

January 2014

“Happy New Year” News Flash

NOTICE: Microsoft is scheduled to end support for **Windows XP** on **April 8th**. This means you should migrate away from Windows XP or older operating systems **ASAP**. If you don't know what operating system your computers are using, please give us a call.

Here are some other great tips to start the New Year off right:



You should run 2013 Year Analysis Reporting.....

- 1) In the Monthly Reports, Run “Yearly Analysis” Report (be sure to set options properly)
- 2) In the Monthly Reports, the “Procedure Code Analysis”
- 3) In the Monthly Reports, the “Insurance Payment Analysis”
- 4) In the Reports Menu, under Management Graphs, Run “1-Year” and “10-Year” Graphs

Back-Up

- 1) Battery Backup (in case of power failure) - especially on the main computer
- 2) Multiple Backup Devices to Rotate Through - at least 5 of them
- 3) Keep a Current Backup Out-Of-The-Office at all Times
- 4) For extra security add an Online Backup like “Mozy Pro” (this does not replace in office backups)

Work Stations

- 1) “Privacy Filters” for your Computer Screen – Prevent anyone who's not directly in front of the computer from looking at it, especially computers at reception areas.
- 2) New Windows 8 Tablets (For Example: “Microsoft Surface Pro 2”)

Additional Productivity Features

- 1) Webcam at Front Desk/Reception for Patient Chart Photos
- 2) Ambir Card Scanner PS-667 (for Insurance Cards, Licenses...)
- 3) Dymo - Label Printers



Please give us a call at **(636) 256-7401** learn more about:

- 1) Electronic Patient Statements – (similar to Insurance Claims)
- 2) Credit Card Processing through the X-Charge Interface

Happy New Year from all of us at Data Tec!