



Dear Doctors & Staff,

We are continually updating and enhancing PowerSoftMD, based on ideas and requests from our clients, as well as meeting new government and industry requirements. You can update your system any time you want from our website. If you would like help updating please give us a call.

Once you have an updated version of PowerSoftMD, you can read about all of our software enhancements by clicking the **Primary Menu Enhance** button or **lightbulb icon**. Select to view the enhancements currently on your system with the **red** button; for enhancements available on our latest internet updates, click the **green** button.



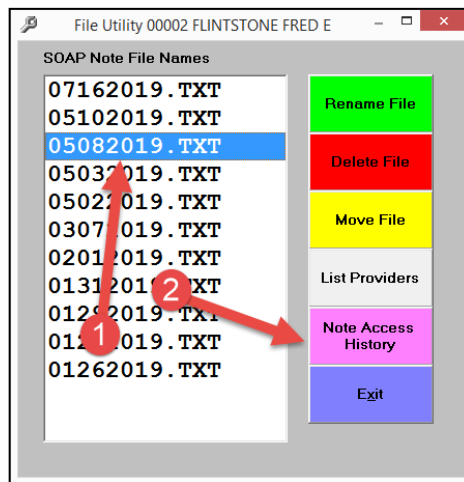
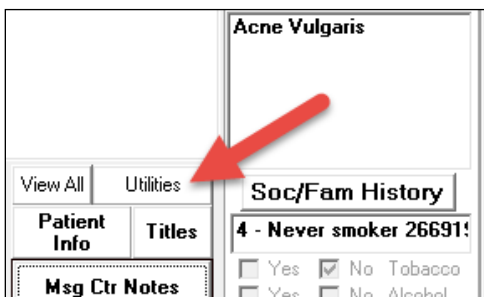
As a convenience, the following pages are a list of updates for 2019 thus far.

EPCS (Electronic Prescription Controlled Substances)

PowerSoftMD is now certified for EPCS. Please contact us to find out how to become eligible.

SOAP Notes

There is a new option PowerSoftMD Certified users can use to display the Access/Update History of any specific SOAP Note. From the SOAP Note screen, select the **“Utilities”** button on the bottom left side of the screen. On the File Utility screen, click on the **Note’s Date** and press the **“Note Access History”** button.



When using the **View All** button on the **SOAP Notes** screen, any notes stored using the **“Treatment Notes”** tab from the Profile screen will automatically display. If you don’t want these notes displayed, click the **“Eliminate Treatment Notes”** check box.

EMAIL

There is a new option on the **top toolbar** on the **General** screen labeled “**Email**”. This lets you email information to patients and doctors, attaching any documents in a **secure** fashion. Contact us to learn how to use this feature.

PATIENT BILLS

There is a new option when Printing Batches of patient paper bills to have a much better-looking statement. From the “**Forms Menu**”, select the “**Billing Statements**”, select yellow “**Batch CPT Level Aging by Ins Pay**” button, and then check the option “**Include Background Image**”.

REPORTS & PRINT OUTS

There is a new report you can run to get a list of insurance payments posted on a specific date **Sub-Totaled** by Insurance **Carrier** and **Insurance Check/ID Number**. From the **Daily Reports Menu**, select the new button “**Insurance Payments by Carrier & Check/ID Number**”.

There is a new Electronic Remits report called “**Remits Perhaps Not Applied**” that lets you list Remits that appear not to have been applied to patient accounts. From the report display, you can click on items to directly open the Payment Posting screen and apply the remits. To run this report, go to the reports Menu and then select the “Electronic Remits” option.

There is a new EMR Report available to print a detailed list of eScripts over any date range. It also gives the total count of eScripts. From the EMR Reports Menu select **#26** “**eScript Detail Listing**”.

There is a new Charge History printout that shows Payment History and Ledger Charge Item comments. From the patients screen click the top toolbar “**Print**” Option, then “**Charge History**”, and then “**Charge History with Payment and Comment Info**”.

There is a new print-out you can use to detail Patient Refund Information. From the patient’s ledger, select the top toolbar “**Print**” option then “**Refund Info**”.

The “3-up 30 labels per page” Print option has a new button you can select to print from a ASCII Comma Delimited Text File of Addresses.

There is a new feature you can use to easily print a test page. From the Primary Menu select the new **TestPrinter** button.

If you have an inkjet printer and don’t use it for a long time the inkjet print head can clog or dry out. To prevent this, use this new program with your Windows Task Scheduler to automatically print a test page on a periodic basis, perhaps once a week. In the Windows Task Scheduler, create a task to run “**C:\EZWMEDPgms\TestPrinter.exe AUTO**” (make sure the command line is passed the parameter AUTO). This will cause the program to launch and print a test page to the last printer you specified.

