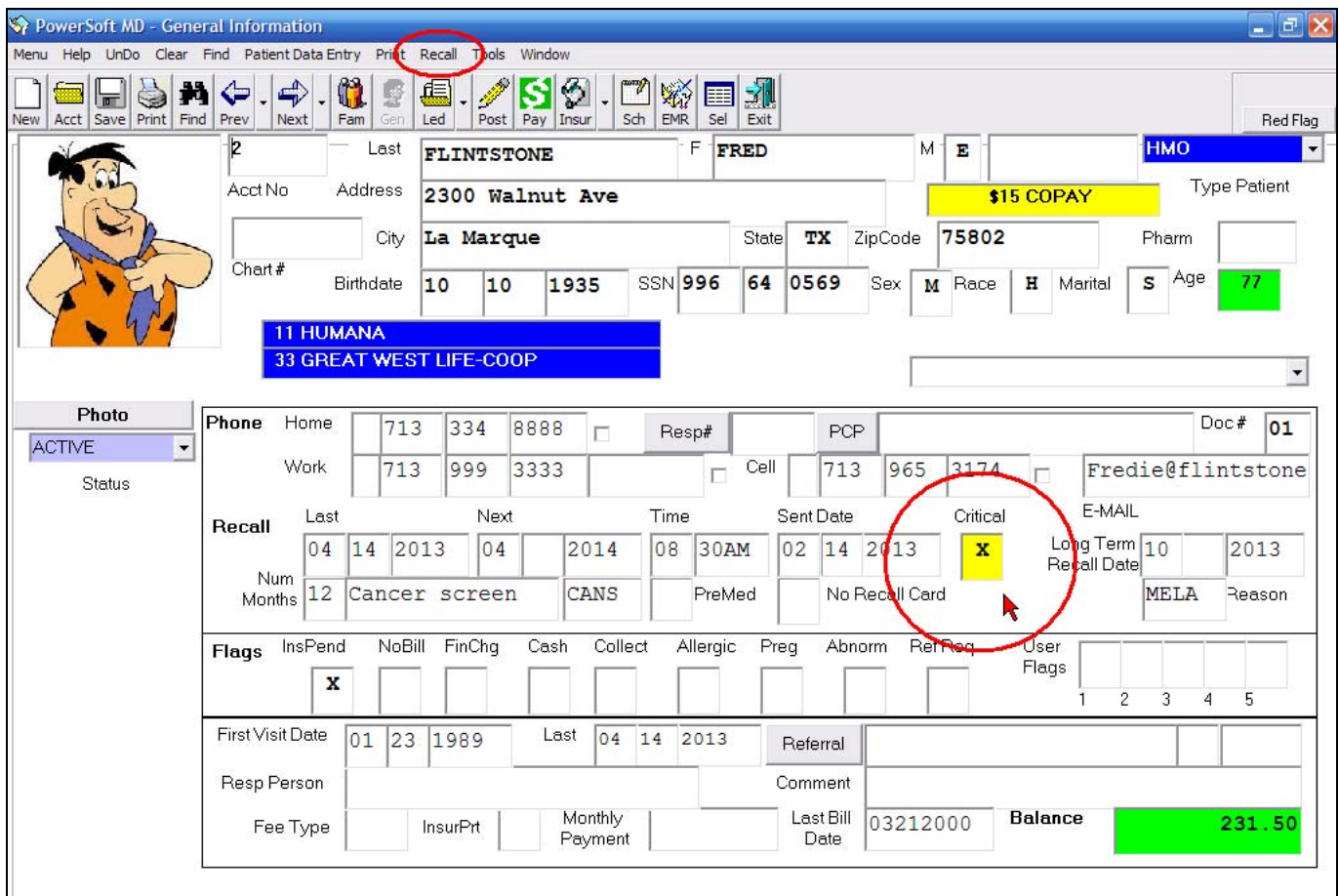


“Critical Recall Flag” on the Patient’s General Screen

You can add an indicator to a Patient’s Recall information on their General screen to indicate that their **Recall** is **Critical** in nature. (Ex: melanoma, periodic follow-up, etc.) This flag can be used in reporting and a pop-up list from the Primary Menu.


