

EASYMED NEWSLETTER

Volume 2004, Issue 1
May, 2004

GAMBLING—ARE YOU LUCKY?

During April, one of our West Coast clients experienced an after-hour electrical fire, and they lost their office.

They weren't taking backups out of the office.

None of their in office back ups were any good after the heat and water damage.



But, they were lucky, their hardware people were able to take the main computers old hard drive apart and salvage their data. **Boy were they lucky!** Then, they were able to restore their patient system to new com-

puters.

Next they rented temporary space from another

ing **daily back ups and storing them out of the office** is paramount!

office, and sent new location notices to their patients. It could have been much worse if they weren't able to restore their computer system!

The importance of mak-

Remember, you can send us your Zip Disk or CD back up periodically, and we will test it to ensure it's working properly. We highly recommend doing this quarterly.

Last month, 3 offices sent in backups that were not working! The good news is that we caught the problem and notified them immediately. They were all able take actions, as needed, to fix their problems.

EASYMED WEB SITE WWW.EZMEDSOFT.COM

If you haven't visited our EasyMed Web Site www.ezmedsoft.com lately, you should.

You can view on screen Videos to learn about new EasyMed features, including the Electronic

Medical Records feature. To play the videos, just select the "Flash Videos" page.

The web site always contains the latest software updates on the "Support"

page. To access the "Support" page you will need the "Secret" password.

The "Support" page also contains useful links like a Physicians UPIN Number lookup, etc....

Inside this issue:

CD Back Ups	2
Help Wanted	2
Message Center	3
Computer Viruses	3

May Updates

- If your Update CD is not enclosed with this Newsletter, it should arrive during May.
- As always, to reduce paper usage the update Menu has an option to let you View the enhancements on the screen.

CD Back ups

There are two types of CD's. Write once CD's called CD-R's and Rewritable CD's called CD-RW's.

If you use CD-RW's and then reuse them, be sure and rotate through at least 5 different CD's. In addition, we recommend once a week, creating a CD-R back up, and keeping the CD forever. You can buy CD-R's at Sam's Club for about 25 cents, a great investment in a permanent back up.

A few back up pointers:

1. You can direct the EasyMed Primary Menu Back Up option to any output drive letter you desire, including a writable CD drive. If you direct the output to a CD Drive, the CD must already be formatted and available as a standard data Drive to Windows. You may need to consult your CD software package to determine how to format your CD's.

2. There is an excellent Back Up package on the market that can be used to format and back up your CD's all in one step. It is called "Backup MyPC", by Stomp Inc. You can obtain the software from www.stompinc.com, it is also avail-

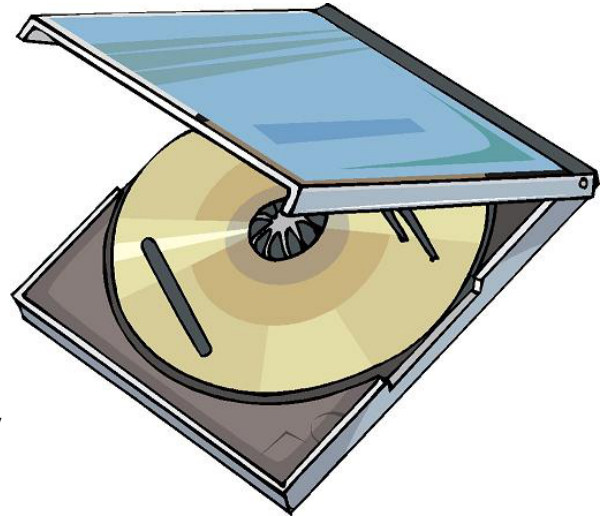
able at some Sam's Club stores, and CompUSA. This program costs about \$40.

If you use this package to Back Up your EasyMed to a CD, you will need to back up the folder called \EZW and all subfolders files, on your main computer. If you use this program to back up we would highly recommend that you send us one of your back up CD's so that we can test it and make sure you are indeed backing up you entire EasyMed system.

3. Many computers come with built in CD software that allows you to copy folders and create Data CDs. Typically, it's a drag and drop type interface. If your computer has this type of software then drag and drop the entire C:\EZW from your main computer to the CD.

4. If you have multiple in office computers networked together we also

recommend that daily, at one of the



work stations, you run the EasyMed Primary Menu, Backup option, Cross Network Backup. This is a wonderful extra backup, but doesn't replace the out of the office back ups!

5. Consult with your own local hardware/network support staff to review your back up procedures.

Remember, you can send us a CD or Zip Back Up, and we will test it for you FREE of charge!

HELP WANTED - PART TIME WORK FROM HOME

At Data Tec we serve both Medical and Dental Practices. We are growing and looking to fill some part time jobs.

We would like candidates who have independent work habits, are clear and understandable on the telephone, and enjoy helping people solve problems.

Qualifications for these part time jobs, includes; Knowledge of Microsoft Windows and Microsoft word. A "closed door" home office environment, a computer with high speed internet access running Windows, an extra telephone line, or the ability to have one installed.

Knowledge of EasyMed and/or

EasyDent is also helpful.

Naturally, we are only considering candidates whose current employer agrees with them working at multiple jobs.

If you are interested or know someone who is; please send resume to Data Tec, Attn: Hal Goodall, P.O. Box 31576, Des Peres, MO 63131

New Message Center

Do you have to make any patient call backs? If you do, you will love the new 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" button on the Primary Menu. This will give them access to the Patient's electronic medical records folder. Then they can begin using the new "MsgCtr" option button on the Primary Menu.

Message Selection List	Message Text
20040322160230 SMITH JOHNNY	Patient Called Wanting Prescription Refill Called Patient. Renewed Prescription
20040312141441 JACKSON MICH	
20040220234443 FLINTSTONE F	
20040219090154 FLINTSTONE F	
20040219090107 MARKUS BONNI	
20040218142356 ADAMS JOHN ***Urgent***	

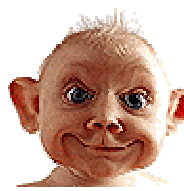
In Boxes	Count
Archives	1
Datatec	0
Demo	0
Donald	1
Halg	6
Susan	6

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!

Computer



Viruses ?



Don't get caught, remember, if your computer or any computer on your network accesses the Internet you are at risk from computer viruses and worms, even if you don't surf the web! Be sure and install and keep up to date the latest anti-virus software from your preferred vendor. We would recommend Norton by Symantec, or McAfee.

In addition, we highly recommend a Firewall. You can have a firewall software package installed, along with a firewall hardware box. Ask your network hardware support personnel what they recommend for your office, and do it!

We Thank you, for your continued; ideas, support, and assistance.

Hal Goodall & Staff