

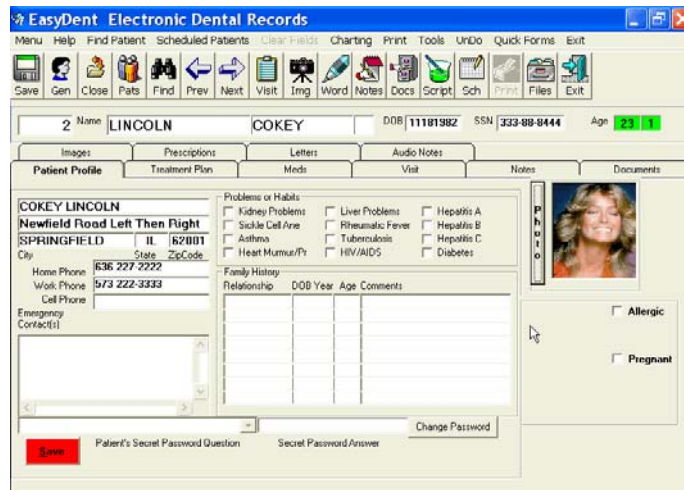
EasyMed Newsletter

Volume 2005, Issue 3
 December, 2005

NEW VERSION OF EASYMED

During December and January a new version of EasyMed will begin shipping. This version has many new features.

There are many enhancements, including many updates to Electronic Medical Records, the Message Center, Scheduling, and reports.



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DID YOU KNOW?

1. Print any screen. Launch a screen print utility from the Primary Menu that will let you print any screen image? From the Primary Menu, select the Toolbar "Tools" option, then "Launch Print Screen Utility". It will minimize itself on the task bar. When you want to print a screen just click on the minimized task and it will pop up in the lower left hand corner of your case, al-

lowing you to print the screen image.

2. If you are using the Internet and you don't use a software firewall your system is at risk! We highly recommend using the Norton Symantec Internet Security package, which includes both Anti-Virus and a Firewall. Yes, Hardware Firewalls are great, please use both!

3. EasySchedule, lets you mark what appointments have been confirmed right on the schedule. Just click on the Patients Name and Account line, then select the confirm button.

You can also click on the appointment once the Patient arrives, indicating that they checked in, and

again to indicate when they leave.

Then click the top menu tools option "Who's Checked In?".

4. EasyMed has a new Single Patient Label Print function. Yes, you can hook up a Dymo single label printer and blast out a label in seconds!

Once you have installed our latest update, select the Toolbar Print option from the General Screen, then select Patient Labels, then Single Label. It's a snap.

5. Remember our latest updates are available from our web site: www.ezmedsoft.com, just call us if you wish to update from the Net.



EASYMED SELF CHECK

Thank you for participating in our EasyMed Survey. We found that most offices aren't using all of the EasyMed features.

Please take a few minutes and check off what options your office uses. There might be features you aren't aware of. If so please contact us and let us help you learn about them.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Account Posting <input type="checkbox"/> Paper Insurance Claims <input type="checkbox"/> Electronic Insurance Claims <input type="checkbox"/> Walk Out Receipts <input type="checkbox"/> Scheduling <input type="checkbox"/> Telephone Confirmation Report <input type="checkbox"/> Recall Cards <input type="checkbox"/> Birthday Cards <input type="checkbox"/> Recall Report <input type="checkbox"/> Electronic Patient Statements <input type="checkbox"/> Referral Tracking <input type="checkbox"/> Referral Thank you Letters <input type="checkbox"/> Treatment Photos <input type="checkbox"/> Ultra Sounds, EKG's, Images <input type="checkbox"/> Quick Forms <input type="checkbox"/> Patient Information Forms <input type="checkbox"/> Print Work Tickets <input type="checkbox"/> Treatment Diagrams | <ul style="list-style-type: none"> <input type="checkbox"/> Journal Diagrams <input type="checkbox"/> Word Processing <input type="checkbox"/> Schedule Cancellation Reporting <input type="checkbox"/> Procedure Code Analysis <input type="checkbox"/> Overdue Account Reporting <input type="checkbox"/> Collections Accounts <input type="checkbox"/> Special Patient Status <input type="checkbox"/> Cash Only Patient Status <input type="checkbox"/> Patient Photographs <input type="checkbox"/> Schedule Pop up Photos <input type="checkbox"/> Scheduling Week at a Glance <input type="checkbox"/> Moving Appointments <input type="checkbox"/> Canceling Appointments <input type="checkbox"/> Super Bills <input type="checkbox"/> Electronic Medical Records <input type="checkbox"/> Prescription writing <input type="checkbox"/> Management Audit Reporting <input type="checkbox"/> Insurance Overdue Reports <input type="checkbox"/> Insurance Plan Analysis <input type="checkbox"/> Patient Billing History Report <input type="checkbox"/> Mail Merge <input type="checkbox"/> X-Drive Offsite Back Up <input type="checkbox"/> Calendar Display <input type="checkbox"/> Calculator <input type="checkbox"/> Message Center <input type="checkbox"/> CPT Code level Posting <input type="checkbox"/> CPT Code level Statements <input type="checkbox"/> Patient Statements <input type="checkbox"/> Home or Remote Access <input type="checkbox"/> NetCom Instant Messaging | <ul style="list-style-type: none"> <input type="checkbox"/> EasyMed Training Videos <input type="checkbox"/> EasyMed Help System <input type="checkbox"/> Dymo Single Label Printer <input type="checkbox"/> Scanning in Patient Documents <input type="checkbox"/> Use Portable Tablet PC <input type="checkbox"/> Telephone List, Primary Menu <input type="checkbox"/> EZList, Primary Menu <input type="checkbox"/> Patient Reminders <input type="checkbox"/> In Office Mail, Primary Menu <input type="checkbox"/> Exporting Data into Excel <input type="checkbox"/> Annual Practice Comparison <input type="checkbox"/> Annual Financial Graphs <input type="checkbox"/> Deleted Patient Audit <input type="checkbox"/> Deleted Transaction Audit <input type="checkbox"/> Zip Code & Age analysis <input type="checkbox"/> Account listing by balance <input type="checkbox"/> Overdue Insurance report <input type="checkbox"/> Insurance Not submitted Report <input type="checkbox"/> Daily Insurance Log <input type="checkbox"/> Enhancements List <input type="checkbox"/> Batch Ledger History <input type="checkbox"/> Patient Search by Criteria <input type="checkbox"/> Diagnosis Search <input type="checkbox"/> Transaction by CPT search <input type="checkbox"/> Finding Patient by Phone Num <input type="checkbox"/> Finding Patient by Soc Sec Num <input type="checkbox"/> Finding Patient by Birth Date <p style="text-align: center;">Not all Features are listed....</p> |
|--|---|--|

