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PowerSoftMD Newsletter

December 2008

EXTRA! EXTRA!

ePrescriptions

Electronic prescriptions will be routed through another company, much like electronic insurance. We are in the process of providing this service through PowerSoftMD, which involves not only programming but also multiple approvals. At his point due to the emphasis put on this from Medicare, there are many companies are doing this all at once, slowing down the process. We hope to provide **eScripts** as soon after January 1st as possible, but we will keep you posted.

Save Money on Charge Card Processing

We have improved our integrated credit card X-Charge feature, which allows you to enter credit card payments directly through EasyDent. It now has pin pad integration and is PCI Compliant. We are enclosing a separate flyer describing this in details, along with how to get started.

X CHARGE
CREDIT CARD SOFTWARE

Windows Live SkyDrive

Store up to 5 Gigabytes of data online Free. Visit www.skydrive.live.com and set up you own Online personal storage. This is a Microsoft web site.

Ever wish you could email yourself a PowerSoftMD document to review at home later? Just set your default printer driver to a PDF-creation driver like Adobe Acrobat or the Free PrimoPDF software. Visit www.primopdf.com to download their Free PDF printer driver.

PrimoPDF

Create PDFs with PrimoPDF.

DID YOU KNOW? YOU CAN:

1) Quickly open several recommended web sites by using the top toolbar "Links" option from the Primary Menu.
2) Print out a list of Insurance Claims submissions for timely filing by using the toolbar "Window" option, then "Insurance History", then "Submit History," from the General screen.
3) Set special passwords for the functions listed below. Use the Advanced Utility Menu "Define User Access" then toolbar "Tools" option to do this.
   - Deleting Soap Notes
   - Deleting EMR Documents
   - Accessing the Patient "Charge Card Info" screen.
4) Store patient charge card information for future payments (with the patient's permission) by using the toolbar "Window" then "Charge Card Info." The information is stored in an encrypted format for safety. You can even create a password to allow access to this information, so that only specific members of your staff have access, as discussed above.
5) Access your office computer from home for free! Visit **www.logmein.com**, then select the top "Products" option and select "Logmein Free". If you have questions just give them a call at (**800)993-1790**
6) See a list of up to 5 previous names for a patient. From the General Screen, use the toolbar Window option then "Alias Names".
7) Put a note on a patient's record that will automatically pop-up anytime you access one of their patient screens or look them up in scheduling. From the General Screen, use the toolbar Window option, then "Immediate Note".
8) Get a quick list of open balances in order by the largest amount first. From the Reports Menu, select Management Reports, then select the "Balance List" report.
9) Send instant messages from any work station on your network to any other work stations, or even all other work stations. This Instant message will automatically pop-up on top of any open windows in the upper left hand corner so they will notice it. All you have to do is contact us and let us help you install the **Free NetCom** program we created for our users. It uses your in-office network, not the internet!
10) Scan in Insurance cards and other ID Cards even if you don't use our EMR software. From any patient screen, select the toolbar Window option, then "ID Cards". You will need to purchase a special, small scanner designed just for ID and insurance cards. Go to **www.bizcardreader.com** You must get the BizCard Reader 900 C; afterwads, we can show you how to use it.
11) Watch several training videos from our web site. Go to **www.powersoftmd.com** then select the top "Support" option, you will see the Video section on the right side of the screen.
12) Quickly print labels for patients, insurance carriers, or even lab specimens. We have built-in label printing functions that are designed to work with the Dymo LabelWriter 400 Turbo. They print wonderful labels **without using ink!**
13) Find a patient's appointment and jump to their appointment day in the schedule. From the Primary Menu, select the "Appointment List" option (use the drop down arrow on the new Menu format), then find the patient and click on any of their appointments to be taken directly to that day.

GENERAL

☑ There are new options you can set, to allow multiple patients to have the exact same name (duplicate names).

- From the Full Patient Add screen use the top toolbar "Tools" option, then select "Options (Defaults)". Check the box "Allow Addition of Patients with exact duplicate names".
- From the Scheduling "New Patient Real" patient add screen, select the top toolbar "Tools" option, then select "Options". Check the option "Allow Addition of Exact Duplicate Patient Names".

** Be sure and use caution if you activate these features! **

☑ The ICD9 codes for 2009 are included in two different sets, the Long and Short descriptions. Use the Password ICD9S008 for the Short descriptions, which is what we recommend for EMR users. Instructions for installing the updates are at www.powersoftmd.com, then Support Page, then Technical Notes, Note Number 14.

☑ There is a new more secure X-Charge, charge card processing interface. It allows you to process Debit and Charge cards with a signature pad from X-Charge. You can activate this new option by giving us a call.

☑ The Binoculars Icon Name search from the Primary Menu and Patient Screens has been improved to handle special last name suffix of ", JR" and ", SR" better.

☑ Patient names can contain numeric characters to allow for patients with completely duplicate names, when insurance claims are generated either electronically or on paper any numeric characters in the patient's name are automatically removed.

