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PowerSoftMD Newsletter

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INSTALLING NEW COMPUTERS?

When you are planning on installing new computers or changing your network, please follow these simple steps.

1) On the Primary Menu click on www.powersoftmd.com then select the "Support" page, "Technical Notes", and "**Networking including New Computers**". Please read and print the document.

2) Give the document to your Hardware/Networking technicians, and ask them to review it then call us if they have any questions.

3) Call us (Data Tec) to schedule an appointment when we can be available on the telephone and/or Internet to assist during the installation.

If your office calls us regarding installation of new computers, or other hardware, without any prior notice a technical support person might not be immediately available to help.

Therefore, please call us ahead of time so that we may make suggestions and provide the best support possible.

Remember "An ounce of prevention is worth a pound of cure".

NETWORKING

PowerSoftMD works great with **Vista**.

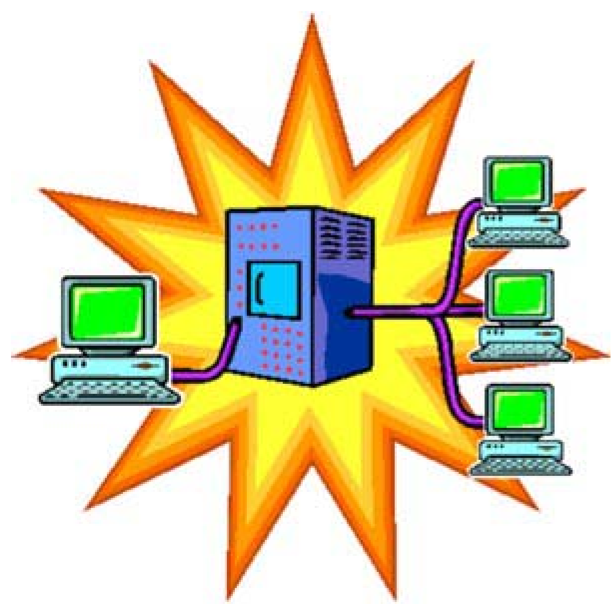
Most new computers come with Vista installed.

For networking, Vista Business version is highly recommended.

You can have a mixed network with both Windows XP and Vista computers. As we are sure you know, if you are using Windows 98 or 95, you **should upgrade** your computers.

When mixing XP and Vista you may need to install a fix to your Windows XP computers from Microsoft. You can find the fix by doing a Google search for WindowsXP-KB922120-v5-x86-ENU.exe or just KB922120.

Please have your hardware technicians refer to our web site "Support" page, then Technical Notes, Topic 01: Networking including new computers.



INTERNET PROTECTION

We find many clients aren't using up-to-date Antivirus and/or Firewall software protection.

It's extremely important, if you have your system exposed to the Internet that you keep these basic types of software installed, up-to-date, and active.

If any one of your computers are connected to the Internet, then any computer on the same network is exposed, and they all need to be protected.

Another type of threat is spyware. Spyware is computer software that gets into your computer to intercept or take partial control over the user's interaction with the computer without your knowledge.

You can install Anti Spyware software programs, similar to Antivirus software, to monitor, catch and eliminate spyware threats.

There are many products on the market, we recommend Norton Internet Security 2008 from Symantec, and Spy Sweeper from Webroot. We also like the products from Zone Alarm.

One product we don't recommend is Norton 360, especially for your Main computer. It can cause work stations to drop their connection to your server and/or lock up.

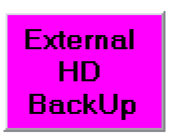
We also recommend that your network router or switch includes a built in hardware firewall.

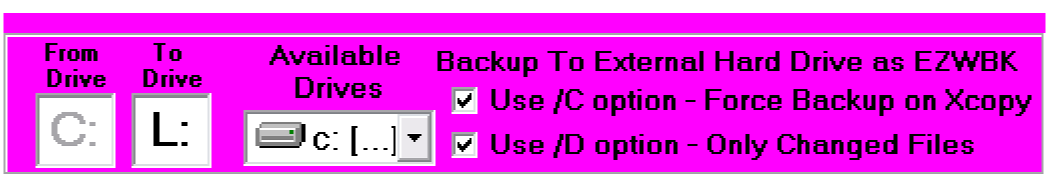
If you have a wireless network, be sure your wireless security and encryption options are activated.

It's well worth the investment to have a hardware network support person review your network for vulnerabilities and implement their recommended solutions.

Always better safe than sorry!

FOR LESS THAN $200 IMPROVE YOUR DATA BACK UP





External back up devices have gotten very inexpensive and are an excellent way to beef up your data backup.

A 500 Gig Drive costs from $150 to $200, and can be set to back up all your data, once or even multiple times per day.

Be sure and get a drive that uses FireWire, not just USB. Using a FireWire connection will make the back up run much much faster!

