

May 2021

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## ***Enhancements since last Newsflash***

### **Post Charges Screen:**

Has a new set of Arrow buttons to the left of the Charge Code Lines. These buttons let you move Charge lines up and down easily.

There is a new posting option you can set to control if items are automatically marked paid. On the top toolbar "Tools" option, select "Options Setup". You can check the new option "Don't Mark any Charge Paid that can be sent to insurance".

If you check this option and the charge hasn't been sent to insurance, it won't be marked "PAID," even if the amounts paid on the charge make the amount owed zero or credit. This will not affect charges that are marked as "NONE" in the Insurance Print column on the fee schedule; these items would never be sent to insurance anyway.

### **Post Dates of Service Info Screen: (the DOS Screen)**

You can now eliminate the prompt to mark all items as paid when a patient's balance becomes zero or a credit. From the top toolbar "Tools" option select "Options" then you can check labeled: "Check to Disable Mark All Items Paid Prompt". If a balance becomes zero or a credit charges will not be prompted and charges will not be automatically be marked as paid.

### **Payments Posting Screen:**

You can now eliminate the prompt to mark all items as paid when a patient's balance becomes zero or a credit. From the top toolbar "Tools" option select "Options" then you can check "Disable Prompt to Mark All Items Paid with Zero Acct Balance". If a balance becomes zero or a credit, charges will not be prompted and charges will not be automatically be marked as paid.

When posting insurance payments, if you use one of the "Select Remits" buttons the type of insurance payment, it will automatically change to "E" for Electronic Transfer. You can disable this new feature by selecting the top toolbar "Tools" then "Options", and then checking "Don't Automatically make Payment type "E" for Remits".

## Reports:

There is a new Management report to show a log anytime someone used the "Set Alternate Posting Date" feature. From the Management Report Menu, select the "Posting Date Reset Log" button.

There is a new report you can run to look for individual charges that might not have been submitted to insurance. From the Reports Menu, select Management Reports, then click the "ElecClaim Submit Audit" button. This only considers claims submitted electronically. If you use the report, we recommend that you contact Data Tec and have us review how to best use and understand this new tool.

A new report is available from the Management Reports menu. It's called "Unique Number of Patients Seen Per Carrier". It gives the number of unique patients that were seen over any period of time per Insurance carrier. For example: a patient seen ten times, counts as one.

## Employee Time Clock:

Depending on if you are Timing In or Timing Out, the background color of the screen changes and a large label is displayed "Time In" or "Time Out" to make it clearer what action you are performing.

## Vital Signs:

Three new vital sign values can be entered:

- Weight Length Percentage
- BMI Percentage
- Head Circumference Percentage

## Primary Menu:

There is a new option on the Primary Menu, Protect PDF, that lets you encrypt a PDF with any password you supply. If you do this before emailing a PDF, be sure NOT to put the password in the email, just call or fax them the password.

## Submitting Old Insurance Claims:

There is a new option on the patient's Insurance screen, on the Archives button. The option is labeled "Restore Archived Info". If you use this option to resubmit a claim, you will need to use it twice; once to submit the old claim, then a second time to restore the patient's current insurance information.

Cordially,



**Peter Goodall**

& Everyone at Data Tec, Inc.