09/11/2023

0016 You can add a new patient from the **Message Center**, use the top toolbar "<u>Add New</u>" option then click "<u>New Patient</u>". This uses the same add screen as Scheduling does.

09/04/2023

0015 When adding new patients from the Schedule the "**Sex**" (Gender) field will automatically be set when entering the first name field, based on typical female and male names. Naturally, you can override this to the correct value if it's incorrect or not filled in.

09/03/2023

0014 There is a new field on the bottom of the General Info screen called "**Preferred Name**". Use this field to indicate how the patient likes to be addressed, then when you click on their name entry on the Schedule this name will be used in the pop-up display. This field is also available if you add the patient through the schedule patient add screen.

07/14/2023

0013 When printing a UB04 insurance claim form there is a new field labeled "Type of Bill #4" you can use to print field #4 on the form. You will need to contact Data Tec to help you change your UB04 Tab form to set line 118 to the row and column of where the info will print.

06/10/2023

0012 When printing a patient's SOAP Note you can now include the patient's Sex/Gender and/or Race. On the SOAP Note screen use the <u>large magnifying glass lcon</u> to print display and print out the note; then you may check the "<u>Gender/Sex</u>" and or "<u>Race</u>" options on the left-hand side.

0011 You can now export EMR Patient Folders based on matching criteria from the <u>"Patient Search by Criteria</u>" report. First from the "<u>Reports Menu</u>", run the report. Next from the Primary Menu select the "EMR" top Icon button, don't select any patient, on the EMR Profile screen, select the top toolbar "<u>Tools</u>" option, then select "<u>Export Patient(s) Folders(s)</u>", reply <u>yes</u>, then check the "<u>Only Patients in Acct Number Work Files</u>". Finally select the "<u>Export Drive</u>", set all the options you want and use one of the Red buttons to export all the folders of the patients you selected from the report.

0010 There is a new Ledger function available to help clean up old ledger items. It lets you mark all charges before a specified Posting Date as Paid. To use this, you must contact Data Tec to review how to this works and to receive the Special Password. Then from the top of the Ledger select the "<u>Tools</u>" Option then "<u>Ledger Clean Up</u>".

06/07/2023

0009 On the Patient's General screen you can view stored Message Center notes by using the top toolbar "*MsgCtrNotes*" option.

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06/05/2023

0008 On the Open SOAP Notes screen if you use the "*Ctrl O*" keys or the top toolbar "*Find*" option then "*Open Visit Records*" option, the Open Visit List screen has a new button "*Reverse Order*" to reverse the order of the list. When you open the SOAP Notes screen, it always defaults to newest SOAP Note first. If you don't see this option on your system then you should use the top toolbar "*Tools*" option, select "*Options Setup*" and un-check the option labeled "*Use Old Style List for Open Visit Notes option*".

04/24/2023

0007 From the SOAP Note screen if you use the "<u>Msg Ctr Notes</u>" button, you can now print individual Message Center Notes using the "<u>Print/Edit Notes</u>" button.

04/20/2023

0006 The schedule patient name pop-up window has increased in size to make it easier to read and select options.

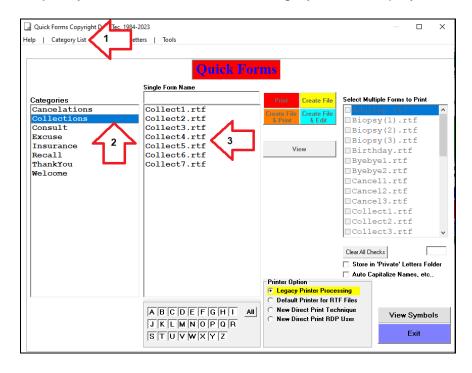
04/10/2023

0005 The Appointments Window for patients has been enhanced to let you see and scroll through today's appointment and all the future appointments no matter how many there are. For any reason if you don't like the new format, simply click the option on the bottom of the window labeled "<u>View</u> <u>Legacy Format</u>" and your workstation will default to the original format.

02/20/2023

0004 Quick Forms has been improved:

- 1) Set up categories of forms. Use the Quick Form screens toolbar "Category List" option.
- 2) Then click on a Category.
- 3) Only the form names in that category will be displayed, making it easier to find your form.



02/03/2023

0003 When using the Documents log, clicking on a documents name has a new button "<u>View Path &</u> <u>Lab</u>". This lets you view the patient's Pathology & Labs folder.

01/05/2023

0002 You can activate the "<u>Open Visit Records from past years</u>" option on the SOAP Notes screen by using the "<u>F2</u>" key.

0001 When you are on a SOAP Note screen and you select the top toolbar "*Find*" option, then select "*Open Visit Records from past years*", once you enter the year you want (for example 2022), it would remember that as the past year without being prompted for it again until you would leave the SOAP Note screen and return.