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PowerSoftMD Newsletter

April 2009

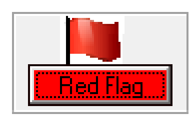
Software News

Hands-On Training

We would like to thank the offices that attended the PowerSoftMD Hands-On training class; it was very successful. Not only did the attendees get to learn new features and practice them on computers, they also contributed directly to ideas for additional enhancements. Topics covered included Web Cam Patient Photos, Label Printers, Faster Posting Options, and EMR features for the paperless office. You can see the entire class topic outline at www.powersoftmd.com; Select the Support Page, Technical notes and Technical Note # 28.

Red Flag Standard

Help prevent identify theft and costly lawsuits! PowerSoftMD supports the federal government's new "Red Flag" standard; your office can verify identity with a webcam picture, as well as a secret question and the ability to Red Flag patient accounts. Download and install our latest updates from the Internet and watch the Red Flag Features feature video on the bottom of the web site's home page.

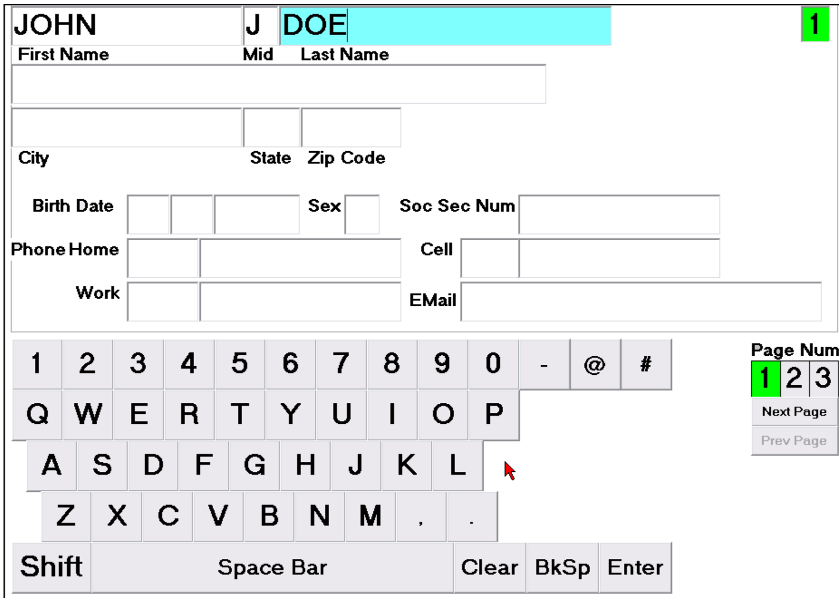


New Backup USB Device Copy Service

In-office and Online backups are wonderful but can you go back and recover something deleted or lost 3 months ago? We now offer a backup verification and copy service. We will mail you a USB Thumb Drive to use for a backup. After completing your backup, you will mail it back to us. We will restore the backup, verify if it was good and copy your data to CD or DVD and mail the copy back to you.

This way you will not only know that you have a good backup, but you will have a permanent backup copy, which you can refer back to if the need arises. This service costs $25. Please contact us and we will send you the information.

Patient Data Entry



Reduce the bottleneck at your front desk, and give your patients something to do. We need volunteers to help test our new features for patient data entry.

The new features allow patients to enter or update their demographics and insurance information. If you wish you can use a Tablet, Slate or standard PC.

This allows new patients to enter their information and existing patients to update their information.

Data can easily be entered using the on-screen keyboard with a pen, mouse, or touch screen. Naturally, a standard keyboard works, too!

