

July 2015

## July Newsflash

### Enhancements

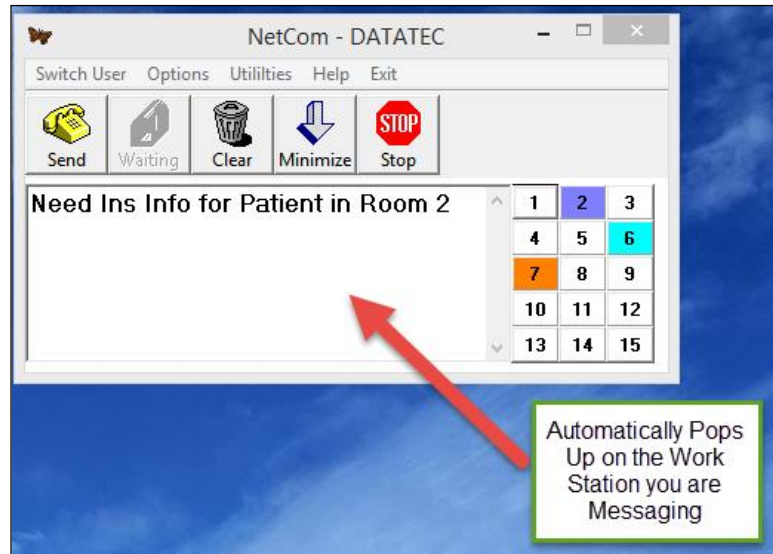
Check out the list of our current enhancements on our website. If you want help updating your system, please give us a call.

### Additional Tools

We have found that sometimes offices forget about some of the **very useful** tools or extra features in PowerSoftMD. If you would like to learn more about any of these features and start using them in your office, please give us a call. We can assist you with installation, activation, and/or training materials.

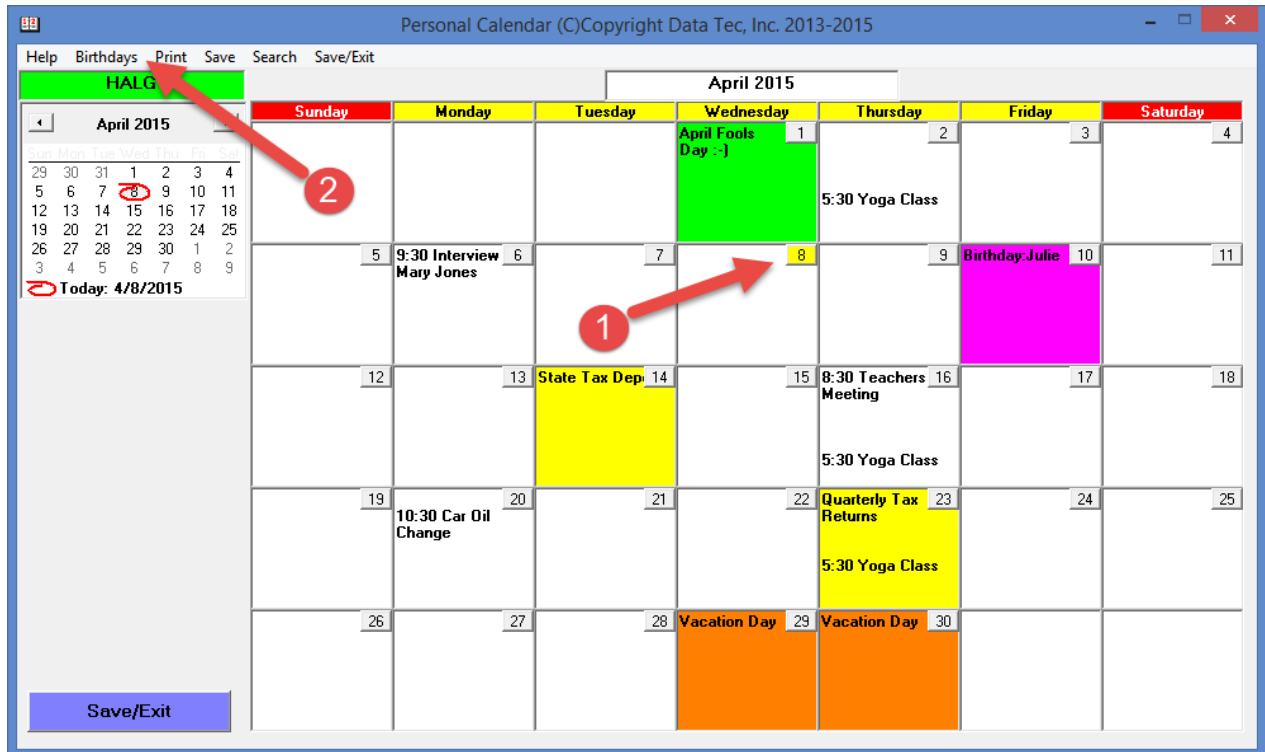
#### NetCom – “Easy & Simple In-Office Messaging”

