

# EasyMed Newsletter

Volume 2005, Issue 2  
 June, 2005

## NEW VERSION OF EASYMED



During June & July a new version of EasyMed will begin shipping. This version has many new features.

One of the best features is the new Patient Screen Toolbar. The toolbar now has the options in words

as well as images, making the switch a breeze. Once you switch you will never want to go back.

This reduces the clutter of buttons on the bottom of the screens, and standardizes how to switch to any screen.

To make this change on each workstation, just click the Primary Menu "Options" button then click the yellow option, "Activate Patient Screen Toolbars".

### Inside this issue:

Speed Up Your Computer	2
Log Me In, Please	2
Scary Movie?	3
One Small Step....	3
Key Chain Back Ups	4
Wanted Your Input	4

## DID YOU KNOW, YOU CAN?

1. Install a Free Word Processor and Spread Sheet program, from [www.OpenOffice.org](http://www.OpenOffice.org). It's also available on your latest EasyMed Update CD. Naturally, if you are using Microsoft Word and Excel you are already set.

2. Open a window to allow you to look up Patient Insurance Information, while you access Insurance Web Sites. This way you can copy and paste Patient Names, Policy Numbers, Group Numbers, etc., right into the Insurance Carrier screen, without typing.

From the Primary Menu select the Top Menu Tools Option, then select "Ins Info Display".

You may minimize or move the Window around anywhere on the screen. When it's open, it stays on top.

3. Get the latest updates to EasyMed from our web site, [www.ezmedsoft.com](http://www.ezmedsoft.com) Just give us a call and we can fax you a one page instruction sheet.

EasyMed is updated typically on a weekly basis.

4. Easily send in-office mail to each EasyMed employee. Use the "Mail" button on the Primary Menu, in the "Look Ups and Aids", area. You can even send yourself mail. This way on Friday you can send yourself a message as a reminder for Monday.

5. Place reminders on Patient records. Use the "Windows" option from the top of the General Screen, and select "Reminders".



## SPEED UP YOUR COMPUTER



**\*\*Caution\*\*** - Always completely back up your EasyMed system before making any changes.

### Top four software tweaks:

1. Run a **disk cleanup** under programs, accessories, system tools.
2. Run a **disk defragmenter** under programs, accessories, system tools.
3. Set your **antivirus** to scan just programs and documents. With Norton antivirus under options, select "**SmartScan**". With McAfee under options set to scan "Program Files and Documents", not all files.
4. **Close unused windows** by right clicking on the item in the lower toolbar and clicking close.

### Top four non-software tweaks:

1. **Add RAM**; a windows 98 computer should have at least 256 meg of RAM, and a windows XP machine should have at least 512 meg of RAM. Your main XP server should have 1 Gig of RAM. Adding RAM affects speed more than any other computer upgrade and is usually quite cost effective. It typically costs less than \$100 for more RAM.
2. **Get a New Computer**, especially if you are using an operating system like Windows 95 or 98. You should use Windows 2000 or, better yet, Windows XP. Also, your processor should be a Pentium 4 with 1.5 GHz or faster.
3. If your wired network is communicating at 10 Mps instead of **100 Mps**, it will make a world of difference. Change your network adapters, cables, and/or hub to run at 100 Mps. This is typically rather inexpensive. A wireless network needs to run at 54 mps or faster.
4. **Get High Speed internet**. If you

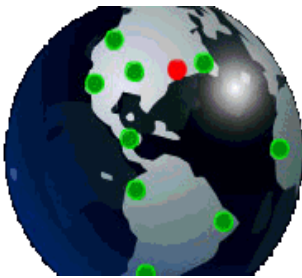
are spending time on the telephone checking on Insurance Benefits, consider moving on to the 21st Century, and use the Internet to find the information a lot faster. But, I wouldn't try it with a dial up modem.

You can even do offsite computer backup via the High Speed Internet, or access your computer at home.

Many offices have replaced their traditional in office telephone lines with DSL or Cable and gotten better telephone services, High Speed Internet, and reduced their phone bill.

**Special Note:** If you do get new computers, please give us a call ahead of time so we can supply you with the latest information your technicians will need to make the transition smooth and easy.

## LOG ME IN PLEASE!



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

### *"Home away from Home"*

A newer web service called Logmein at [www.logmein.com](http://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, including printing remotely, and performing 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 buy it for just \$100/year; that's less than nine dollars a month.

If you only want to access the computer's screen and you don't need to print at the remote site, 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 need hands on help.

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

# SCARY BUT TRUE.....



An office allowed a teenager to come in over the weekend and re-configure their office network. He proceeded to reformat and reinstall windows on all the computers. Yes, it blew away everything... The worst part of the story: the office wasn't backing up properly.

This scenario prompted us to update the EasyMed automatic backup. Once installed, our new version of EasyMed uses a newer program called FreeByte. It will create a zip file in a folder called C:\EZWBK on any computer that uses EasyMed (including the main computer and workstations), once a week.

This process generally takes only 5 to 10 minutes once per week, and is an extra precaution that we highly recommend that you take the time and let it do its job.

Don't be confused; this is only an extra back up. It does not replace any of your normal backups. As always, backup is totally your responsibility; Data Tec does not warrant or guarantee or accept liability for any backup process.