Email Appointment Reminders

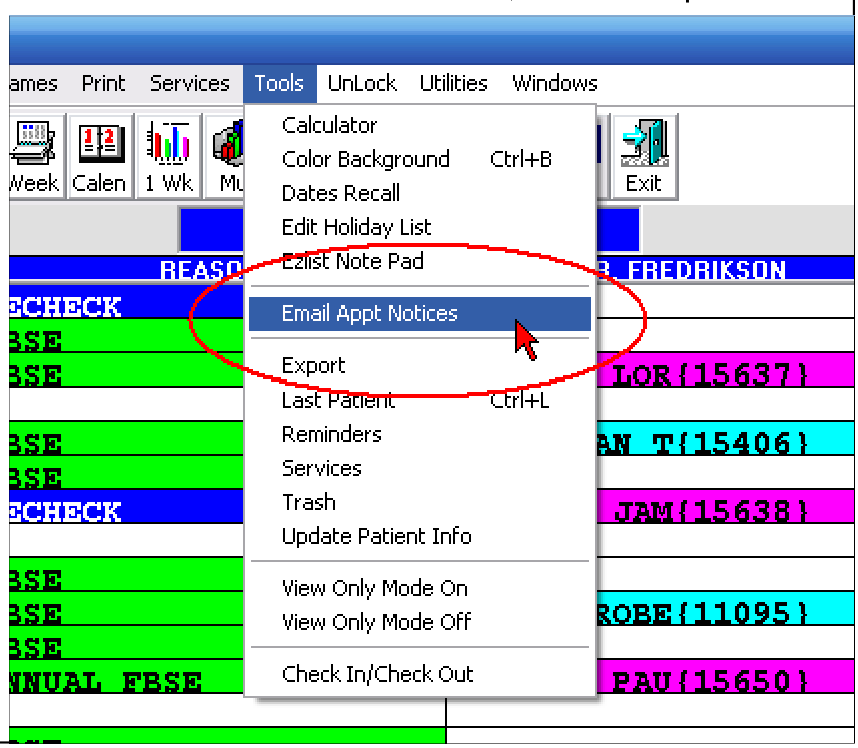
You can now email patient's appointment reminders right from your scheduling screen. To email reminders, you will need to start collecting the patient's email addresses.

The email field is on the right-hand side of the general screen, just to the right of the cell phone number. You can also add the email field from the Add New Patient screens, and even update it from the schedule by using the patient info button on the schedule name search window.

In addition to having email addresses you will need to do the following:

1) Install the latest updates from our web site.
2) Install the 2 special "Add Email Support Downloads" from our web site at each work station from which you want to send emails.
3) Design you email message. A starter message called Email00 is included.
4) Use the Tools option on the top of the Scheduling screen, and select the new option "Email Appt Notices".

Contact Data Tec; we will be glad to walk you through the process.



Red Flag

☑ There is a new "Red Flag" feature that can be activated on a patient's General screen. This is used to indicate any Identity problems with the account. To use the feature you must first set up a password to control the setting and re-setting of this flag. You can set the password via the Define User Security Tools option on the Advanced Utility Menu. This flag will also be visible when searching for a patient on the schedule, or bringing the patient info on the schedule screens, when clicking on the name of a scheduled patient.

Scheduling

☑ The “PatInfo” window from scheduling will let you update a patient's email address in addition to other information.

☑ A new schedule feature will let you email reminders to patients about their upcoming appointments, right from the schedule. From the Schedule select the top "Tools" option, then "Email Appt Notices". You will need to have an additional email module installed; call Data Tec and we can help you install it. You will also have to edit the EMAIL01.txt format; again, we can help you with editing your email format.

☑ There is a new Schedule Telephone Report that automatically searches all your schedules at once, putting all the telephone numbers together on one report for any specific day. From the Schedule, select the top toolbar "Print" option then "Schedule Simple Phone List".

☑ The Pop-Up Calendar on the Schedule shows the current month plus 3 future months.

☑ The Schedule list of Cancelation Reasons has been doubled from 10 reasons to 20.

☑ The Schedule Name search window keeps a list of the 15 most recent patient names. This is in a drop-down list on the bottom of the screen; it defaults to the last patient retrieved. You may click on the patient’s name or click on the drop-down arrow to select from the list of previous names.

☑ When you cancel an appointment, the schedule number and schedule column names are now included in the cancellation log. So when you run the cancelation report they listed on the right-hand side of the report.

Printing Envelopes

☑ The Envelope Print program lets you use a drop-down list to specify your printer. If you have a printer with multiple bins, you can have multiple windows printer definitions that default to different bins; by selecting a different printer, you can print to the bin with the envelopes in it.

SOAP Notes

☑ When generating Quick Forms of any type from the EMR SOAP Notes screen, two new symbol variables are available:
&labnotes (Lab Window text)
&addnotes (Additional Notes Window text)

☑ SOAP Notes has a new shortcuts feature. You can now create shortcuts for the Chief Complaints text box. Create these shortcuts using the normal Short Cut Editor, then you can use the new CC SS button on SOAP Note screen under the HPI area.

