

# EASYMED NEWSLETTER

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## ALTERNATIVE METHODS FOR POSTING PAYMENTS

You can post payments two major different ways.

**One method** is to post the payments on the same screen that you post charges on, and/or use the Bulk Check Posting screen. Either of these screens applies the payments to the date of service and updates the Insurance History Screen, if it is an Insurance payment. This method is referred to as a balance forward method.

So the Insurance History Screen kind of becomes your payment follow up bible.

The **second method** is to post payments directly to the CPT Charge codes that they are paying for. Here you would use the "Post Payments (Mail)" Primary

Menu option.

You would use the EOB to directly enter what was being paid for on each individual ledger item.

This method has several advantages, including:

1. Patient statements can show exactly what was paid by primary and secondary insurance, what was adjusted, and how much they owe.
2. You can print detail analysis reports on insurance vs patient balances that are due.



3. You can track insurance payments that are overdue easier.

If you started with the second method, detailed CPT Code level posting, wonderful!

If you didn't and you want to switch to this method, then you need to be extra careful. We would recommend you only switch to the detail method, once an account has reached a zero balance.

Before switching methods please give us a call to review different features and options.

## HIPAA CONSIDERATIONS

Many of our clients want to execute a vendor agreement with us, in regards to HIPAA. You can contact us and we can mail an agreement, or you can get one from our web site.

Visit our web site at

[www.ezmedsoft.com](http://www.ezmedsoft.com) then select the HIPAA Page, then select the Down Load HIPPA Vendor Agreement. It will download a PDF document that you can view and print.

Print two copies, sign both

and mail them to us, we will sign both and return one to you.

We are also making software changes, for example; having an option for the schedule to only print patient's first names.

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### April Update

- A new EasyMed update will be mailed to your office during April.
- In an effort to reduce paper usage the update Menu has an option to let you View the enhancements on the screen.
- If you feel you need a paper copy the View option has a print button.

## NETCOM IN OFFICE INSTANT MESSAGES

There is a Wonderful Free New Program on your EasyMed Update CD's.

We have developed a program we call "NetCom" and our EasyMed and Easy-Dent clients can use it for free!

NetCom allows you to send Pop Up Messages between work stations in your office. You can use it to communicate directly with anyone that has access to a work station.

When you send a message to another work station, within seconds, the message will automatically Pop Up in the top left hand corner of their screen, no matter what other program is currently on their screen.

They can minimize the message, clear it, or respond to it.

Our latest version allows you to send

messages or activate one of twelve color coded lights to flash.

You could use these lights to indicate patients ready for specific rooms, etc.

You can send either a text message or activate one of these flashing colored lights.

Now you can specify an audio alarm alerting you when a message is now on your screen. Thank you [DR. WILLIAM HARTEL](#), St. Louis, MO, for this wonderful suggestion.

To make things easier, NetCom will remember the last 15 messages you sent, allowing you to simply point and click to send a repeat message.

This way if you are sending messages like Patient Ready, or Get the Check, it's simply a mouse click away.

Each work station is given a name, they don't have to be the computer names, you could select names like, Hal, Susan, Michelle, Front-Desk, Reception, Room 1,



etc.

When you install NetCom it is automatically configured for 8 work stations, but you can add and/or delete as many work stations as you desire. So as your network changes you can quickly change NetCom.....

## AUTOMATED COMPUTER BACKUP, GOOD IDEA, BUT.....

We encountered several offices that have their computer set to automatically run a back up after hours.

These unattended backups are a neat idea, but they can be dangerous. You must check the back up log generated by your back up software to make sure the back up is work-

*"a successful back up hadn't occurred for over 6 months"*

ing! Almost all automated back up systems create a back up log report, it's important you read it to verify things are working properly.

Many hardware vendors and consultants like to set up systems with this feature.

We have seen multiple occur-

rences, where the back ups were not being completed successfully.

In one instance the back up tape was simply full, a successful back up hadn't occurred for over 6 months!

