

CPT Codes for 2022

If you use CPT Codes for billing, you may want to check your AMA CPT Code references. The AMA CPT codes are being updated to include 249 new codes, 63 deletions and 93 revisions. The changes will take effect Jan. 1.

Increase End-of-Year Revenue?

It's easy to generate a list of active patients that haven't been seen recently! Create recall reports, or send End-of-the-Year Post Cards, Emails, and/or Text messages. If you would like help doing this, please give us a call and schedule a short free online training session.

New Enhancements

*****NOTE: You must be updated to the latest version.
Call us at (636) 256-7401 for assistance*****

Vital Signs:

A new option has been added to scheduling to let staff enter Vital Signs directly from the schedule without having to open a patient's EMR Profile or SOAP Note screens. Click on the patient's appointment name entry, then click the magenta "AddOptions" button, then click "Vital Signs".

The EMR Vital Signs screen have been enhanced to make it easier to enter Metric measurements for Height, Weight, Head Circumference, and Temperature.

Technical Notes:

A new help feature makes our Internet Technical Notes easy to access. From the Primary Menu, select the top toolbar "Help" option, then select "Technical Notes".

Adding Patients:

On the Full Patient Add screen, there is a new option to prevent the Insurance CoPay selection window from popping up when adding a patient with Insurance Info. On the "Add Patient" screen, select the "Defaults" button, then check the option labeled "Don't Pop Up CoPay Window".

Posting:

On the Post Charges screen, when you click on some specific types of Places of Service (POS Field) a Hospital/Referring Doctor Information window pops up. You can now use the Ctrl-H keys to pop up this screen regardless of the POS Code; additionally, you can still use the top toolbar "Window" option then "Hospital/Ref Doc Info" option.

Scheduling:

When canceling an appointment, if you use the light red "Leave on Screen Mark as NoShow color Red" button, any service listed on time slot 2 will remain on the screen preceded with "NoShow". Also, if the appointment takes up 3 slots or more the cancelation code number will be included in time slot 3, i.e. "NoShow #3". This works better if you have the schedule set to use "More Characters per Time Slot". You can activate this option by selecting the top toolbar "Utilities", then "Utility Options Menu, then "Set Scheduling Options", and then checking "More Characters per Time Slot".

Additional Demographics:

When using the Patient's "Additional Demographics" screen, if it comes up in the "Browse" mode, you can simply click on the blinking "Browse" mode label to exit the browse mode. If you don't want it to default to the browse mode you can use the top toolbar "Tools" option, then click the new option labeled "Default Browse Mode off".

Social Security Numbers:

There is a new Advanced Utility option to let you clear or blank out all patient social security numbers on their General screens. Many practices are no longer using social security numbers and to help prevent against identity theft may wish to remove them. From the Advanced Utility Menu you would use the "Global Changes/Flags/Ins" option, then select "Clear All SSN from General screens".

Reports:

The Open Charges Report from the Monthly Reports Menu has a new option to add the CPT Code Category onto the transaction detail lines. Select the option labeled "Add Cat Num to Transaction Detail".

A new "Patient Search by Criteria" report field is available labeled: "Original Referral Source Type". It lets you find patients based on their General screen "OrgSrc" field contents.

A new referral report is available that gives you the statistics based on the "OrgSrc" field from the General screen. From the Reports Menu select Monthly Reports then set the date range on the right that you want, next click the Referral Analysis option "Original Source (7)", and then run the Report.

Quick Forms:

You can create and store Quick Form letters for a patient in a new special "Private" folder that is not consider part of their medical record and will not be included when you export a patient's EMR information. This could be used for keeping a history of collection letters you send patients, etc.

- To create them, on the Quick Forms screen just check "Store in 'Private' Letters Folder".
- To view them from the "Mini Letters" display screen, check "Access Letters in 'Private' Folder".
- There is also a new option on the "General" screen to open the "Mini Letters" display screen, select the top toolbar "Window" option then "Mini Letters".

When using Quick Forms, 3 new symbols are available: &firstname &lastname and &midinitial
These variables provide the upper and lower case versions of &fname and &lname

Insurance:

If you are in an Insurance Contract where they agree to pay you specific amounts for specific procedures; now you can Track if they are paying the amount they agreed to pay.

- 1) Create an Insurance Payment Profile for the specific Carrier.
 - From the Utility Menu select, "Ins Payment Profile"
 - When prompted enter the Carrier Number
 - Fill in the column labeled "Profile Amount" with the contracted amount for each charge (If any procedures are not contracted, just leave their amounts blank).
- 2) Periodically run a report for any date range to see charges that have been paid for and the amounts paid don't match the contracted amounts.
 - From the Reports Menu, select Management Reports.
 - Select and run the "Ins Payment Profile Comparison" report.

Employee Time Clock:

- If an employee times in, then within 2 minutes times in again, they will be given a warning to double check it wasn't by accident.
- If an employee forgets to time out from the day before they will be allowed to time out for the previous day without having to supply the time override password (even if one exists).

Miscellaneous:

You can now press the F11 key to close the Immediate Notes windows on patient screens. Naturally, you can still use the Exit button or the Red "X" button.

On the General screen, there is a new field you can use to indicate the original source of a new patient. It's labeled "OrgSrc" and can contain a 3-character code. When you click on the field a window will pop up where you can optionally create a list of the 3-character codes and their descriptions.

- Examples: INT – Internet
 WOM – Word of Mouth
 GOL – Google, etc.

User	1	2	3	4	5	OrgSrc
Flags		H				WOM

**We wish you all an early,
Happy Thanksgiving!**

Cordially,

**Peter Goodall
& All the Staff at Data Tec, Inc.**