☑ On the SOAP Notes screen when you are creating a Lab Request form, you can specify the default payment type for each laboratory by updating their Lab Address Record.

☑ On the SOAP Notes screen when you click the far right-hand, large magnifying glass, the formatted display of the entire note is listed with the Subjective Information at the top of the note.

☑ When deleting, moving, or renaming a SOAP Note, an audit log entry is automatically made. This entry notes the date, time, userid, account number, action, and files involved. You can view the audit log from the Reports Menu, then Management Reports.

General Information & SOAP Notes

☑ The "Obstetricians Tracking" report has improved greatly. It now shows the patient's age, cell phone number, and a history of previous delivery types. You can access the OB screen directly from the General, SOAP Note, and EMR Profile screens. Use the top toolbar "Windows" option, then select "Obstetricians Info". Additional information on the window includes a history of previous delivery types.

☑ You may now add a Nick Name to a patient when creating their record or from the General screen for existing patients. The Nick Name will be displayed on the General and SOAP Notes screens, as well as on the Scheduling name search when you select the patient. You can also enter the Nick Name on the Add Patient Screens.

☑ If you click on the Flashing "Allergic" label on a patient's General Information Screen, you can see a list of allergies previously entered into the EMR.

☑ There is a new window where you can store a patient's charge card info if they request to do so. On the General Screen, select the top toolbar Window option then "Charge Card Info." You can use Advanced Utilities, then Define User Security, then Tools, and Passwords to create a password if you wish to control access to the charge card info screen. For security, the data is also stored in an encrypted format.

Phreesia

☑ The first Version of the Phreesia Patient Tablet Data Entry Interface is available from the Add Patient and General Information Screens, select the top "Patient Data Entry" toolbar option then the Phreesia option.

Reports

☑ There is a new "Patient Search by Criteria" criterion called "No Ledger" that lets you find patient that have no ledger at all.

☑ There is a new Management Report called "New Patient Average Value" that will calculate statistics on the production and payments for a patient's first year with your practice.

☑ The Patient Recall Report now gives you the option of printing sets of 3 (3 up) Recall Labels after viewing or printing the report. We recommend using the Forms Menu Recall Cards option and printing on card stock, but, if you want labels to put on your own cards, this is easier than using the "Labels by Criteria" option.

☑ The Daily Report - Schedule Cross Reference now includes a listing indicating whether or not an EMR SOAP Note Visit Record was created for the visit.

☑ There is a new Monthly Report, "Insurance Payment Analysis by Group". This will break down paid items over any period of time based on the insurance Group Names you specified on the Insurance Carrier definitions.

☑ The Monthly Report "Paid CPT Code Analysis" option will let you specify a list of specific insurance carriers or a carrier group identifier to analyze.

☑ The Printed Report of Total Charges for a patient over a range of dates has been improved to list the grand total for the selected range of dates. This is available from the Patient's General Screen, then top toolbar "Print", "Charge History", then "Charge History without Payment Information".

☑ The Open Item Detail Report from Monthly Reports has an Account Aging breakdown at the end of the report. This allows you to see the Aging of open items based on what specific doctor performed the charges.

☑ There's a new "Birthday Report" option on the Reports Menu. You can print out a report using several criteria for patients having birthdays during any date range. You can use the report to hand write birthday envelopes and/or directly print patient labels.

Recall Cards

☑ The Forms Menu "Recall Cards" option has a new variable for the card format: &sysdate. This fills in the computer's current date in the same format as Quick Forms, which uses mm-dd-yyyy.

"InstyMeds" Interface

☑ There is a built in HL7 interface to "InstyMeds". From the Patient's General screen select the top toolbar "Tools" option then "InstyMeds Interface".

Patient Name Search Window

☑ When using the Patient Search Binoculars Window, the green Scheduled Patients option there are several new options.

- You can view the entire list alphabetically or chronologically
- The appointment times are listed next to the names
- You can specify which columns of the schedule to access

Insurance Carriers

☑ The pop-up Insurance Carrier search windows show the carrier number on the far right-hand side of the list, making it easier to identify similar carriers.

☑ On the Insurance Carrier Update screen, there is a new top toolbar option "List by Group" that will display a list of your insurance carriers by Group Name or Reporting Category. This allows you to quickly identify Carriers you haven't assigned to a reporting group and update them if needed.

