

# PowerSoftMD Enhancements 2018

---

**11/13/2018**

**0029** The Employee Time Clock has a new option you can set to allow Employees to run the Time Report and only see their own time records based on their Time In Pin Number. Please call Data Tec to help you activate this option. You can also define a Report Password that would allow anyone entering the Report Password to view all the employee time records.

**11/10/2018**

**0028** There is a new feature you can use to display and/or print CHG codes you have never used. From the Utility Menu select “Fee Schedules (CHG)”, then select the top toolbar option “Print”, and then select “List of Never Used CHG Codes”.

**11/02/2018**

**0027** When overriding time using the Employee Time Clock the override screen has been made easier to use. If for any reason you don’t like the new format, please call Data Tec and we can show you how to change an option to use the old format.

**10/30/2018**

**0026** From the SOAP Note screen if you use the top toolbar “**Find**” option, then “**Closed Visit Records**” you can now click a setting to “**Default to Only Show Non-Reviewed Entries**”. Also the date range of displayed entries automatically defaults to the last week, instead of the year to date.



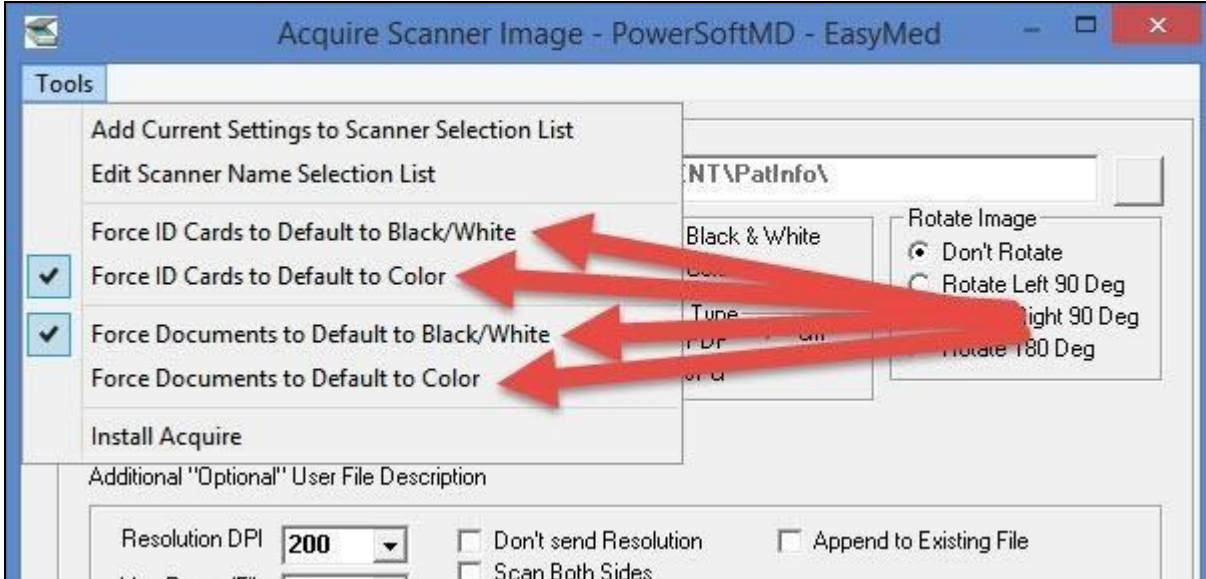
The screenshot shows a window titled "Closed Visit List". At the top, there are two date input fields: "10232018" and "10302018", with a label "<-- Date Range when Visit Records were closed". To the right of these fields is a checkbox labeled "Default to Only Show Non-Reviewed Entries" which is checked. Below the date fields, there are labels "From Date" and "To Date" with red arrows pointing to the date inputs. The main area of the window is a table with columns: "Acct #", "Visit Date", "Patient Name", "Signed", and "Reviewed". The table contains two rows of data:

Acct #	Visit Date	Patient Name	Signed	Reviewed
45630	10292018	Flintstone Fred	10292018 JESSIE	
43233	10152018	Gay Marvin	10292018 PATTY	

**10/11/2018**

**0025** You can easily set your scanner options for “**Documents**” & “**ID Cards**” to indicate if you wish to default to Color or Black & White scanning. Once you are on the scanner interface window select the top toolbar “Tools” option, then click the default settings you desire. We recommend Color for ID Cards and Black/White for Documents.