You can hook it to any workstation on your network. From the PowerSoftMD Primary Menu select the "BackUp" option in the lower left hand corner. Next, use the Magenta option and select the drive letter of the external disk.

This action will create and launch a file called **C:\Netmenu\Ezhdback.bat** that you can either continue to run manually, or use your Windows scheduler to run.

The first time it runs it will take a while, but after that only the changed files are copied, making it run much faster. In fact so fast you could schedule it to run 4 times a day if you wish……

SUPER COOL ENHANCEMENTS

Using a new PowerSoftMD EMR screen, you can show a patient a consent or other form and have then sign the form using a Wacom Bamboo Pen and Pad that costs only $79.

Another new cool feature is a set of management graphs that will compare 10 years of practice statistics side by side.

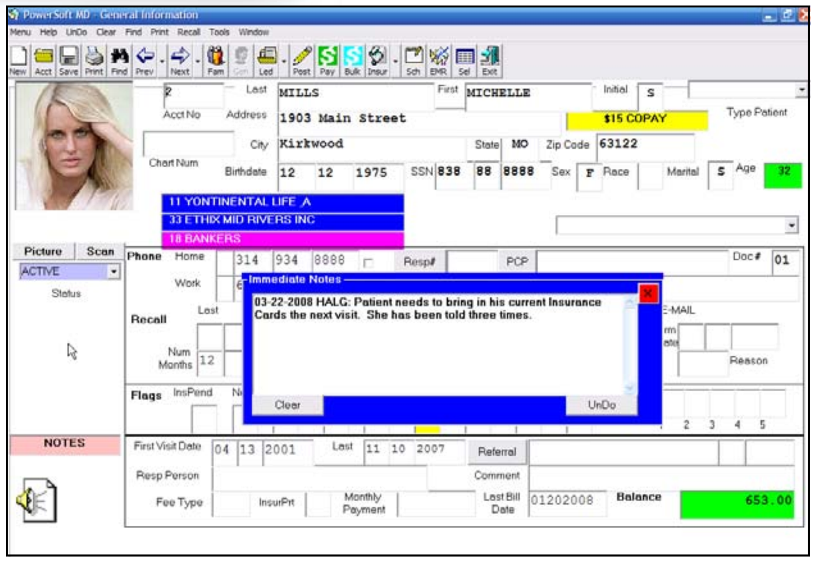
There is also a new Window available from patient screens called the "Immediate Notes".

This Window lets you put important notes that will automatically be displayed any time you bring up one of the patient's screen, or search for the patient in the schedule.

The Notes Window will be in a bright blue box in the center.

Use the Toolbar "Window" then "Immediate Notes" option to create a new note. Using the Red X on the box saves any changes and closes it.

When you no longer need the note, use the Clear button then close the box.



LATEST UP-TO-DATE VERSION OF POWERSOFTMD

A new release of PowerSoftMD is always just a few clicks away.

You can download and install the latest version of PowerSoftMD from our web site:

www.powersoftmd.com

Instructions on how to install updates from our website are included with this newsletter.

Also enclosed with this newsletter, on a separate sheet, is an enhancements list of changes since January 1st. Please review all the enhancements.

Please visit our web site, you can find several previous Newsletters on the Support page.

We also recommend that you check out the Training Videos. From the "Support" page select the major Video Category on the right hand side. You can use either speakers or a headset.

In our latest version of the software you can click the toolbar "HELP" option then the "Help Video (Internet)" selection to view a video specifically about the Window you are on.

Thank you for all your continued support, great ideas, and assistance.

God Bless, *Hal Goodall*

PowerSoftMD
Updates via the Internet

WARNING – We always highly recommend making sure you back up before applying any changes.

From a Work Station or the Main Computer.

1. Do one of the following:
   - Open PowerSoftMD, from the Primary Menu select the Top toolbar “Tools” option then “Internet Download Updates”.

     or

   - If viewing the Version Update Reminder Screen select the Green button.

   You will be prompted with a message telling which **drive letter** you will Need to use when you unzip the download file, **make note of it**.

2. This should link to our update file and allow you to download it.

3. Once downloaded, change the folder name from **X:** to **Z:** where **Z** is the network drive letter you use to network. (Typically H:\ or G:\, whatever letter you made note of in step 1 above.)

4. Next click the Unzip button.

5. When prompted for a password it is **up2310super**

6. After the files are unzipped your main computer will be updated, you **must update each work station**. Use the top Toolbar Menu “Tools” option, then “Work Station Update” to update each work station.

NOTE: If the unzip password doesn’t work, contact Data Tec and ask for the Current Internet Update Password.

Posting

1) On the "Post Payments" screen there is a new option you can check “Hide Paid Items" to eliminate Paid Entries from being listed. The option is in the lower right hand side of the screen. To set this as a default select the toolbar "Tools" then "Options". Check the second light blue option.