NetCom is a program in PowerSoftMD that you can activate to send instant messages between any workstations in your office. The messages are transmitted totally within your office and do not go through the Internet. In addition, you can also use a button panel to indicate the status of different treatment rooms.



## Personal Calendar

PowerSoftMD contains a built-in calendar for each PowerSoftMD UserID, to help you and your staff keep track of items on a month-by-month view. You can access it easily by using the “**Calendar**” button on the **Primary Menu**. With the latest version of PowerSoftMD, the first time a user logs in for the day, the Calendar will automatically pop up if they have something on their Personal Calendar for the day.



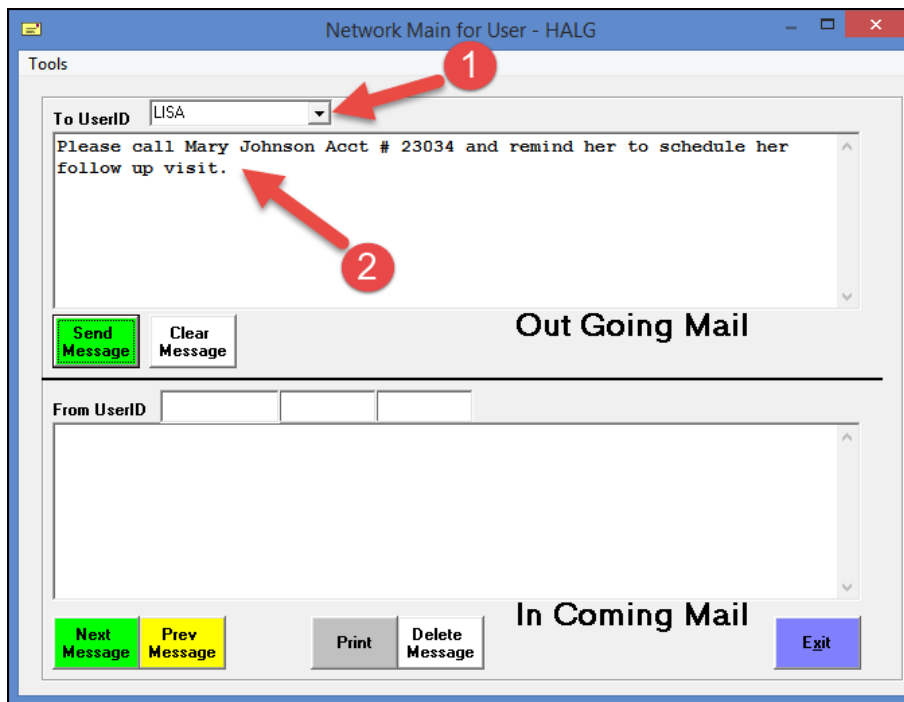
The current date will be flashing to bring it to your attention. You can put anything you like on your personal calendar, including using a cool feature to create a simple list of Birthdays that will automatically then fill in for you.

## In-Office Mail

You can send direct mail messages to any PowerSoftMD user **in your office** by using the **Primary Menu** then select the **“Mail”** button. If you have mail waiting for you, when you are on the Primary Menu, the **“Mail”** button will be flashing.



