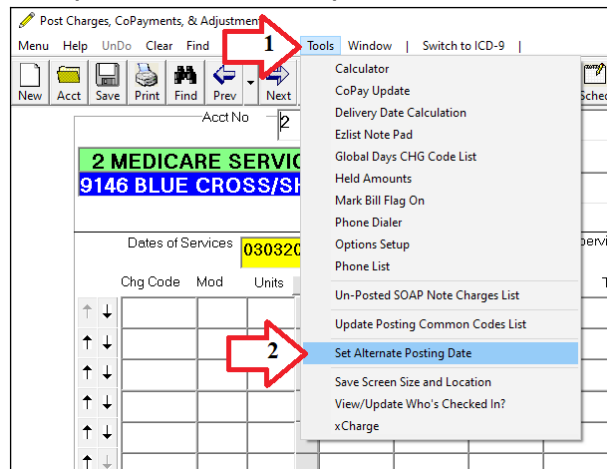


Did You Know...?

These features are available with our February 2022 (or more recent) updates. Please call us if you would like help with updating.

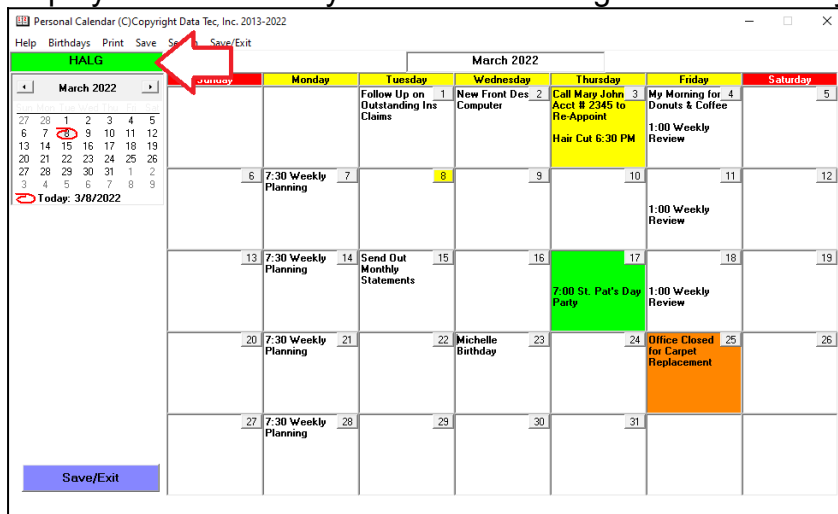
Posting:

1) You can easily finish posting items from the previous day before entering items for the current date. On the *Posting* screen, select the top toolbar *Tools* option, then click *Set Alternate Posting Date*.



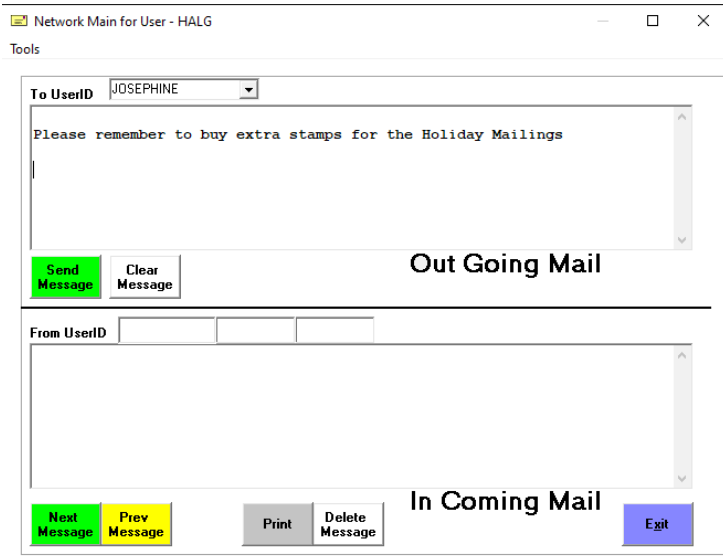
Primary Menu:

1) Each PowerSoftMD **User ID** has their own private calendar. Use the Primary Menu *Calendar* button in the lower left-hand side of the screen. When you Login to PowerSoftMD it will automatically display the calendar if you have something on it for that day.



Primary Menu:

2) You can send inter-office mail messages to other PowerSoftMD Users. From the Primary Menu, click the “Mail” button to send mail messages or read the ones sent to you. If someone sends you a mail message, the “Mail” button on the Primary Menu will flash, when you are logged in. You can even send your self a mail message! Example: on Friday, you send your self a message that on Monday you need something, as a reminder.