2) On the “Post Payments” screen if the patient has any ledger notes a "Led Notes" label will flash in the upper right hand corner of the screen. You may click it to open the Ledger Notes window.

3) On the Posting screen if you fill in a Diagnosis Code that is not in your Diagnosis Code list, you will get an error message and not be able to complete the posting. You can disable this edit by using the "Tools" option, then "Options Setup", but we recommend you don't disable it.

Patient Screens

1) There is a new Patient Window that allows you to store Charge Card information for a patient. From the General screen, select toolbar Window, then Charge Card Info. You can create a Password to limit access from the Advanced Utility Menu, Define Users option, then Tools in the upper left hand corner. The stored information is automatically encrypted when stored.

2) There is a new “Immediate Notes” Window you can use on Patient screens to create a note that will automatically pop up when you bring up the patient screen or look up a patient by name in scheduling. From the top toolbar select "Window" then "Immediate Notes" to create or revise or clear the note.

3) The Patient Add & General screens have been updated where you can just type in the zip code (or use the drop down zip code list), the City and State will automatically be filled in.

4) The zip code list for adding new patients and updating patient addresses has changed from a maximum of 100 to 500. Plus when you bring up the zip code list to update it, there is a new "SCAN" button that will scan all your existing patient records and update your zip code list to most frequently used zip codes, up to 500 of them. An exception is if a zip code has been used only once it won't be added.

Scheduling

1) Scheduling Name search window has many improvements.
   - The screen has been reformatted to improve readability
   - If the patient portion of the balance can be determined it will be displayed
   - If a patient is marked as being Pregnant, "Pregnant" will flash
   - The patient's Primary Care Physician, General screen field is displayed
   - You can search by Social Security by entering the entire number
   - If the General screen "Ref Req" field is marked "Referral Required" will flash.
   - If you click on the flashing "Referral Required" the patient's referral tracking window will be displayed

2) When adding new patients from the Schedule using the "New Patient Real" option, you can add their Email Address

3) On the Schedule Name search if a patient has any “Immediate Notes” they will automatically be displayed and slowly flash.

4) When moving a scheduled appointment the UserID of the Person moving the appointment becomes the new UserID of Record.

5) On the scheduling screen if you are in the "View" mode instead of the "Browse" mode the top "View" indicator blinks every 4 seconds instead of every 1 second, plus the background doesn't blank. This makes the "View" mode indicator much less intrusive.

6) On the scheduling screen it's easier to get to export the automated calling list for both JulySoft and Teltrax. You can simply use the top toolbar "Tools" option, then "Export Automated Call List" and pick the interface you use. If you wish to use the JulySoft Patient Calling system, please give us a call.

7) On the Schedule the Schedule Audit Scan, under the Print top toolbar, has a new option. Once you run a scan you can press a new button that will appear after the scan, to copy any appointments on the Schedule that aren't on the Patient's Appointments screen, to the screen.

Reporting

1) A new collections report is available, "Primary Insurance Outstanding Chgs". Access this report via the Monthly Reports screen. The report gives the detailed information required to follow up on outstanding insurance claims over any age range you desire.

2) There is a new Monthly Report option "Secondary Chgs Unpaid One Carrier" you can run to print a list of secondary charges that are unpaid for a specific carrier, for example Medicare as Secondary.

Reporting continued…

3) There is a new report on the Monthly Reports option, "Find Duplicate Patient's Identical Names". You could have totally identical patient names on 2 or more accounts by forcing a name change from the Primary Menu, or due to an initial data conversion.

4) A new report is available from the Monthly Reports option. The "Insurance Payment Analysis" lets you see the totals of insurance payments for all carriers over any range of dates.

5) The Management Graph Reports, available from the Reports Menu, has a new option to let you compare 10 years side by side. Once you select the Graphs option, press the new 10 Year Graphs button.

6) There is a new aging report available, if you do CPT Code Level Posting. It helps you zero in on Primary, Secondary, and Patient Responsibility aging. From the Reports Menu select, "Monthly" Reports, then select the new "Aging Based on CPT Code Level".

Electronic Medical Records (EMR)

1) With either the Documents folder or Mini Documents folder when you click on a file name the action listed in "File Actions" will talk place. The default Action is "View". This saves you a step by not having another window pop up to select the desired action.

2) When creating Educational Note Templates for the SOAP Note screen there is a new edit feature available, the darker green "Windows Editor" button. This will let you edit or revise your Education Note Templates with your default Windows Editor, such as Microsoft Word, etc.

3) SOAP Notes if you click on the Patient's Last Name field you will be prompted to find a patient by name, just like clicking the Binoculars Icon.

4) SOAP Notes you can activate a new option to automatically fill in Vital Signs when you start a new note (if vital signs were recorded for the specific date). From the toolbar pick "Tools" then "Options Setup". Check the option "Auto Fill in Vital Signs for New SOAP Notes".