This **mail does NOT go through the Internet** and is *totally private* with-in your own office network. A cool trick is to send yourself mail: you can send the mail on Friday to remind yourself of something for next Monday. When you open your PowerSoftMD on Monday, you will see your **“Mail”** button flashing...simply press it to read your reminder.

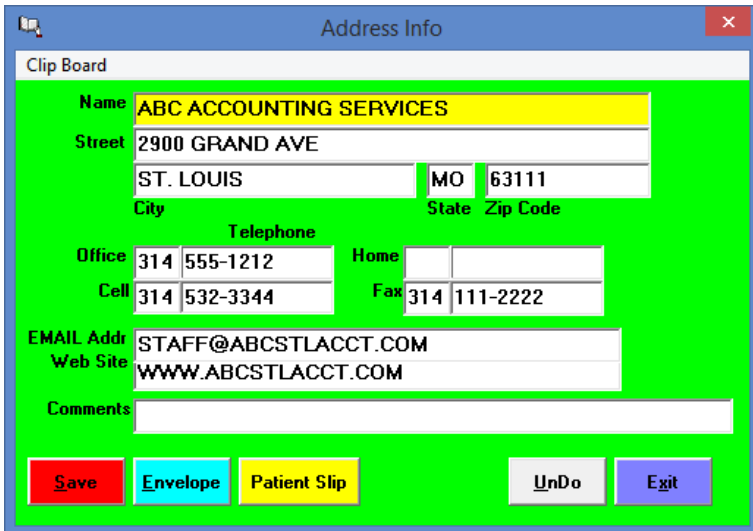
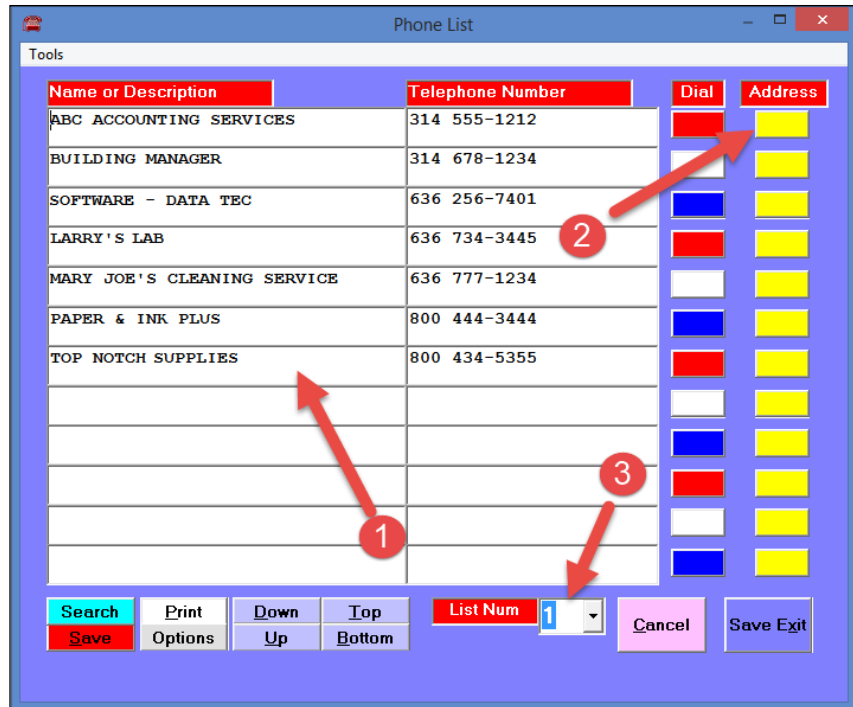


## Phone List

Keep track of all those phone numbers in an easy-to-use interface at your fingertips. From the **Primary Menu**, select the **“Phone Lst”** button. It automatically alphabetizes the list of telephone numbers.

You can click an **“Address”** button to fill in details about each entry. Use the **“List Num”** drop down arrow to keep 4 totally separate lists. Most offices use List 1 for frequently called numbers, and List 2 for employee numbers.

It’s like a super easy-to-use electronic Rolodex!