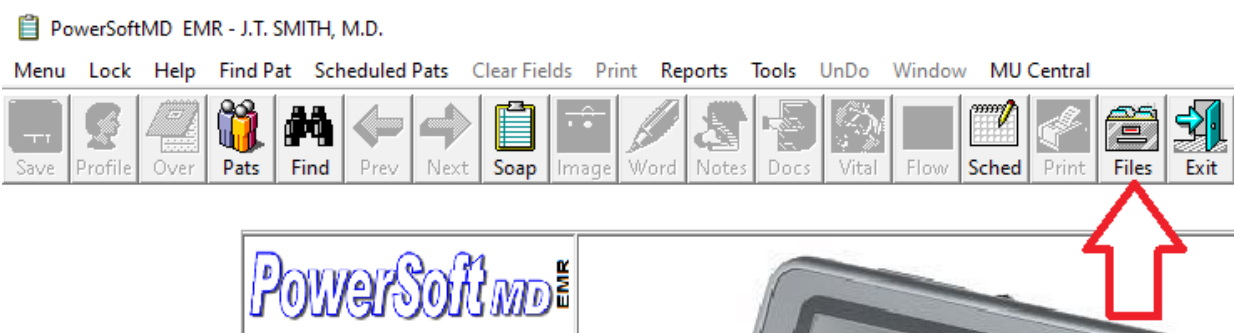


Scanning:

1) On the Patient's Documents folder, you can set an option to automatically open the document after you scan it in. Once on the Documents folder, select the top toolbar “Tools” option then click “Options Setup”, then check the option labeled “Automatically try to Display File after Scanning”.

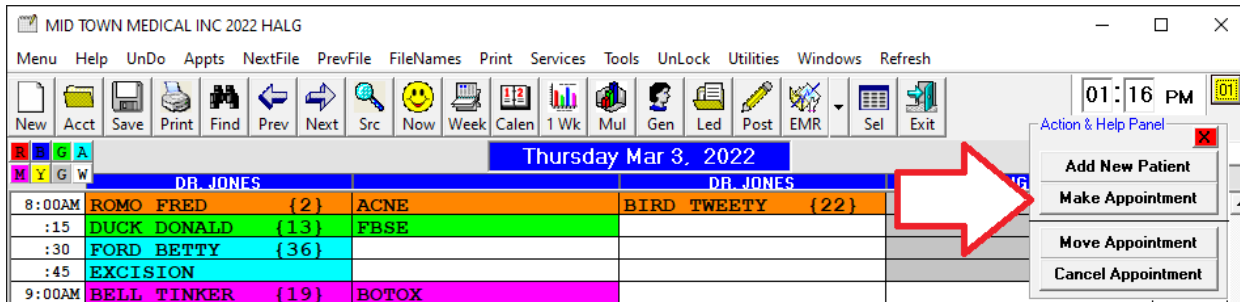
2) Save tons of disk space! The best scanning resolution is generally 200 DPI. If you scan using a higher number, you will be wasting a lot of disk space. You likely only need to use 300 DPI for handwritten or original documents with light print.

3) Scan and organize EOB's that include multiple patients on the same EOB. From the Primary Menu, select the “EMR” Icon, then select the “Files” icon.



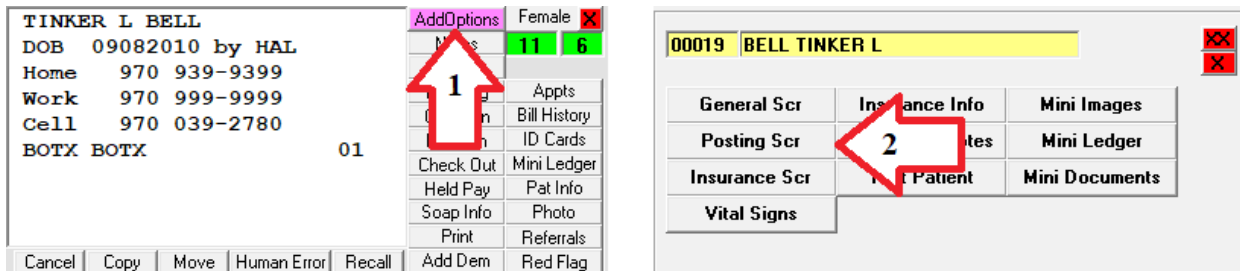
Scheduling:

1) Make scheduling easier: display a quick action menu on the upper right-hand side of the scheduling screen. To activate this option from the Schedule, select the top toolbar “Utilities” option, then “Utility Options Menu”, then click the “Set Scheduling Options” button. Check the “Activate Action & Help Panel ‘Novice Mode’” option.



2) Make time slots contain **twice** as many characters. To activate this option from the Schedule, select the top toolbar “Utilities” option, then “Utility Options Menu”, then click the “Set Scheduling Options” button. Check option “More Characters Per Time Slot”.

3) You can **open and use patient screens** without leaving the schedule! For example: Posting, General, and Ledger screens. Once you click on the patient’s name slot, click the magenta “AddOptions” button.



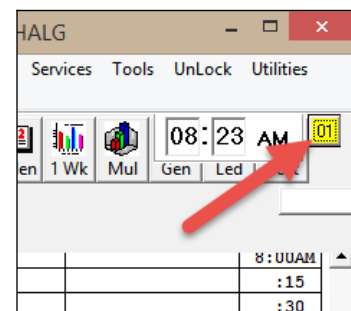
4) You can open **two schedules at the same time**. From the Schedule screen, select the top toolbar “Utilities”, then “Utilities Option Menu”, then “Set Schedule Options”, check the option labeled “Allow Multiple Concurrent Schedules”.



Continued ...

Next, open the first schedule and size its screen. Then, open the second schedule, by either clicking on the top right-hand yellow button or just opening it from the PowerSoftMD Menu.

You can even size and move the two schedules alongside each other. The schedules will remember their screen size and location, once you close them. You could use this feature to have schedule one and schedule two open at the same time.



We hope this information is useful. 😊

Cordially,

www.powersoftmd.com

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