On the General Screen, you simply click on the field labeled “Critical” in the Recall section. You can also use the “Recall” window to change it by clicking on the toolbar “Recall” option.



PowerSoft MD - General Information

Menu Help Undo Clear Find Patient Data Entry Print Recall Tools Window

New Acct Save Print Find Prev Next Fam Gen Led Post Pay Insur Sch EMR Sel Exit

Photo: 

Last Name: **FLINTSTONE** F FRED M E HMO

Acct No: **2** Address: **2300 Walnut Ave** \$15 COPAY Type Patient

City: **La Marque** State: **TX** ZipCode: **75802** Pharm:

Chart#: Birthdate: **10 10 1935** SSN: **996 64 0569** Sex: **M** Race: **H** Marital: **S** Age: **77**

11 HUMANA
33 GREAT WEST LIFE-COOP

Photo: ACTIVE Status

Phone: Home 713 334 8888 Res# PCP Doc# 01
Work 713 999 3333 Cell 713 965 3174 E-MAIL: Fredie@flintstone

Recall	Last	Next	Time	Sent Date	Critical	E-MAIL
04	14 2013	04 2014	08 30AM	02 14 2013	X	Long Term Recall Date: 10 2013
Num Months	12	Cancer screen	CANS	PreMed	No Recall Card	Reason: MELA

Flags: InsPend **X** NoBill FinChg Cash Collect Allergic Preg Abnorm RefReq User Flags 1 2 3 4 5

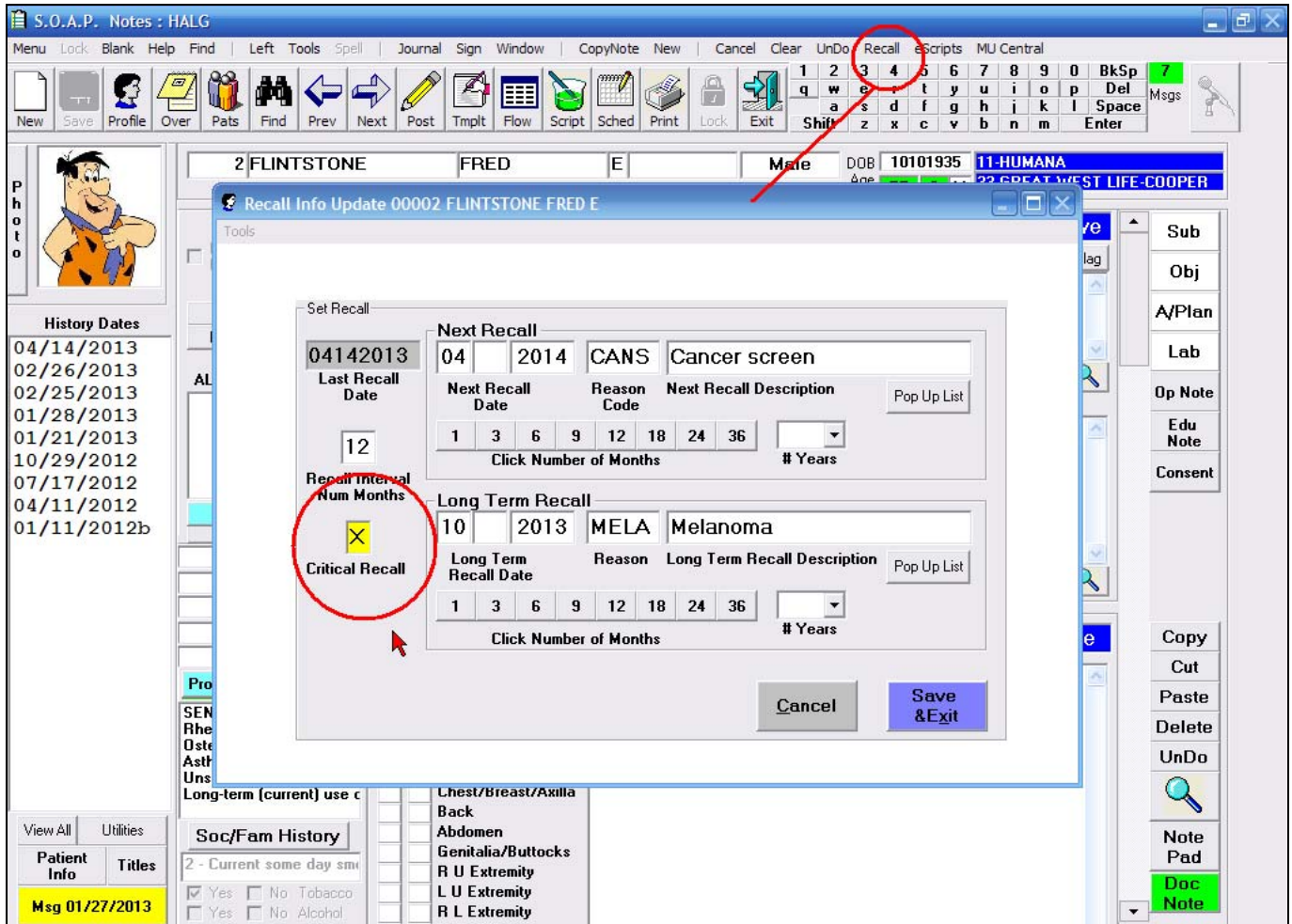
First Visit Date: 01 23 1989 Last: 04 14 2013 Referral:

Resp Person: Comment:

Fee Type: InsurPrt Monthly Payment Last Bill Date: 03212000 Balance: **231.50**

“Critical Recall Flag” on the SOAP Note Screen

You can also set the **Critical Recall Flag** from the SOAP Note screen by clicking the top toolbar “Recall” option.



The screenshot shows the S.O.A.P. Notes application window for patient HALG. The top toolbar includes a 'Recall' button, which is circled in red. A red arrow points from this button to the 'Recall Info Update' dialog box. In the dialog box, the 'Critical Recall' checkbox is also circled in red. The dialog box contains the following information:

Set Recall	
Last Recall Date	04/14/2013
Recall Interval Num Months	12
<input checked="" type="checkbox"/> Critical Recall	
Next Recall	
Next Recall Date	04/2014
Reason Code	CANS
Next Recall Description	Cancer screen
Click Number of Months	1 3 6 9 12 18 24 36
# Years	
Long Term Recall	
Long Term Recall Date	10/2013
Reason	MELA
Long Term Recall Description	Melanoma
Click Number of Months	1 3 6 9 12 18 24 36
# Years	

Buttons at the bottom of the dialog box include 'Cancel' and 'Save & Exit'.

“Critical Recall Flag” on the SOAP Note Options Setup screen

The **Critical Recall** list available from the Primary Menu lets you display patients based on both the **Critical Recall Flag** and how long it’s been since their **Last Visit**.

We highly recommend that you turn on a SOAP Note option that will update the patient’s **Last Visit Date** when you sign their SOAP Note. It will update the date if the date of service for the note being signed is newer than the **Last Visit** date on the patient’s General Screen.

From the SOAP Note Screen, select the top toolbar “Tools” option, then “Options Setup” and then in the green box, check the option:

“(17) Update Last Visit Date when Signed”.



“Critical Recall Flag” – How to Get Started

To help you get started, there is a new Advanced Utility option you can run that would look at all your active patient’s ledgers. Then, based on a list of Diagnosis codes you enter, the system will turn on the **Critical Recall Flag** for those patients.

To do this, you would follow the steps below:

- 1) Back up your system
- 2) Have everybody exit out of any Patient’s General screens.
- 3) Open the **Utility Menu**, then the **Advanced Utilities** Menu.
- 4) Select the “**Global Changes/Flags/Ins**” option.
- 5) Click the yellow “**Set General Screen Critical Recall Flag Based on Diagnosis**” button.
- 6) Fill in the **Diagnosis** you wish to key on.
- 7) Press the Red “**Run**” button.

Note: If you had more than 100 diagnosis codes to key on, you can run this multiple times.