REMOTE ACCESS, A SECOND LOOK

Work from home

A fantastic web service called Logmein at www.logmein.com can be used with high speed internet to allow you to access your computer remotely.

We recommend you sign up for the Free Trial "Pro" version. This version lets you access your office computer remotely, to print remotely, and perform file transfers.

Once the Trial period expires you can still use the Free version; it just won't let you print, or perform file transfers, remotely.

If you like the "Pro" version, you can



**Secure Remote Access from Anywhere
Be in control.**

buy it for just \$70/year, that's less than six dollars a month.

If you only want to access the computer's screen and you don't need to print at the remote site, hey stick with the *free* version it's priced just right.

You can even use this tool to allow

us to connect to your computer, in the event you needed hands on help.

It's our favorite new web based service. Just try it, we know you will Love it!

END OF YEAR REPORTS

From the Reports menu we recommend that you run the following reports:

Monthly Reports— First set the date range for 01/01/2005 thru 12/31/2005. Select the Transaction Analysis, Procedure Analysis, and Yearly Analysis reports.

Use the options button next to the Yearly Analysis option, and set it to “Select all patients regardless Insurance”.

Make sure you use “00” for both the Doctor and Provider numbers.

The **Transaction Analysis** Report will show a breakdown of all the charges, payments, adjustments, and number of patient visits for the entire year.

The statistics will be broken down by Doctor and/or Provider.

Most offices don't post using a Provider number, so you can generally ignore the provider breakdown. In addition, there is a summary of all adjustments.

If you notice some Doctor numbers that look incorrect, you can run a Daily Audit Report with the incorrect numbers to zero in what patients were posted in error. Then go to their ledgers and correct them.

Try all three **Procedure Analysis** reports, they show which procedures produced how much. It also gives sub-totals and percentages by CPT Code Category, Hospital, etc.

The **Yearly Analysis** Report will give a month by month breakdown of charges, payments, and adjustments, including what por-

tions were insurance. You will also notice the count of new patients per month.

It's very useful to compare this report to previous years.

We would also recommend trying all the **Referral Analysis** reports from Monthly Reports.

From the **Management Reports** Selection, you should run the **Top Patients and Zip Code Analysis** options.

Also run the **Management Graphs** option, and display and print off all the graph options. Be careful to first use the “Select Carriers” button and check “Select All Patients Regardless of Insurance”. Naturally, use Doctor and Provider “00”.

DESKTOP POP UP REMINDERS

You can easily create yourself a Windows Desktop note that pops up when you want.

(1) Create the Reminder: Right click on the Windows Desktop, in an empty area, and select New, then Text document. This will create an empty text document on your Desktop.

You can right click on the document icon and use the rename feature to give it a name, be sure and leave the name extension of “txt”.

Then click normally on the document to open it up and write your message.

(2) Schedule the document: Use the Start Button, then select your Windows Control Panel option, open “Scheduled Tasks”. Open the “Add Scheduled Task” entry, follow the on screen prompts. You can use the “Browse” button to locate your text file, under the “Desktop”.

(3) After your reminder serves it's purpose, delete it from the Scheduled Tasks list.

