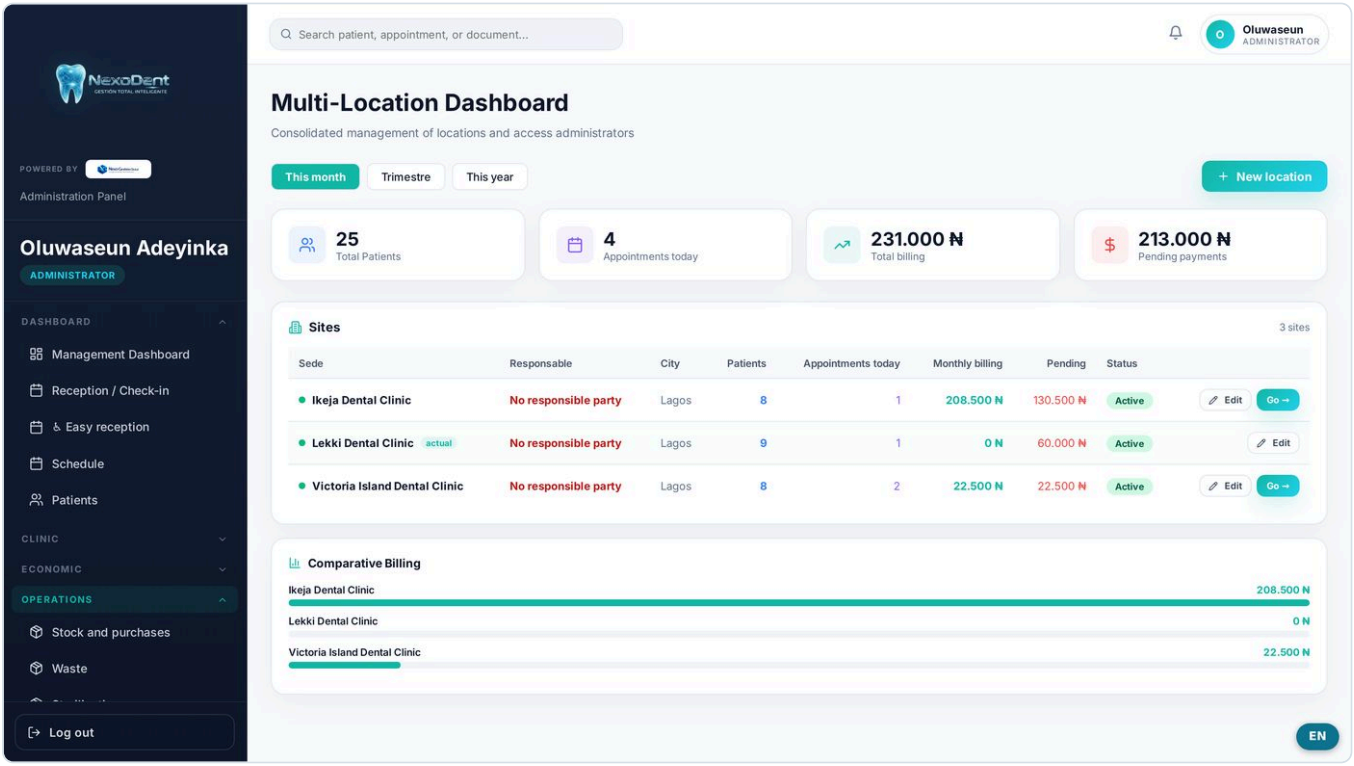


9. Running the clinic

Several clinics, one view

Patients, appointments, billing and pending payments for each site, and a billing comparison.