## PowerSoftMD Enhancements 2018



**10/10/2018**

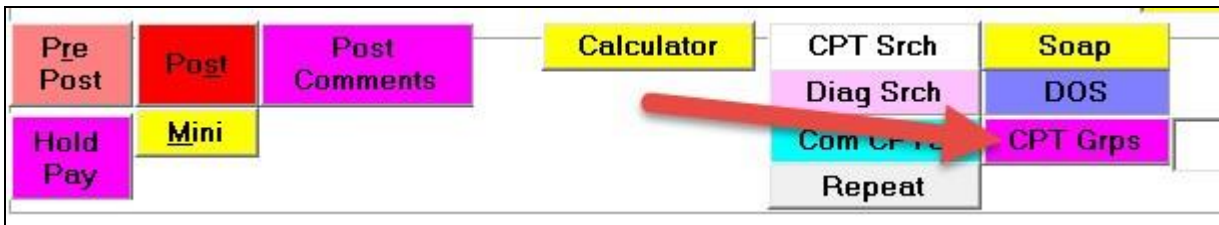
**0024** The latest government list of **ICD-10** Codes for **2019** has been added to our updates.

**09/21/2018**

**0023** From the patient's Ledger display screen there is a new option you can use to **view just charges** on the screen for any specified date range; including the ability to sort the charges by CHG Code and/or filter the list by a specific CHG Code. From the **Ledger display** screen select the top toolbar "**Window**" option, and then select "**View Charges Only**".

**09/18/2018**

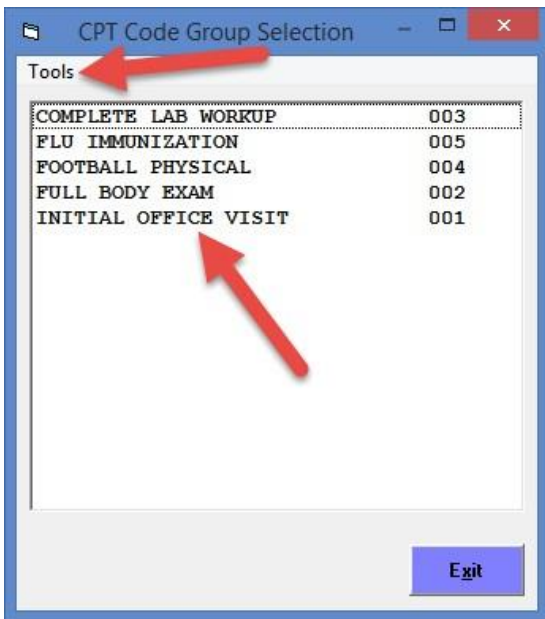
**0022** The CHG Groups button has been re-instated on the Posting screen. This lets you set up and name common groups of Charges along with their details including: Modifiers, Units, and Diagnosis Codes. Use the "**CHG Grps**" button on the bottom of the posting screen.



When you select the "**CHG Grps**" button the CHG Code Group Selection screen will pop-up. You can use the "**Tools**" option to create and/or modify your groups. Then you can just click on a group description to fill in the coding on the posting screen.

## PowerSoftMD Enhancements 2018

---



**08/03/2018**

**0021** The Transaction Search report has a new statistic at the end of the report; the Number of Unique Patients Matched.

**07/25/2018**

**0020** The Daily Pop Up **Reminder screen** has a new option you can set so that when you login once a day it will review all Patient's that have a **Monthly Payment Amount** on their General Screen, have a **Balance**, and haven't made a **personal payment in 41 days** (you can control the # Days); display a message on the Reminder screen. To activate this option, use the "**Reminders**" button from the Primary Menu, then check the option called "**Double Check Patients with Monthly Payments Amt's**".

**07/03/2018**

**0019** There is a new Desktop Email program you can use to send emails to Patients and/or other Doctors. You can even create and attach files like SOAP Notes, CCDAs, etc. From the Primary Menu select the "**Send Email**" button. Once on the Desktop Email screen you can select the top toolbar "Help Video" option, to view a short training video.

**0018** From the General screen you can export a PDF of ledger history. From the top of the General screen select the top toolbar "**Print**" option, then "**Ledger**" then "**Simple**". Next set the date range you want and click the "**Export**" button.

**0017** From the SOAP Notes screen you can create a PDF of a SOAP Note to export as follows: Open the SOAP Note, click the "**View Complete Note**" Icon (the Magnifying Glass on the lower right hand side), then select the top toolbar "**Export**" option, and then then "**Export Note to Temp Folder**" option.