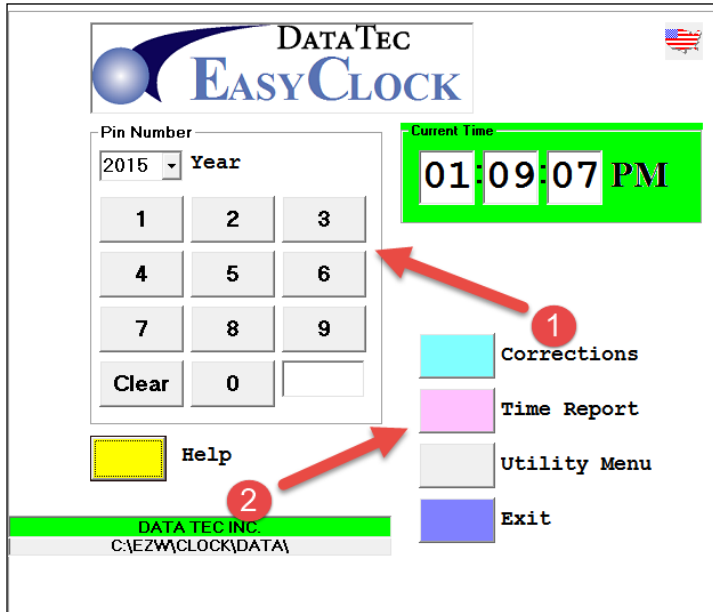


## Employee Time Clock

Our **new version** of the Employee time clock is *faster than ever*. The employee simply enters a unique 4 digit-code to time in or out. They can even pick the code they wish to use.

Then use the “**Time Report**” option to view the time clock reports for any period of days.

Track all types of hours; Regular, Holiday, Vacation, & Sick Leave.



Date	TimeIn	TimeOut	Hours	Type
04-09-2015 01:06 AM DATA TEC INC.				
Mary Johnson 03/23/2015 <--> 03/27/2015				
Mon	03/23/2015 8:28am	12:26pm	3.97	Reg
	03/23/2015 1:30pm	5:00pm	3.50	Reg
			Day Total=	7.47
Tue	03/24/2015 8:30am	1:05pm	4.58	Reg
	03/24/2015 2:05pm	5:00pm	2.92	Reg
			Day Total=	7.50
Wed	03/25/2015 8:30am	12:42pm	4.20	Reg
	03/25/2015 2:00pm	4:59pm	2.98	Reg
			Day Total=	7.18
Thu	03/26/2015 8:29am	12:45pm	4.27	Reg
	03/26/2015 1:45pm	4:04pm	2.32	Reg
			Day Total=	6.59
Fri	03/27/2015 8:26am	12:00pm	3.57	Reg
	03/27/2015 12:50pm	4:06pm	3.27	Reg
			Day Total=	6.84
<b>Weekly Sub Total</b>			<b>35.58</b>	<b>(Rounded) 35 Hours 35 Minutes</b>
<b>04-09-2015 Total Hours =</b>			<b>35.57</b>	<b>(Rounded) 35 Hours 34 Minutes</b>
<b>Total Regular</b>	<b>Hours =</b>	<b>35.57</b>	<b>Days =</b>	<b>4.45</b>
<b>Total Vacation</b>	<b>Hours =</b>	<b>0.00</b>	<b>Days =</b>	<b>0.00</b>
<b>Total Holiday</b>	<b>Hours =</b>	<b>0.00</b>	<b>Days =</b>	<b>0.00</b>
<b>Total Sick</b>	<b>Hours =</b>	<b>0.00</b>	<b>Days =</b>	<b>0.00</b>
<b>End of Report</b>				