Primary Menu

☑ The Inventory option from the Primary Menu has been improved with an easy-to-use "List" menu option and an Inventory Report.

☑ On the New Primary Menu format, the EMR drop-down arrow now lets you go directly to the patient's Images Folder.

☑ On the "New Format" Primary Menu, you can see the number of messages you have in your Message Center InBox, highlighted in yellow, as well as the number in the Common InBox, in green.

EMR Documents Folder

☑ When scanning or importing documents into a patient's EMR Documents folder, a Review Log Entry is automatically created. You can access this log and review the documents then mark them as "Reviewed" from the EMR Desktop or the Documents folder, then select the top "Tools" option and click "Review Documents Log".

Script Writer

☑ The new EMR Scripter writer has an option for Refills, "PRN," which you can select from the drop-down arrow.

"Acquire Documents" Scanner Window

☑ When importing images, the Image Import window has a new button to let you switch between the check box format and simply using the mouse to highlight several documents at once.

EMR/Patient Profile

☑ The Letters Folder under the EMR Patient Profile screen has a new option. You can now use your default word processor for the Letters folder if you prefer to use something other than Microsoft Word.

Quick Forms

☑ Quick Forms has a new symbol &patbal that contains the patient's "balance due" if you use CPT-Level posting.

☑ Quick Forms has a new symbol you can place in your form letter "&calendar" that will cause a pop-up calendar to be displayed, letting you easily select a date.

Forms Menu

☑ Batch Lab Requests (usually used in OB/Gyn practices) now logs the Lab Requests and you can use the "Lab Track" option from the Primary Menu to track them.

Ledger

☑ On the Ledger Display screen, the patient's balance based on charges, when in "Bill" status, will display even if the overall account balance is zero or negative.

☑ When overriding a balance on the ledger screen, the total balance of the entire ledger will automatically be calculated. If you need to change the balance to something else, you will need to contact Data Tec for a Special password.

☑ There is a new Ledger Transaction search report that lets you look for combinations of CPT Codes posted together. Run this from the Reports Menu, Monthly Reports, Transaction Search, then new Red "Combo CPT Scan Search" button on the bottom.

☑ Security on ledger items has been increased. By default, only the user making a ledger entry is allowed to delete it. However, you can give any specific users higher authority, allowing them to delete ledger items that others have posted by changing their UserID Security settings. On their user security settings, simply check the new option "Delete Ledger Items Posted by any UserID."

Posting Screen

☑ If you do the CPT Code level billing and select the statement option to print a description of the CPT Code, any comment on the posted charge line entry on the ledger will be appended to the CPT code description.

☑ When posting Payments by the CPT Code level, Primary Insurance payments will automatically remember previous payment and adjustment amounts posted and let you quickly apply them without any data entry!

☑ On the Treatment Posting screen, you can now click on the flashing Co-Payment label to enter the Co-Payment amount in for you and prompt you for the payment type.

Employee Time Clock

☑ The Employee Time clock has a new "Web Cam" button on the Time In/Out window. This will let you easily use your in-office web cam to take your employee's picture. This makes it easier for them to be sure they clicked on the right name when timing in and out. We still recommend using a simple employee password, like their first and last initials, when they select their name from the list.

☑ The Employee Time Clock report has a new option you can check to direct the report to a text file for easy emailing. Check the option "Print to a File for Email". This will create a report file called TimeReport_EmployeeName.txt in the C:\Temp folder. The Employee Name part of the file name will be the name of the Employee. You can easily clear all previous Report Files by pressing the button "Clear Report Files." This button will appear when you select the new "Print to a File for Email" option.

☑ The Time Clock report has a new printer selection option on the bottom of the screen. This lets you easily set the default printer for this report.

Backup

☑ The Weekly Auto Cross Network Backup has improved. By default, it does not back up the pictures and EMR subfolders, making it run much faster. The screen it displays while running has a check box you can un-check to include these subfolders, if you desire. You can now select individual days you would like it to run at each workstation. From the Primary Menu, select the "Options" button then set the days you want it to run for the workstation in the box labeled "Auto Cross Network Backup."

Thank you all, so much, for your wonderful enhancement suggestions, help, and continued support!