

EASYMED NEWSLETTER

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PATIENT SCREENS GET FACELIFT

EasyMed Patient Screens have a new option you can activate, making the screens easier to use, more standardized and less cluttered.

You can activate a new option to display an Icon Toolbar on the top of most Patient screens.

This toolbar lets you quickly click on an icon to switch to another patient screen, search for patients, save changes, add a new patient, etc.

Because the toolbar eliminates many of the functions that were activated with buttons, many buttons are no longer listed

on the bottom of the screen.

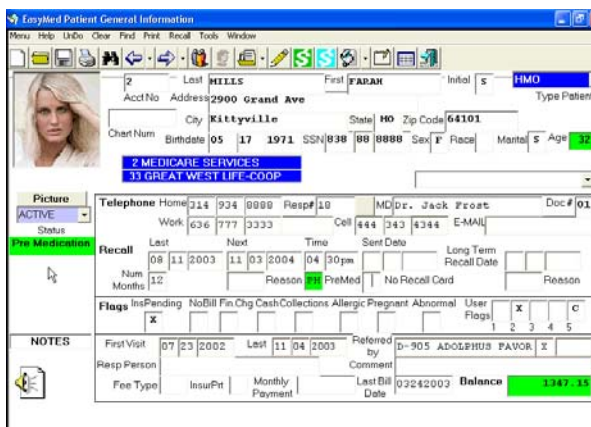
Once you try this new format you will see it makes it quicker to perform functions and switch screens.

on some work stations and leave other work stations in the original format.

To activate this new feature, select the Primary Menu

“Options” button, in Lookup and Aids. Then check the “Activate Patient Screen Toolbar” option. It’s in yellow. Logout of EasyMed and Log back in.

You can also set the schedule options under the schedule Utility Menu to use a toolbar. Your screen resolution must be set to 800 by 600 or higher.



This option is set based on the work station you are at. Therefore, you could try it

EASYMED TRAINING VIDEOS

The EasyMed November Update automatically included new EasyMed Training Icon on the Primary Menu.

The Professors Red Hat. This option gives you access to a new set of EasyMed Training

Audio/Videos. These videos require that your computer has a sound card and speakers.

You can pick specific training topics and view the video right on your monitor.

The videos can be paused,

rewound, and played at your convenience.

The training videos work best if your screen resolution is set to 800 by 600 or higher.

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November Updates

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

Windows XP

As you may know, Microsoft has announced that support for Windows 98 will be limited as of January 16, 2004. In addition, most new computers come with Windows XP as their operating system.

EasyMed is fully compatible with both Windows XP Professional and Windows XP Home versions.

In fact, EasyMed is compatible with Windows 95, 98, Me, NT, 2000, XP, and 2003 Server.

We recommend Windows XP Professional for any new office computers.

We would also recommend at least 256 Meg of RAM (Memory) on any new computers using Windows XP.

If your older Windows 95/98/Me computers are working fine, there is no need to upgrade them.

If you have a network of more than 10 computers, and you want to upgrade to Windows XP for your main computer, you will need to check with your hardware network support personnel to see if you will require Windows 2003 server, etc.

Network Security

Microsoft XP provides a more stable environment than Windows 98 and many new features, including new levels of computer security. But, Windows XP security is more complex than earlier versions. It is important to consult with your Hardware Network support to setup and safeguard your workstations.

Tablet PC's

EasyMed works great with the new wireless Table PC's using the Tablet PC version of Windows XP.

These new wireless devices allow



you to easily carry your computer from room to room to perform data

access and data capture.

If you are considering installing or replacing workstations in treatment rooms, we highly recommend that you check out the features of these new devices.

This new generation of PC's can double as lap top computers and Tablets.

We are in the process of greatly expanding the Electronic Medical Records "EMR" functions of EasyMed and the Tablet PC's can play an integral role in real time office solutions.

Tablet PC's we would recommend include the Toshiba Protégé 3505, Fujitsu T3000, & the Compaq TC1100

Please feel free to contact us or have your hardware support contact us concerning any upgrade questions you might have.

XP Technical Notes:

If you install Microsoft **Office XP** on your computer, you will need to make sure all the latest Service Packs (Microsoft updates) have been applied to both Microsoft **Office XP** and Microsoft **Windows XP**.

ELECTRONIC INSURANCE CLAIMS

If your office isn't sending your insurance claims electronically you are wasting time, paper, and slowing down your cash flow. Just give us a call today and we can help you get started.

For most of you who are already sending claims, here are some new features in our November update you will like.

When you submit claims using the Forms Menu, Electronic Claims option, a complete audit trail of all the claims you

have generated by EasyMed will be kept for you. Not just a list of submitted claims, but an image of the actual claim.

These are kept in a separate new folder created on your main computer. The claims are organized by Month and Year that you generated them. You can view these claim images by using the new top menu "Tools" option, then select View Claims History Data. You will be prompted to enter a month and

year to review. The claim images don't take up much space, but there is also an option to let you delete claim images you no longer need by month and year.

Another new feature on the Electronic Claims screen is a check box to have EasyMed automatically generate the Hospital Admit and Discharge dates based on the Dates of Service on your charges.

Did You Know

Electronic Medical Records

1. You can activate your electronic medical records software in EasyMed by merely changing your User ID security definitions. Select the Utility Menu, then the Advanced Utility Menu, next "Define User Security". You can activate the EMR software interface for any user-ids that need access.
2. The EMR Software is highly customizable. We can assist you in setting up templates for your type of practice.
3. EMR has a new feature to activate your Twain Type Scanners directly, called "Acquire". This eliminates the need to use a separate package, like "Paper Port" to scan the documents. Naturally, you can still import images from any digital file you have already created. But, this new feature will run your scanner and create a standard "PDF" file and automatically store it in the right patients folder. If you wish to use this new feature give us a call and we will tell you how you can easily set up this new Acquire interface.
4. Take a quick look at the EMR functions by visiting our website www.ezmedsoft.com then select the "Software Tour", and the "Electronic Medical Records" link.

Customize Your Work Station.....

1. You may customize many options for your specific work station. Use the "Options" button from the Primary Menu "Lookups and Aids" section.
2. Also consider using the Windows Desktop properties to set your screen resolution to what works best for you. We recommend a resolution of 800 by 600 or 1024 by 768. These settings can especially improve how your scheduling screens look.
3. Customize scheduling time slots sizes by using the Utility Option on top of the Scheduling screen, then selecting "Size Screen Settings". Try a Height of Time Slots = 250 and 300.

Remember Your Ideas are important!

We value **your wonderful ideas!** Please send us ideas and requests as often as you like. You will find a **Quick Form** called "REQUEST", it can be used to document and print out your ideas. Then please mail or fax your idea directly to us.

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Thanks again for all your continued support and help.