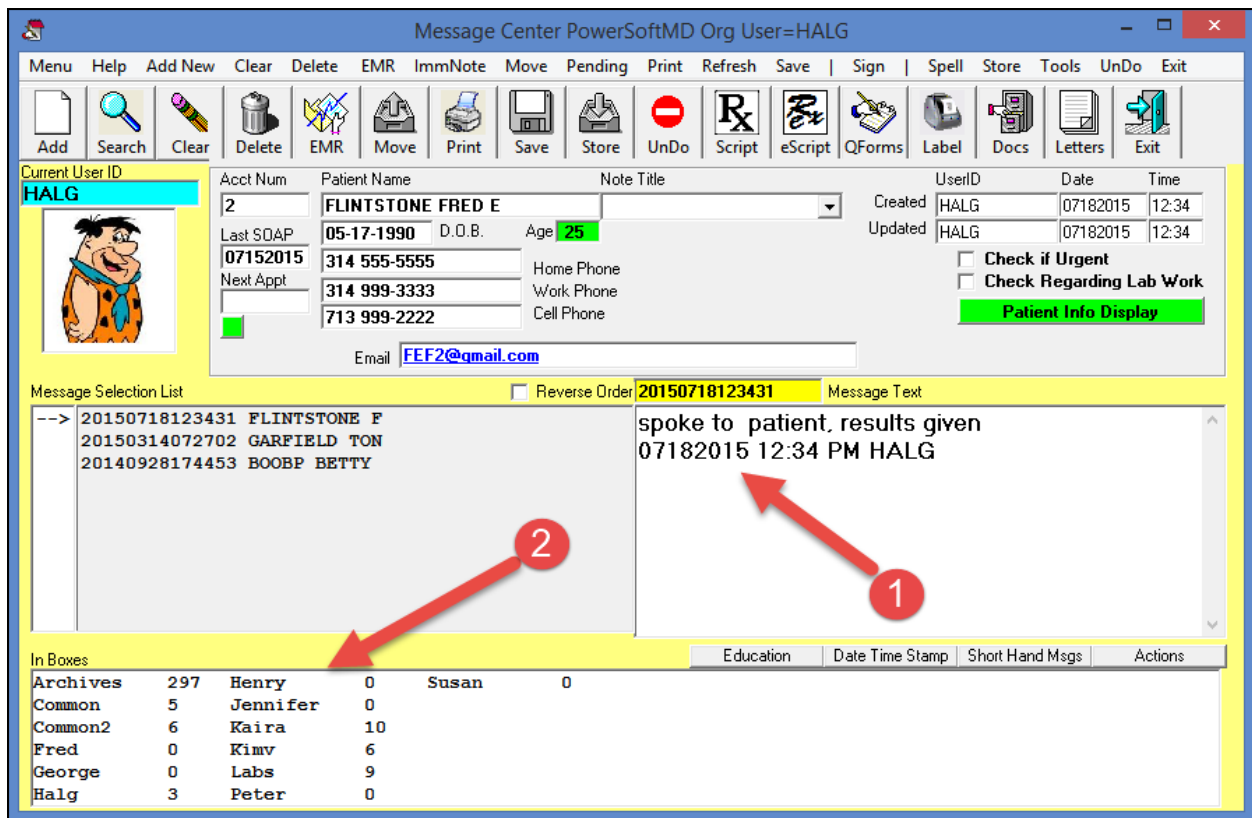
You will never have to add up hours again!

## Message Center

Use this to record all patient interactions, including telephone calls and correspondence. From the **Primary Menu**, select the “**Msg Ctr**” button. You can also move the message to anyone’s message box for them to handle the message.



Once you’ve recorded everything that was done, you can use the “Store” button to save it on the patient’s record.

The screenshot shows the Message Center interface for user HALG. The patient information for FLINTSTONE FRED E is displayed, including contact details and a message list. Red arrows labeled 1 and 2 point to the message text and the message selection list, respectively.

Acct Num	Patient Name	Note Title	UserID	Date	Time
2	FLINTSTONE FRED E		HALG	07182015	12:34