In another case the back up tape was not even in the computer.

Please call us regarding any back up questions you might have .

## IMPROVE PATIENT RECALL

EasyMed has multiple recall features. Make sure you are taking advantage of all of them.

1. When using EasySchedule set up specific services that have the recall option checked. When you schedule a patient for one of these services, their general screen recall date will be updated.
2. Print a report of all overdue recalls for any range of dates. Use the Reports

Menu, Management Reports, then select the "Recall Patient Report" option.

3. Print Recall Post Cards for patients, that are overdue.

Use the Forms Menu then select the "Recall/Cards" and Letters option.

4. Use the Tools Top Menu option on



the Posting Screen, then select Options Setup, set the "Automatic Pop Up Recall Window" option. Then when you post charges for a patient a window will pop up to let you easily select their next recall and/or long term recall. You activate the pop up recall window on the Posting and/or General screen by clicking "Recall" on the top menu.

## REDUCE MONTHLY BILLING TIME 80%

Cut the time you are spending on monthly billing by 80 percent!

One of the newer options in EasyDent lets you view and even edit your statements on the screen easily, then send them electronically like electronic insurance!

We work with a national forms company that will send your statements electronically for approximately 10 cents more than your postage and materials costs!

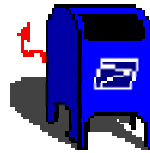
Yes, you can review the statements on the screen first, even decide not to send some of them, or place notes on them.

Then push a button and send all of them electronically. A first class postage statement will be sent out with your

return name and address, on a high quality laser statement form, complete with a return envelope.

### Never fold or stuff envelopes again.

Think about it, for about \$30 you can have 300 statements, folded stuffed, mailed. You never have to worry about postage, paper cuts, having envelopes and paper supplies.



Think about what you could do with the additional time, follow up on appointments, recall, overdue accounts, or just go home on time and see more of your family.

This is truly one of the win win com-

puter advantages of the decade!

Bills are mailed out with your address, just like you sent them. Payments are sent directly back to your office. You even get free billing analysis reports.

"I can't believe how easy billing is now, we would never go back to stuffing envelopes" Cindy Burton, Dr. Raymond Burton's office, Warrensburg, Missouri

There is no additional software to purchase or even contracts to sign.

Find out how! Contact us for details today....**(636) 256-7401**

**PS** Remember the Seinfeld episode where George buys the cheap envelopes?

## ELECTRONIC MEDICAL RECORDS

A new up coming software features is called EMR (Electronic Medical Records).

We are developing the EasyMed EMR module now. The EasyMed EMR module will allow you to organize and keep patient charts in your computer.

The charts can contain, treatment notes, new patient exams, x-rays, photographs, dia-

grams, prescriptions, and other documents.

You will be able to keep scanned images of consent forms, medical history, identification and insurance cards, immunizations, etc.

Scanned documents are kept in a compressed format. One standard 8 1/2 by 11 sheet of paper only requires approximately 20K bytes of

space to store. They are automatically uncompressed when you wish to view and/or print them.

You could store 50,000 documents on 1 Gig of Disk space. Today's computers come with 40 to 120 Gigs!

You will have the patients complete chart at your finger tips from any work station.

Pilot offices are testing these new features now.....

*"have the patient's complete chart at your finger tips"*

## ACCESSING YOUR OFFICE COMPUTER FROM HOME

There are different techniques available to use your computer away from the office. They involve leaving your office computer turned on.

We recommend that you have your office computer running through a battery backup system and that you have current antivirus and firewall software active.

One technique is to have a program

called PCAnywhere installed on your office computer and your home computer. This program can allow access through a standard modem or even at high speed over DSL or Cable. It is available at CompUSA and other stores.



Another technique that we like to use is an internet service called MyPcToGo. This service cost about \$20/month and allows you to access your office computer from any computer hooked through the internet. It is available at [www.gotomypc.com](http://www.gotomypc.com)

Both of these techniques, allow you to specify and change an access user-id and password.