To be sure your Automatic Backup option is activated, select the Primary Menu "Options" button. Then make sure the "Deactivate Automatic Weekly Backup" option is NOT checked.

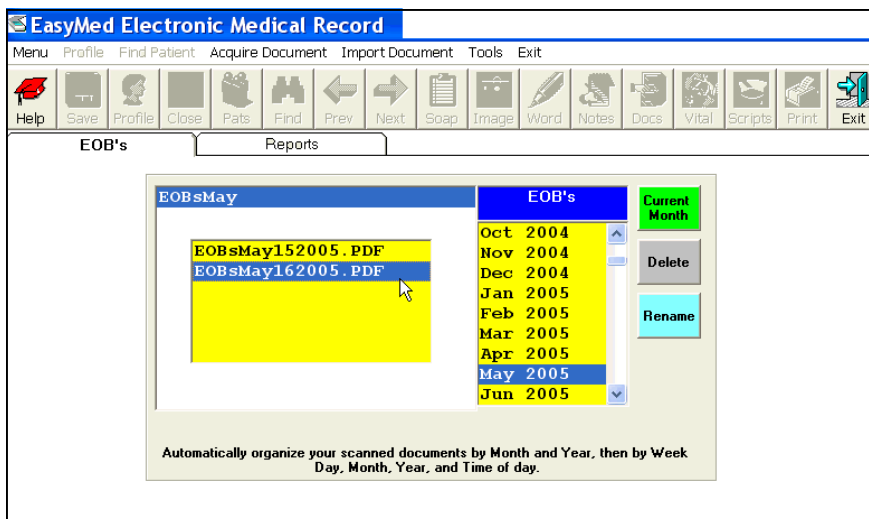
In our new version, even if you have it marked as being "Deactivated", you will still be nagged on a weekly basis to let it run.

Remember you can use our Free Backup Verification and CD Copy service. Just send your back up Zip Disk, CD, or DVD to Data Tec to be evaluated.

We cannot evaluate Backup Tapes; there are just too many types of tape drives.

We recommend you do this quarterly to ensure your backups are working properly.

## ONE SMALL STEP INTO THE 21<sup>ST</sup> CENTURY—EMR



One of the simplest ways to start using your EasyMed EMR capabilities is to scan your EOB's into the EasyMed EMR Office File Folder. Once you activate EMR, use the

EMR Icon on the Primary Menu to bring up the EMR desktop. Then use the Files Icon. Next, select the EOB's folder tab.

To scan in an EOB, use the Top Menu "Acquire Document". Once it's set up properly, it can automatically start your scanner, scan your single or multiple page EOB and store it in an easy to access and/or print PDF file.

The EOB's are automatically stored by month, day, and year, making it simple to find them. Just think, you will never have to hunt through stacks of EOB's again!

If you haven't ever used the EMR feature, or you don't have a twain compliant scanner call us first.

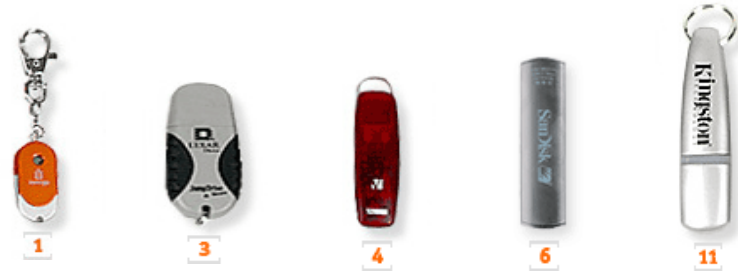
This is a great first step into Electronic Medical Records. Every journey begins with the first step.

# Keychain Backup Devices

USB flash drives are a fast and convenient way to back up data. These are also called: "jump drives", "USB drives", "thumb drives", and "USB memory". These keychain-size drives contain circuitry that will store a number of files. Although they are very simple to use, there is a variety of options.

When purchasing a flash drive consider:

- Size
- Durability
- Memory
- Applications
- Security



Memory and security are the two most important features. Memory ranges from 8 megabytes to 1 gigabyte. We recommend the 1 gigabyte unit. Security is also a nice feature as it allows the stored information to be password protected. The other features are a matter of preference.

We recommend only using these with Windows XP, but they will work with other Windows versions. Please note: windows 98 computers require a special driver which, if not included with the drive, can be downloaded from the drive manufacturers website, that's another good reason for Windows XP.

To back up onto a USB drive, simply insert it into the USB slot (only fits one way). Next, select the back-up feature in the software and in the back-up window select the new drive from the drop down menu. If you don't know the drive letter of your USB drive, open "My Computer" and locate it. Make sure you've selected FreeByte and zip/cd drive options. When you back up, as files are transferred you should notice a light blink momentarily on the flash drive.

To be sure you are backing up to the proper drive, mail us your USB drive, we will test your backup for free. Just like another day in paradise.....

## WANTED - YOUR INPUT



Our best ideas and solutions come directly from you. We know you are in the front lines on a daily basis.

In an effort to help us continue to enhance our software and services we are enclosing a survey for you.

Please fill out the survey and return it to us, along with any additional ideas, suggestions, or comments you have.

Thanks again for your continued support. Have a Fantastic Summer, and God Bless.

Your friends at Data Tec

*Hal Goodall*

President, Data Tec, Inc.