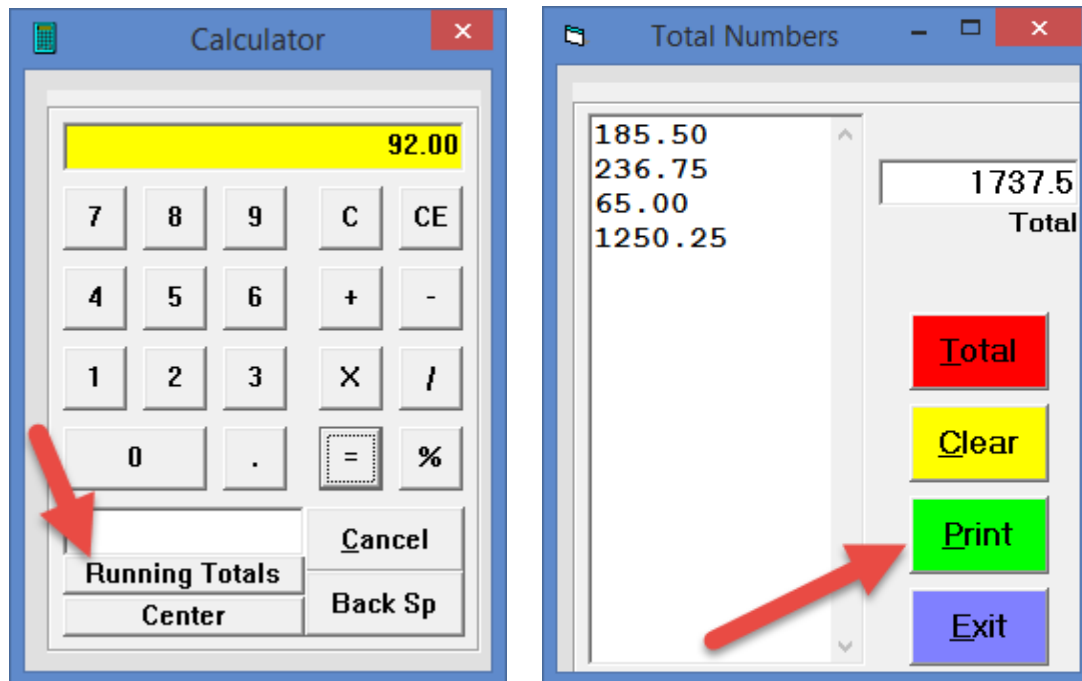
Last SOAP	D.O.B.	Age	Home Phone	Work Phone	Cell Phone
07152015	05-17-1990	25	314 555-5555	314 999-3333	713 999-2222

Message Selection List	Message Text
20150718123431 FLINTSTONE F	spoke to patient, results given 07182015 12:34 PM HALG
20150314072702 GARFIELD TON	
20140928174453 BOOBP BETTY	

In Boxes	Education	Date Time Stamp	Short Hand Msgs	Actions
Archives 297	Henry 0	Susan 0		
Common 5	Jennifer 0			
Common2 6	Kaira 10			
Fred 0	Kimv 6			
George 0	Labs 9			
Halg 3	Peter 0			

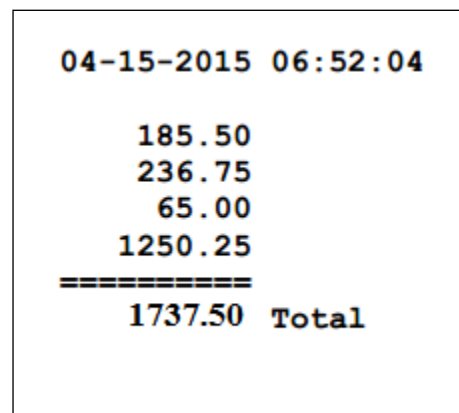
## Calculator

From the Primary Menu, select the “**Calculator**” button. This provides an on-screen Calculator. In addition, if you click the “**Running Totals**” button it will become an on screen **Adding Machine**.



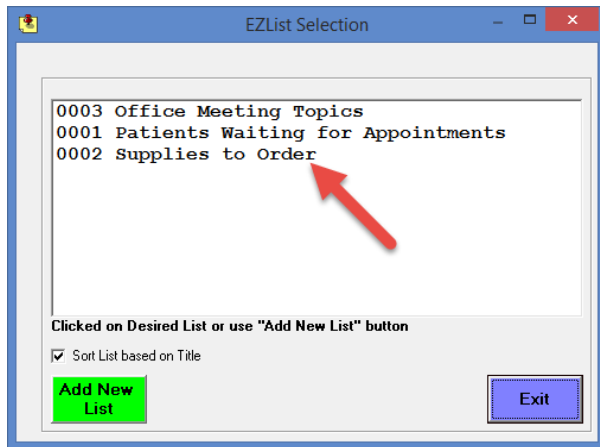
In the “**Running Totals**” mode (on the right) you can use your numeric pad and enter numbers pressing the “**Enter**” key to add them up. If you make a mistake, you can enter the wrong number again preceded with a minus (-) symbol.