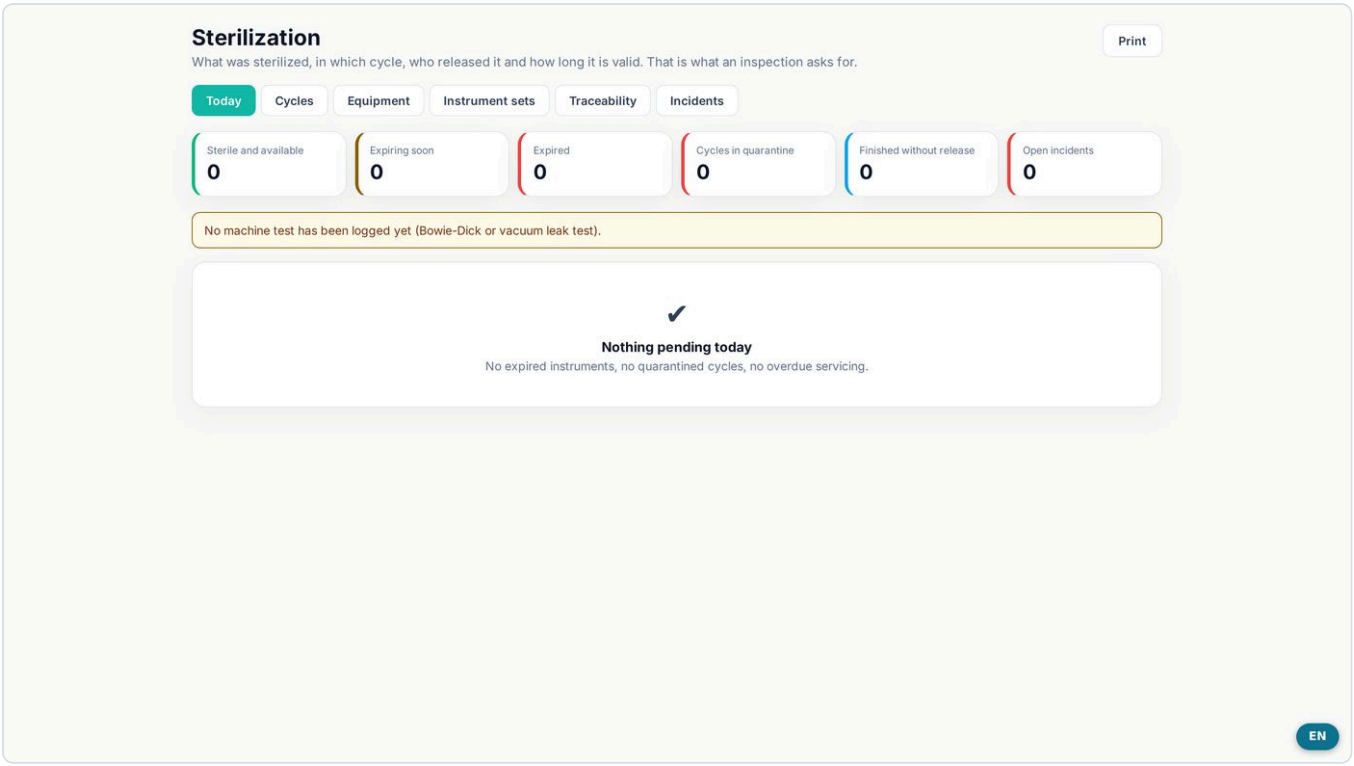
Where: Operations → Multi-site



Sterilization

Cycles, equipment, instrument sets and traceability: what was sterilized, in which cycle, who released it and how long it is valid.