# PowerSoftMD Enhancements 2018

---

**06/28/2018**

**0016** The Schedules Wait List feature has been improved. You can access this feature from the schedule using the top toolbar **"Appts"** option then selecting **"Wait Lists"** or use the "Ctrl-W" keys.

**06/25/2018**

**0015** There is a new Employee Time Clock option you can activate, so that if an employee tries to Time Out (during a regular day) with a time period of more than 5 ½ hours, they will be asked if they forgot to time out for lunch and given the opportunity to do so. To activate this option, from the Time Clock Menu select the top toolbar "Tools", then "Options", then check the option labeled "Activate Lunch Timeout Double Check", and save and exit.

**06/20/2018**

**0014** When running batch Patient Statements; if you use the View Statements option, there is new **"Search"** button you can use to search through the statements to find any statement you want by entering a text string.

**0013** The **"Held Payments"** screen from the Primary Menu can now be used to Hold Adjustments as well as payments. This way you could indicate you wish to adjustment off a co-payment for example.

**06/19/2018**

**0012** The **General Screen Comment Field** is now automatically displayed on the **Charge Posting**, **Payment Posting**, and **Held Payment** screens. Remember, if you want to highlight the General Screen Comment you can start it with the special character **"["** and it will be highlighted when displayed.

**06/06/2018**

**0011** The Patient Visits Report based on Ledger Activity has been improved. To run the report select "Monthly Reports", then "Management Reports" then "Patient Visits by Doctor". The improvements include:

- You can specify a list of Insurance Carriers to limit the report by
- It shows the total of Unique Patients count as well as the Number of Visits

**05/10/2018**

**0010** Quick Forms has been enhanced; when you are prompted to enter data for a custom symbol you only have to enter it once, even if the symbol is used multiple times throughout the document.

**05/01/2018**

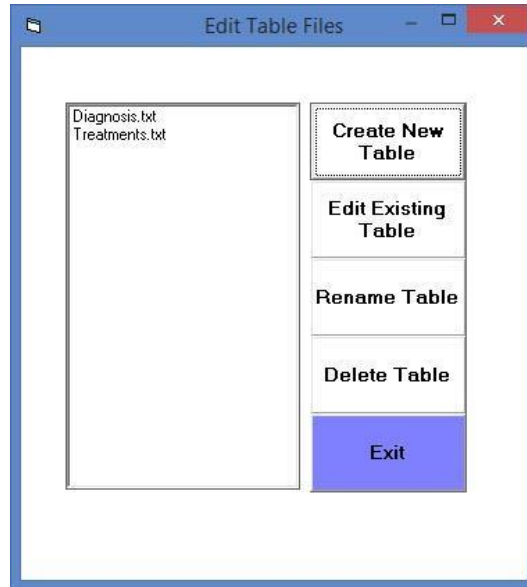
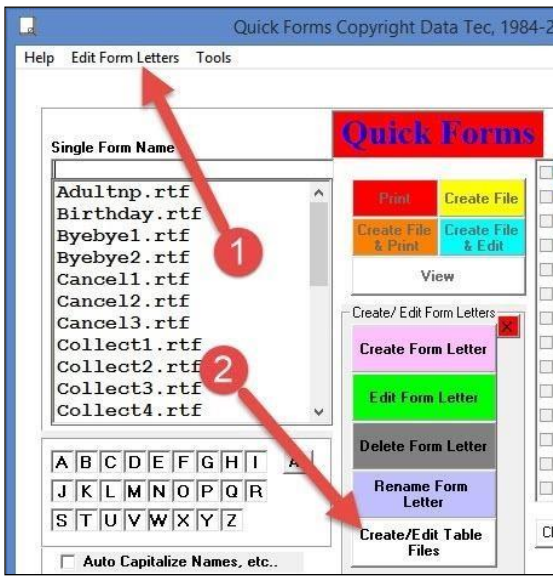
**0009** The Primary Insurance Aging report from the Monthly Reports Menu now ages up to 180+ Days, it used to do up to 120+ Days.