You can also use the “**Print**” key to print out a ticker-tape-like report including a date and time stamp, the numbers you entered and the grand total.

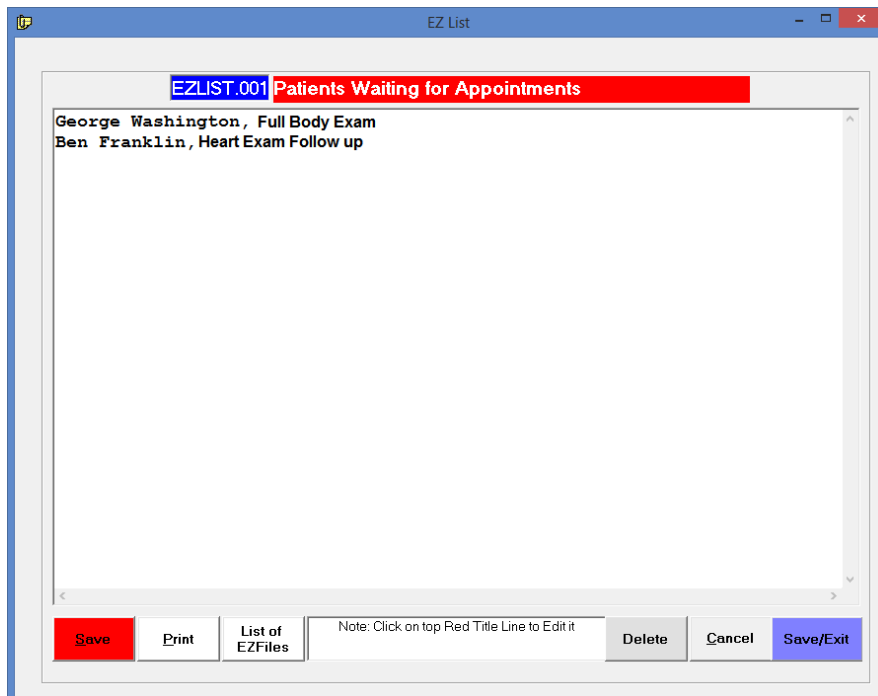


## EZList

From the Primary Menu, you can click the “EZList” button to create or update simple text lists to share with everyone in the office. You can also access these lists from the Schedule using the top toolbar “Tools” option then select “EZList Note Pad”.



Each list is given a name and a number. Click on the name of an existing list to access or update, next, Click the green “Add New List” button to create a new list.