POSTING

The new **ICD-10** Codes for **2020** are automatically included in our latest Internet update.

You can edit **extra-long Check/ID Numbers** from the ledger when you click on a Payment line; there is a new field called “Check/ID Number” you can change.

You can now enter **extra-long Check/ID Numbers** on payments from the Payment Posting screen. Use the buttons under “**Chk #**” on the right of the payment lines.

There are several enhancements to **Remits** processing (Electronic Posting).

- The “**Remits List**” button on the payments posting screen has been improved greatly.
 - A. When you click on an entry in the list, it will automatically select the associated date of service and open the detailed posting screen. Here you can simply click on the “**Select All Remits**”.
 - B. After posting on a patient, click the “**Remits List**” as **second time** and the list will come up faster and **remember the last patient** you selected. This lets you move forward through the Remits list without losing your place.
- When applying the **Electronic Remits**, automatically the **Check/ID Number will be picked up** from the electronic file and applied to the ledger items.
- There is a new report you can run to get a list of insurance payments posted on a specific date **Sub-Totaled by Insurance Carrier and Insurance Check/ID Number**. Run this report while on the posting screen by selecting the top **Tools** option then “**Ins Payments by Carrier Check/ID Number**”.

On the Patient Payment **Posting screen**, the General Screen **comment** field is listed on the bottom right-hand corner of the screen. If you click on the field, you can **change it** without having to go to the General Screen.

The “**Held Payments**” screen has been enhanced to hold **6 entries**, up from 3.

SECURITY

You can use a new User ID setting “**EMR Browse Only**” along with the existing “EMR Only Access” setting and specify an Insurance Carrier number to allow a user such as an Insurance Auditor limited access to patients belonging to their Insurance Company.

If you attempt to delete a patient and they have future appointments scheduled, a warning will display showing the appointments and giving you the ability to abort the delete.

If you change a patient’s status to anything other than “**ACTIVE**” and if they have future appointments, a warning will display showing the appointments.

The display of the company name on the login and primary menus has been improved.

INSURANCE CLAIMS

There is a new option you can set when submitting Apex Electronic claims, called “**Auto Fill Box 19 Last CPT Comment**”. If you check this box and the last CPT Code listed on the claim has a comment on its ledger detail, the comment will be listed in HCFA Box 19-related field on the submitted claim.

On the Apex EDI Insurance claims submit screens, there is a new option you can check labeled “**Special Name Formatting Apex**”. If you check this:

- Any embedded blanks within the patient’s last or first names will be removed
- If the patient’s relationship to the subscriber is “self” or “myself” the subscribers name on the claim will automatically be made identical to the patient’s name.

NOTE: This is recommended by Apex EDI.

MESSAGE CENTER

If you are seeing messages about old message center notes being displayed when adding new notes and you think the old notes don’t exist, you can use a new utility to fix the problem. From the Message Center, select the top toolbar “Tools” option, then “Clean Up Notes Patient Index”.

When Viewing Message Center Notes from the SOAP Note screen, there is a new button “**Print Notes**” you can use to print the list of notes.

There is a new tool in the **Message Center** you can use to automatically store any Messages over 6 Months old to the patient’s notes folder. You will need to call Data Tec and get the **Special Password**. Complete a full PowerSoftMD Backup. Starting from the **Message Center**, select the top toolbar “**Tools**” option, then select “**Automatic Store Notes Older than 6 Months**” option.

- Optionally use the “**Filter**” and select one user. (We highly recommend this approach)
- Select the “**List Notes Older than 6 Months**” button.
- Use the “**Check All**” button or individually select the Notes you wish to store.
- Select the “**Move Selected Notes to Patient Folders**” to begin the storing process.

PATIENT PORTAL MESSAGES

When reading electronic messages on the “Portal Messages” screen, there is a new button you can use to import any attachments to any one of the patients Documents or Letters folders.

ADDING PATIENTS

When using the Full Patient Add screen, you can set an option that when you select an insurance carrier it will default to a relationship of “**M**” for **Myself**. To activate this option, open the **Full Add Patient** screen, select the “**Defaults**” button on the bottom of the screen, and check the new option labeled “**Default to Insur Relationship of "M" - Myself**”.

SCHEDULING

If a patient is scheduled for more than one appointment on the same day (even on a different schedule), a list of their appointments for that day will automatically pop up, alerting you. If you don't like this list popping up, you can **de-activate** it as follows: select the top toolbar **Utilities** option, select "**Utility Options Menu**", select "**Set Scheduling Options**", and then check the option "**De-Activate Same Multi-Appt Notice**".

Thank you for your continued **Support** and **Great Ideas!** 😊

Sincerely,

A handwritten signature in black ink that reads "Peter Goodall". The signature is written in a cursive, flowing style.

...and all the Data Tec staff