☑ There is a new Monthly Report, "Open Charges Detail". You can use it to print a detailed list for any date range, for any doctor, all the unpaid charges. Zero or Negative Charges are not shown.

☑ The Forms Menu - Quick Forms Mail Merge has a new option to let you create form letters based on Patient General Screen User Flags. This is an option you can use instead of using the Patient Search by Criteria report to generate a list of account numbers. Naturally, both options work.

☑ The Referral Name and Address Data Base has been expanded from 2000 entries to 10,000.

PATIENT SCREENS

☑ On the Patient's General and Full Add screen there is a new data field called "Pharm". It's the record number of the patient's preferred Pharmacy. You can update it easily by just clicking on it.

☑ On the Patient's Insurance screen, when you access the "Archived" carriers the Carrier names are listed along with the Carrier Number.

☑ On the General Screen you can set a new option to have the In-Activity Time happen at 15 minutes instead of 5. Use "Tools", then select "Options".

☑ When posting CPT Codes, if a code has been marked as "In-Active" in your CPT fee schedule, you receive a "Warning Message" when attempting to post it.

☑ On the Patient Ledger screen there is a new Tool available that will let you merge all the ledger items from another patient into the ledger of the patient you are currently viewing. It will also combine the two patient's ledger balances, and remove the ledger items from the other patient. Ledger Notes are note copied or merged, just the ledger items.

We highly recommend you use this sparingly and with caution making sure you have a recent good back up and that no other users are accessing any patient records at all. From the Ledger screen, select the patient you wish to have all the ledger items, select the top TOOLS option, then "Merge 2 Ledgers into 1". Follow the on screen prompts.

SCHEDULING

☑ Scheduling has a new function on the drop down “Appts” list called “Copy Appointment". It allows you to highlight and copy an entire appointment then "Paste" it to another day and time slot. This leaves the original entry you copied alone. You will notice you can also use the "Ctrl K" keys to do the same function without using the mouse.

☑ While using the schedule using "View Mode" then your screen “**WILL NOT**” automatically be minimized after 5 minutes due to inactivity.

☑ When Adding New Patients from the Schedule, you can set a new option to be prompted for any Referral Tracking Numbers. Use the "Change" button to activate the option.

☑ Scheduling - you can now generate output data for the www.televox.com Patient calling system, from the Schedule and Reports option.

☑ Scheduling has a new option you can set to automatically minimize the screen when you Check/In or Check/Out a patient's entry, this will immediately free the day for use by others. You can set this option by using the Schedule Utilities option, then "Utility Option Menu", "Set Scheduling Options", and checking the "Auto Minimize on Check In/Out" option.

EMR & SOAP Notes

☑ On the EMR SOAP Notes screen, the "Tablet" Picture drawing function has improved by displaying its own window and have the Symbols table always displayed on the right hand side of the diagram area.

☑ On the EMR Lab Request screen there is a new button "Log No Print". This logs the Lab Request without actually having to print it.

☑ On the EMR SOAP Note screen you can use the following new short cut keys
Ctrl P This returns you to the Primary Menu
F7 This takes you to the next patient alphabetically
F8 This takes you to the previous patient alphabetically

☑ On the EMR Documents and Mini Documents Windows, document folders that contain anything have a blue arrow on the tab header.
On the EMR SOAP Notes screen a new Blue button "Docs" will appear on the right side of the screen when you open or create a Visit Record. This button will list all documents in the patient's documents folder that have the date in their file name that matches the "Date of Service" opened. The dates can be in 1 of 8 formats, yyyymmdd, yymmdd, mmddyyyy, mmddyy, yyyy-mm-dd, yy-mm-dd, mm-dd-yyyy, or mm-dd-yy.

It will also automatically list documents that have the Windows Date Stamp for the file creation or modification date that matches the open DOS.

☑ On the EMR Documents and Mini Documents screens, there are new toolbar options:
- "Doc Library", gives you access to common document library. This lets you easily a common document into the current open folder. This is great for fill able forms, like PDFs.
- "Merge PDF", that lets you easily merge two PDF files into one.
- "List All", displays a window listing all documents in all folders for the open patient. You can even click on a document name to open it.

☑ From the “New Format” Primary Menu, the EMR Drop Down allows direct access to a Patient's Documents Folder.

☑ EMR Profile screen has a new option you can check "No Known Allergies". This will then be displayed on the Profile and Documents screens.

☑ SOAP Notes: if a patient has information in the "Problems" List, a new button to the right of the "Medical Prob." heading on the left side of the SOAP Note screen will be "Pink". You can click the button to add, view, or update the list. You can also used the toolbar "Window" option, then "Problem List" to update the list.

☑ SOAP Notes: if the patient has information in the Over View Window the "Over" title on the top OverView Icon will flash, while on the SOAP note screen.

☑ SOAP Notes, the Plan Pop Up Window has a new light green button on the CPT Codes window. It lets you pick from a large list of frequently used CPT Codes. You can use the Tools option on this new screen to generate and/or customize the list.

☑ SOAP Notes, when creating templates for Consent Forms and Educational notes you can now include SOAP Note macros embedded within the Templates.