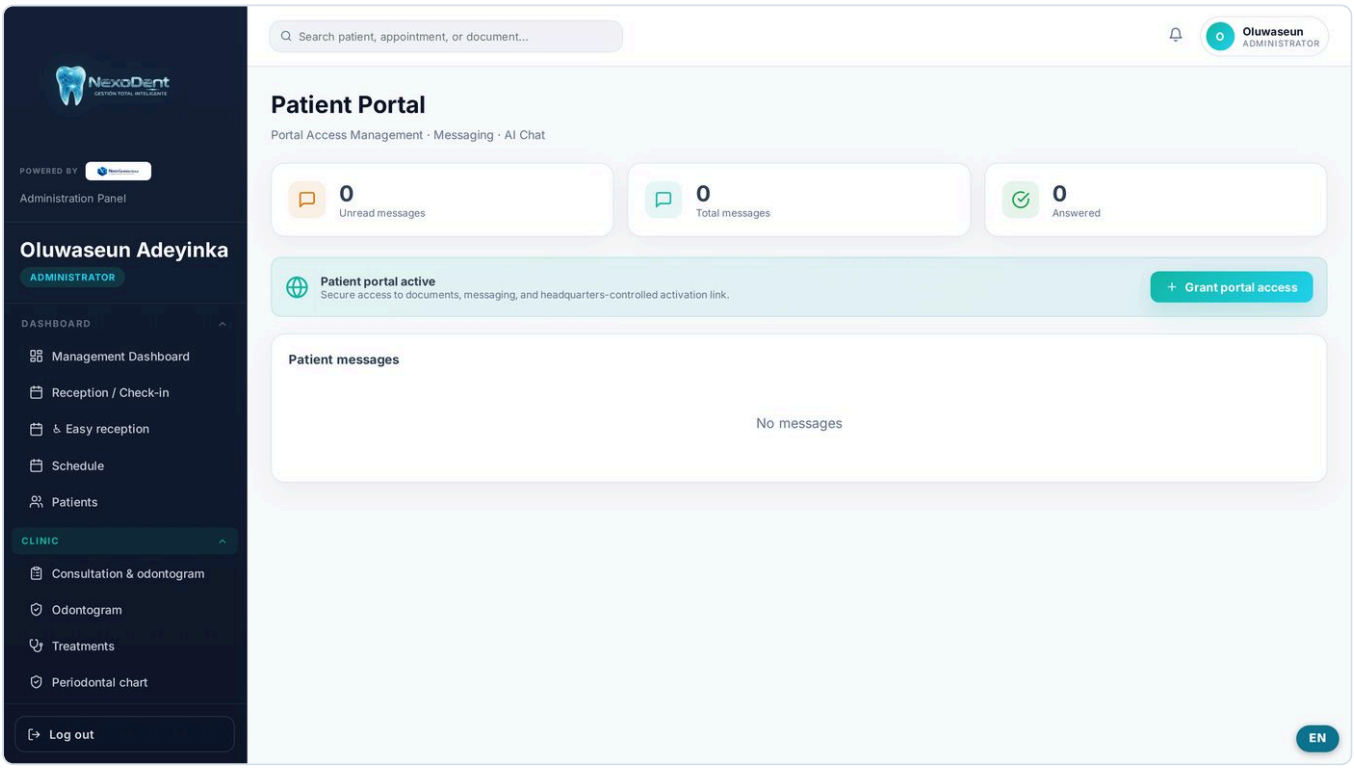
Where: Operations → Sterilization



Patient portal

Give patients secure access to their documents and messages, and answer them from here.

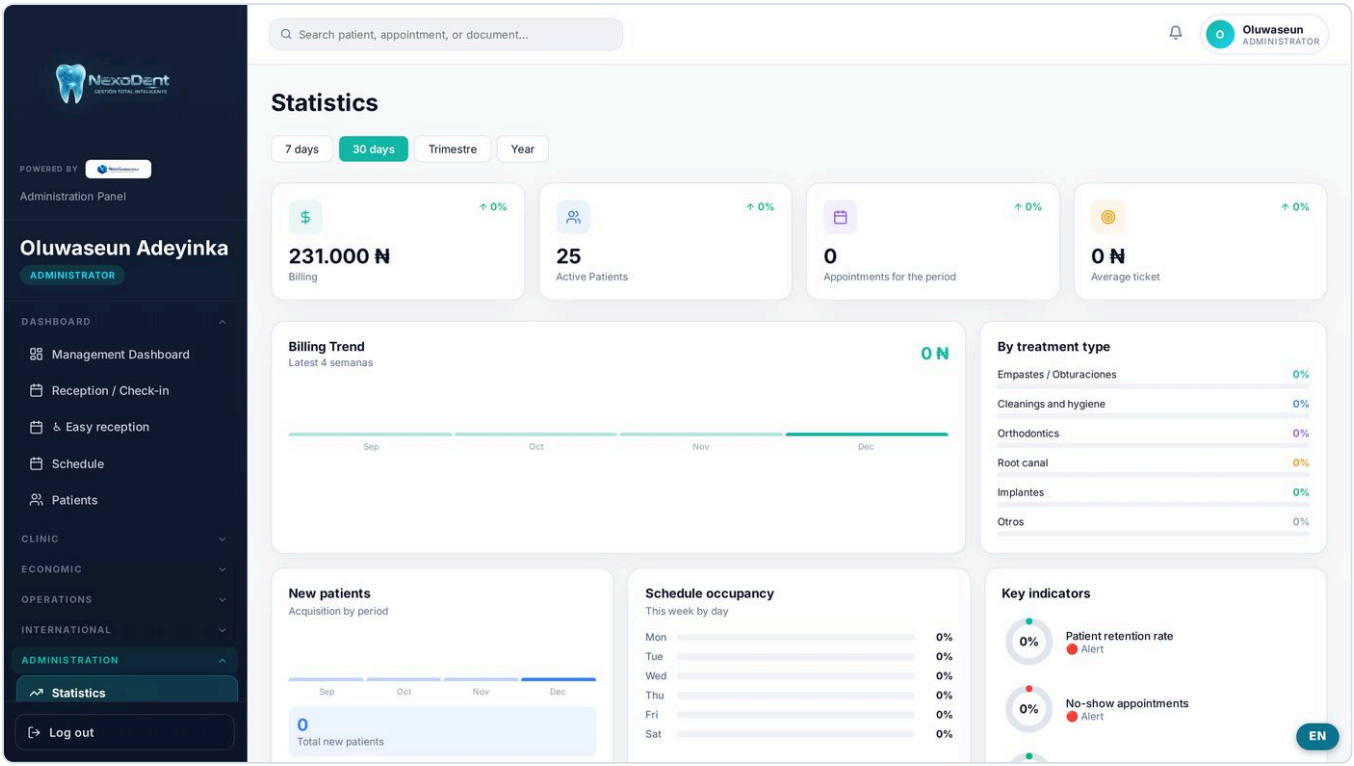
Where: Clinic → Patient Portal



Statistics

Billing, active patients, appointments and average ticket by period, with trends, new patients and chair occupancy.

Where: Administration → Statistics



Any questions? Write in «Support» inside the program or to nexogestionglobal@nexogestionglobal.es.
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