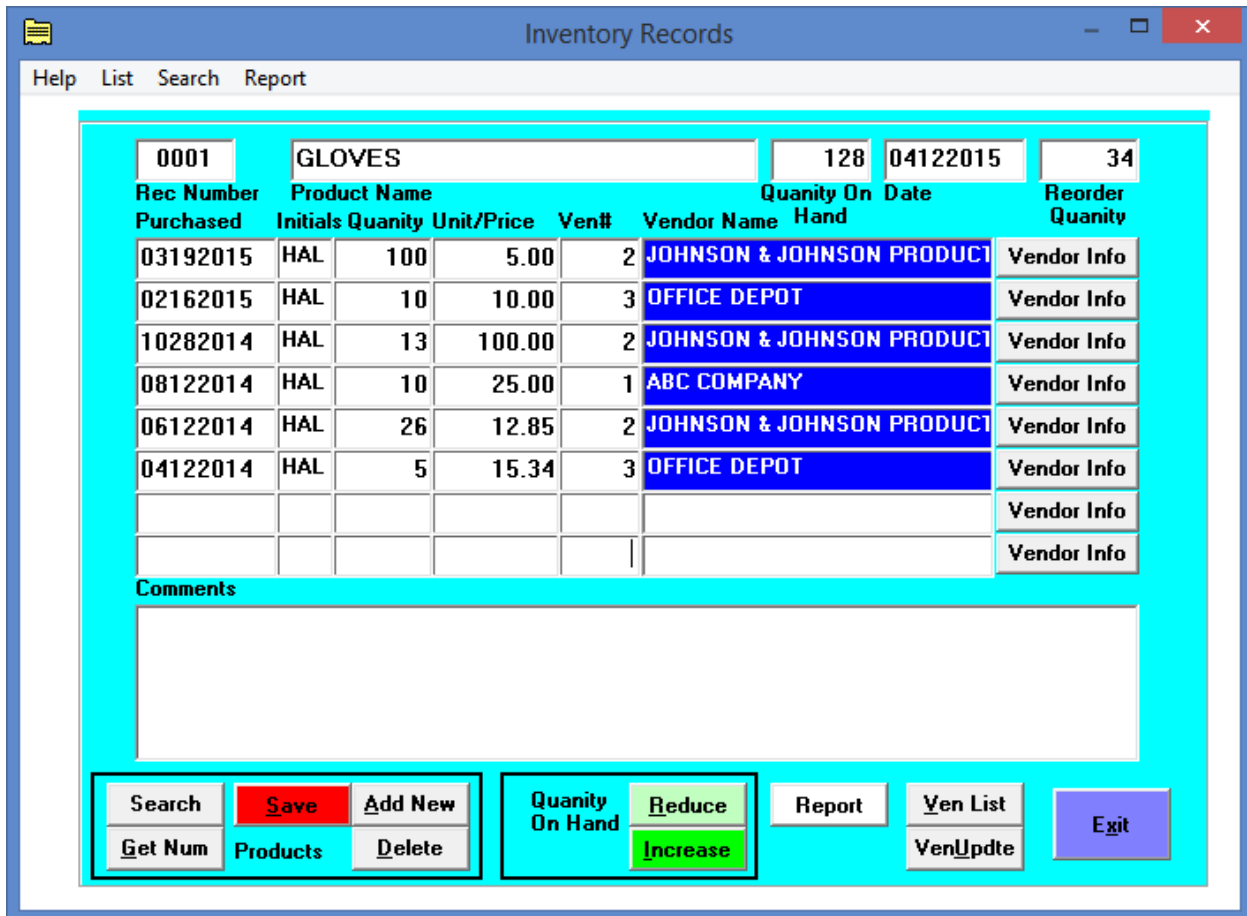




## Inventory

From the Primary Menu, select the “**Inventory**” button. This feature lets you easily add Inventory Items and track them, including their vendors and re-order points.

On this screen, use the top toolbar “**Help**” option to learn how to use the inventory program.



Rec Number	Product Name	Quantity	Unit/Price	Ven#	Vendor Name	Reorder Quantity
03192015	HAL	100	5.00	2	JOHNSON & JOHNSON PRODUCT	Vendor Info
02162015	HAL	10	10.00	3	OFFICE DEPOT	Vendor Info
10282014	HAL	13	100.00	2	JOHNSON & JOHNSON PRODUCT	Vendor Info
08122014	HAL	10	25.00	1	ABC COMPANY	Vendor Info
06122014	HAL	26	12.85	2	JOHNSON & JOHNSON PRODUCT	Vendor Info
04122014	HAL	5	15.34	3	OFFICE DEPOT	Vendor Info
						Vendor Info
						Vendor Info

**Note:** You can even have the Posting screen automatically update inventory items when you post charges. To do this:

- 1) From your CHG Fee list click the top toolbar “**Tools**” option and select “**Inventory Item Cross Reference**”, add any CHG Codes you want and their corresponding Inventory Record Number.
- 2) On the Posting screen, use the top toolbar “**Tools**” option, then select “**Options Setup**”, then check the option called “**Activate Inventory Updates**”.

## FaxView

You can install software like Snappy Fax from [www.snappyfax.com](http://www.snappyfax.com) and automatically receive faxes on your computer. From the **Primary Menu**, you can use the “**FaxView**” button to view the faxes and store them directly into the patient’s documents folder.