Critical Indicator Global Set

Critical Indicator Global Set

172.0	172.1	172.2	172.3	172.4	172.5	172.6	172.7	172.8	172.9
173.02	173.12	173.22	173.32	173.42	173.52	173.62	173.72	173.82	173.92
V10.82									

Set Recall Interval to this Value if Recall Interval is Blank:

Run

1) Fill in Diagnosis Codes
2) Have Everyone Exit PowerSoftMD
3) Press RUN button and Active Patient's with matching Diagnosis,
will have their Critical Indicator on the General Screen Checked.

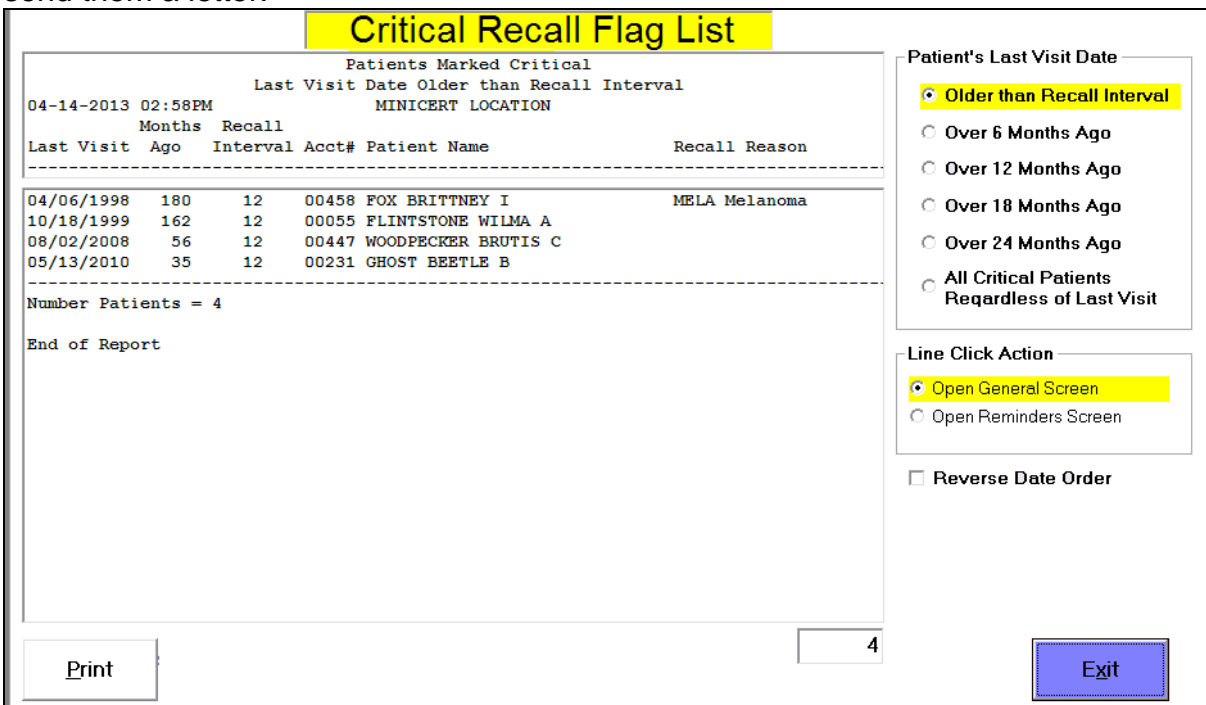
Exit

Critical Recall Flag Primary Menu Pop-Up Screen

You can quickly review patients marked with the **Critical Recall Flag** from the Primary Menu by selecting the “Critical” button in the lower-left hand corner of the Primary Menu.



This brings up the **Critical Recall** patients. On the right side of the screen, you can quickly adjust which set of patients you wish to see listed, based on Last Visit Date. You can print the list or simply click on an entry. This will display either the patient’s General or Reminders Contact List screen. From the Reminders Contact list, you can quickly call the patients or even send them a letter.



“Critical Recall Flag” on the Reports Menu

From the **Reports Menu**, both the “Patient Search by Criteria” and “Recall Search by Criteria” include the new **Critical Recall Flag** as part of their criteria. Remember: you can use these reports to generate batch form letters as well as print out the listings.