SCANNER SETTINGS

As you know, EasyMed EMR can scan in your documents directly into PDF files into the Patients' Electronic folder. It's important to use proper settings. It can make a huge difference in the disk space used per document.

Here is a little test we did scanning the same document:

Resolution	Setting	Size
300	Black/White	93,979
300	Color	817,404
200	Black/White	47,972
200	Color	361,364

Option 3, Black/White at 200 is a real winner!

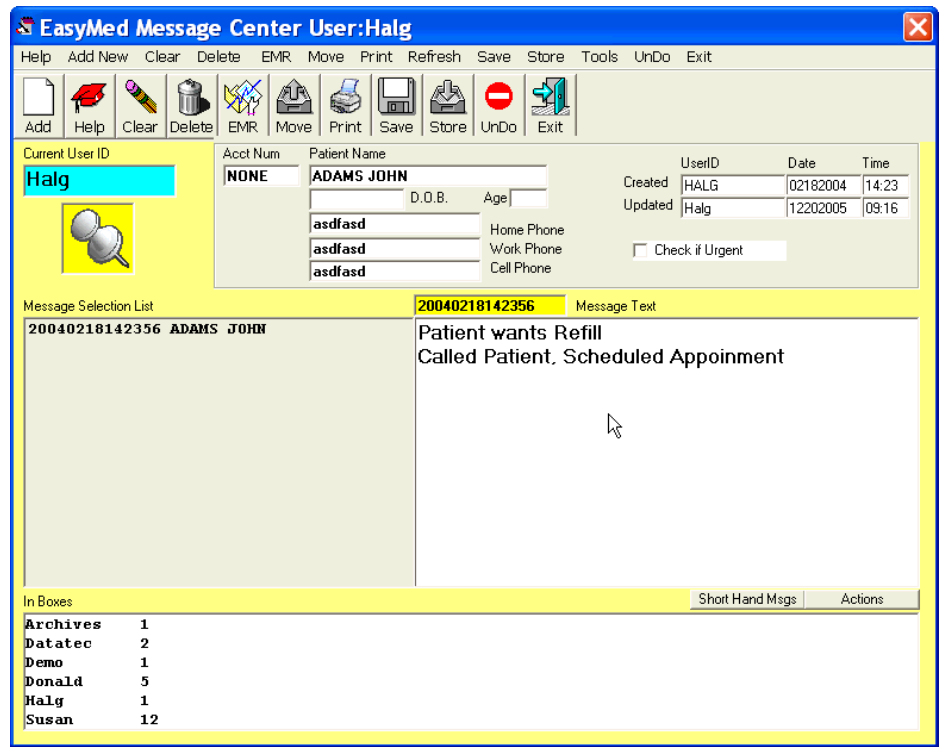
Message Center—Second Look...

Are you taking advantage of the Message Center yet? Do you have to make any patient call backs? If you do, you will love using the Message Center software available from the EasyMed Primary Menu.

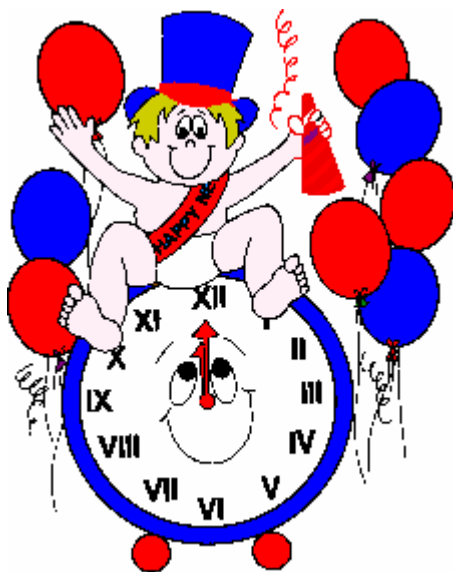
This new feature allows you to quickly record messages from patients or other sources, and assign the message to any staff member. You can quickly review your own messages, respond to them, record your response and optionally store the completed message in the patients electronic folder. Yes, a permanent record of the call and the response!

To use this new feature, start by activating "EMR" electronic medical records for your staff members. Use the Utility Menu then Advanced Utility Menu, next select the "Define User Security" option. Select any staff members that should have access to "EMR" and check the appropriate options on their security definition. The next time they Login to EasyMed they will have a new "EMR" Icon on the Primary Menu. This will give them access to the Patient's electronic medical records folder. Then they can begin using the new "Msg Ctr" option button on the Primary Menu.

A great way to start is to view the "Message Center" Flash Video from the EasyMed web site. You may also, use the Help option on the Message Center Screen!



2006 HERE IT COMES.....



As we look forward to the exciting opportunities and challenges ahead during 2006, we want to genuinely **thank you** for all your help.

Your continuing great ideas, references, referrals, and support, during 2005 were greatly appreciated!

We hope you have a **Fantastic Holiday season**, and a **Wonderful New Year!**

Thank you, Thank You, Thank You.

God Bless,

Hal Goodall

President, Data Tec, Inc.

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