# PowerSoftMD Enhancements 2018

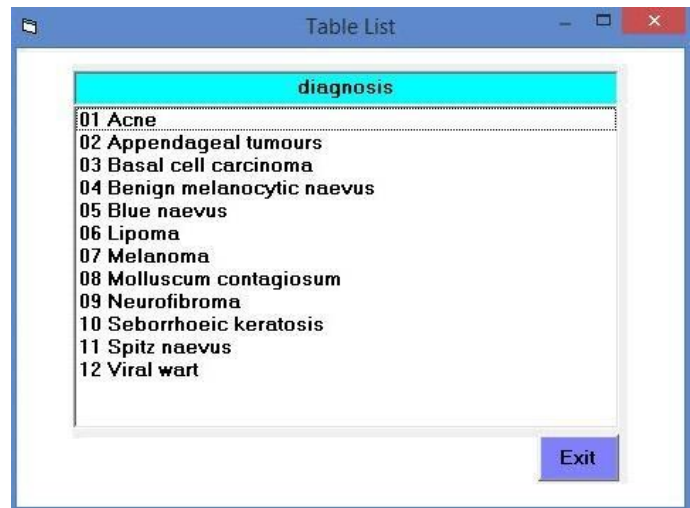
04/17/2018

**0008** Quick Forms has a new feature where you can create pop up tables to select from when creating a Quick Form Letter. Follow these steps to use the new table feature.

1) On the Quick Form screen select the top toolbar “Edit Form Letters” then select the “Create/Edit Table Files” button.



2) Create and or Edit Table files. They are a simple list of one line entries you can select from when printing the Quick Form. Sample list pop up for “diagnosis” is shown, the lines do not contain the 2 digit numbers on the left, they just let you identify data by number if you like.



3) In the quick form include the name of the table using the new &tablename symbol. Below the table called “diagnosis” will be used and cause a pop up window to be displayed when the Quick Form is printed letting you select a line from the pop list.



office.      apprec  
icipatin in the ov

**0007** There is a new feature to Re-size your Jpg Images in the **Images Photo Folder**. This can reduce the size of the stored Jpg images up to 10 times smaller, saving lots of space and making your photos display much faster. On the Images screen press the new button **“Resize All Images”**. This will display a screen that lets you resize all the photos into a work file and then copy them back replacing any original image that’s larger with the resized smaller one.



**0006 Name Search:** On the Name Search Window there is a new button “Clear” that lets you clear the Recent Name Selection List. This list is unique for each Workstation and User combination.



# PowerSoftMD Enhancements 2018

---

**03/13/2018**

**0005 Reporting:** The Open Charges report from the Monthly Reports Menu has new options to let you specify the types of open charges you wish to review based on the Charge Status; All, Insurance, Patient, and Other.

**02/18/2018**

**0004 Posting:** On the posting screen you can select a new option to view a list of any CHG Codes that have a Number of Global Days specified. Select the top toolbar “Tools” option then select “Global Days CHG Code List”.

**0003 Posting Global Day CHG Codes:** On your CHG Fee Schedule you can now indicate a number of Global Days for specific CHG Codes using the new far right hand column “Global Days”. Then when you are posting charges if a previous charge on the ledger has a Global Days Period and the today's date is within that Global period a warning label will flash when you press pre-post.

Once you have put Global Days on the desired CHG Codes in your fee schedule, you will **need to activate the feature** from the posting screen as follows: Use the top toolbar “Tools” option, then “Option Setup”, and then check the “Activate CHG Global Days Checking” option.

When the warning label is displayed it will show what the CHG Code within the Global Period is and it's Date of Service. You can even click on the flashing warning label to view the patient's mini ledger without leaving the posting screen.

**1/30/2018**

**0002** The Outward Referrals screen now supports a history of 16 referrals instead of 8.

**1/1/2018**

**0001** When Viewing Historical Message Center Notes for a patient there is a new button you can use “Move Note Back to Msg Ctr” that will let you move the message out of the patient's stored notes and back to the Message Center. You might use this if you sign or store a specific patient's message center note prematurely; enabling you to move the note back to the message center.

# PowerSoftMD Enhancements 2018

View Historical Message Center Notes for Acct # 2 FLINTSTONE FRED E

Historical Message Center Notes

Acct Num

Patient Name

Created by

Updated by

Home Phone

Work Phone

Cell Phone

Check if Urgent

2

FLINTSTONE FRED E

HALG

03092016

12:49

HALG

12312017

10:09

314 555-5555

314 999-3333

713 999-2222

☐

Note Name

20160309124912 FLINTSTONE F

20160119105329 FLINTSTONE F

Patient needs refill  
Del Crest Plaza Pharmacy  
Phone: 314 991-1111  
Fax: 314 555-1212

Edit Text

View All Msgs

Delete

Move Note Back to Msg Ctr

Exit