5) SOAP Notes a new ability to automatically insert medical phrases based on standard medical abbreviations. You can activate this option from the SOAP note screen by selecting the toolbar "Tools" option, then "Options Setup". Check the "Activate Medical Text Abbreviations" option. Note: you will need to edit the list of abbreviations by using the toolbar "Tools" option, then "Edit Pop Up Tables", and finally "Medical Text Abbreviations". You will first see a starter list of over 450 entries. Read instructions at the top of the list to see how to customize it. This starter list is for family physicians, if you would like a start list for Dermatology please contact us.

EMR Continued...

Once you have activated this option when you type an abbreviation into the SOAP Note text box the abbreviation will automatically be filled in. This can be used in addition to "Short Cuts" and is different. There can be no imbedded macros in the text abbreviations, just simple phrases. For example; uri = upper respiratory infection

6) There a new option to create Educational Notes on the SOAP note screen. Use the "Edu Note" button on the far right to create the notes and use the "Window" toolbar option, then "Educational Notes" to see a history for the patient.

7) There is a new Photo Imaging Editor available. When you open the Images folder and select and image you can pick "PowerSoftMD Imaging". This new editor lets you easily crop picture, sharpen them, and even put labels right on the picture. This feature also requires a new file be added to your \Windows\System32 folder. The file is called **gdpicturepro4.ocx** You will need to select the “PowerSoftMD GDViewer Imaging OCX Files” download link from our web site and install it on any computer where you wish to use the new editor.

8) On the SOAP Notes screen there is a new option on the "Appointments" window "Year" for 1 year.

9) On the SOAP Notes screen there is a new print function "Education", this will print the Education paragraphs from the open SOAP Note.

10) When working with Journal Files from the SOAP Notes screen there is a new "Lock File" button that can be used to set the file to "Read Only" so that it's can't be altered. Could be used on documents after the Patient signs them, etc..

11) The new Immediate Notes window will automatically be displayed on theEMR Profile and SOAP Notes screens.

12) On the EMR SOAP Notes screen if a patient is in Collections status you will automatically be notified.

13) On the EMR Desktop top toolbar Files folder screen, there is a new button "Export" allowing you to export files to the C:\Temp folder.

14) There is a new option for the SOAP Note screen you can select to de-activate all the pop up Helpful Hints. From the top toolbar "Tools" option then pick "Options Setup". Check the option labeled "Turn off pop up helpful Hints". We don't recommend this, but we understand why you might select it.

15) The EMR SOAP Note Procedures Report has a new option you can check to cross reference the Soap Note CPT Codes entered to the Patients Ledger to make sure the items were posted.

Lab Tracking
1) There is a new option for the Lab Track window. You can disable the launching of the Message Center, by using the new Tools option, then select "Options", and Un-Check the "Automatic Message Center" option.

2) When updating the Lab Tracking List from the Primary Menu, you will automatically be prompted to create a message center note.

3) The SOAP Note Print Lab Request screen has a new "Labs Window" button that let you pick up information directly from the SOAP Note Labs Window and place on the Lab Request.

4) Tracking now has the ability to easily import lab result files, in addition to scanning them in.

5) Lab Tracking has now has a Print button to let you create and print the lab tracking list contents.

Quick Forms
1) When using our editor to create Quick Form letters once you can click on the Symbols button, then click on a symbol to insert the symbol into your form, where ever the cursor is.

2) Quick Forms from the Patient's General and SOAP Notes screen, has a new symbol &respperson which is the Resp Person field from the General screen, and if it is blank, it's the patients name.

3) On the Quick Forms Menu, under the top toolbar "Tools" option, you can now create a Password for accessing the Quick Form Edit buttons (now called Template Edit Buttons). This can help keep staff from accidentally changing Quick Form forms or templates.

Miscellaneous
1) When using the Enhancements Request feature (from the Primary Menu, Tools, then Enhancements Request), there is a new button "Clipboard for Emailing" you can click to put the request in the windows clipboard. Then you can send an email to support@powersoftmd.com and paste the request into your email, instead of printing and faxing.

2) You can now activate the Message Center directly from a patient's General screen using either the Ctrl M keys or the toolbar Tools, then Message Center option.

Miscellaneous continued…

3) The patient name search has been improved to handle 2 character last names much better.

4) There is a new Common Documents Library feature available. From the Primary Menu select the top toolbar "Doc Library" option, then use the "Help" toolbar option to learn how to use it.

5) When you print patient labels by criteria there is a new criteria you can select "Eliminate Patients with Future Appt".

6) The In Office Mail function "Mail" button in Lookup & Aids section of the Primary Menu, has a new Red "Reply" button that will automatically be displayed when you are viewing a message from another users. This makes it easier to Reply to the Sender.