

# ArcBI TS Newsletter

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## ArcSys Hot Tip

Hmm...

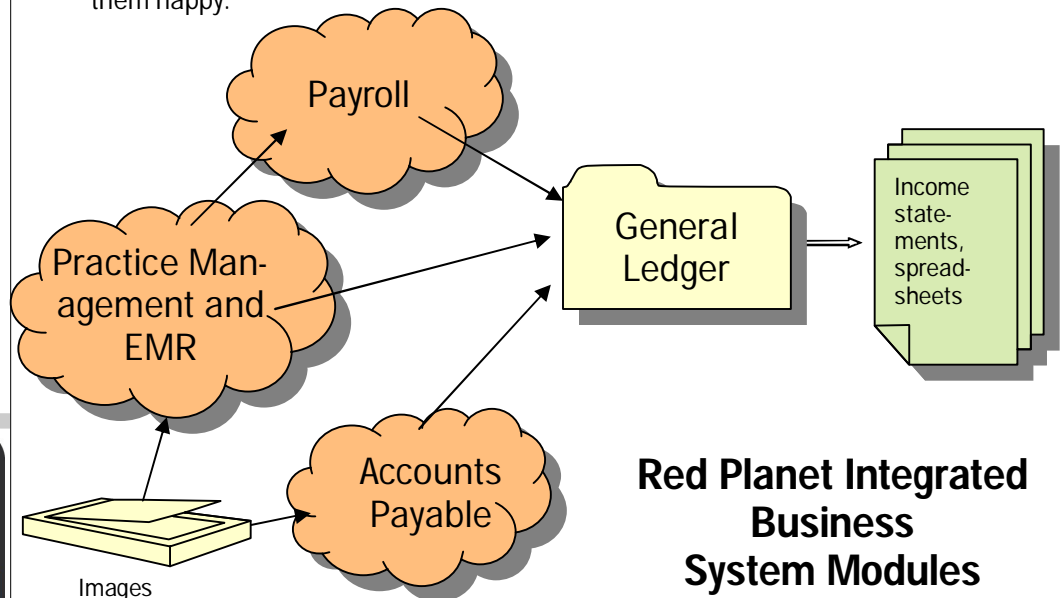
### 6 MONTHS LEFT UNTIL ICD-10 CUT-OVER!!

As a standard, use a patient Status of **D** to indicate deceased and **I** for inactive. This field is usually defined in the Patient Registration screen (CM1).

## Did You Know?

How many "systems" do you use to manage your practice? For instance, you're using Red Planet to manage your accounts receivable. But did you know that Red Planet also handles Accounts Payable, General Ledger and Payroll? Not having to re-key data into Quickbooks or spreadsheets can save your staff countless hours. Plus, if you are interested in tracking your true costs, there is nothing like having a complete integrated system.

- Employee logs on. An appointment, scan, visit, charge or payment is associated to a doctor and a payment class. Time spent on any of these activities can be passed to payroll. Any revenues received can be passed to general ledger. Refund checks can be easily prepared and information passed to general ledger.
- This feeds detailed cost information to the general ledger.
- Bills or invoices received from outside vendors can be broken down to specific providers and this is passed to the general ledger.
- Payroll can handle salaried or hourly employees. Information can be summarized and passed to the general ledger. Monitor sick and vacation time. Employer salary expenses are cost allocated based on whatever criteria is needed.
- General ledger consolidates revenues and expenses and provides summarized income statements for each provider. *Imagine accounting with audit trails!!*
- Detail or summary spreadsheets can be provided to outside accountants—to keep them happy.



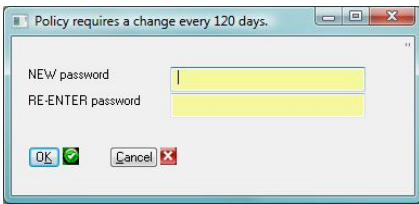


## Changing Passwords

One of the requirements from HIPAA is the ability to modify the user's password every 90 days. (Sorry, we didn't make the rules.) To help you comply with this rule will take a minute of time.

A super user goes into the Company Builder screen. About two-thirds of the way down are two fields: Password edit mask and Number of days for renewal. The "edit mask" is a 3-digit number like 420. The 4 would mean that the password needs at least 4 alpha characters, 2 numeric characters and 0 special characters. The "days for renewal" should be at least 90 and not more than 365. (Yea, a bit techie, but you get it.)

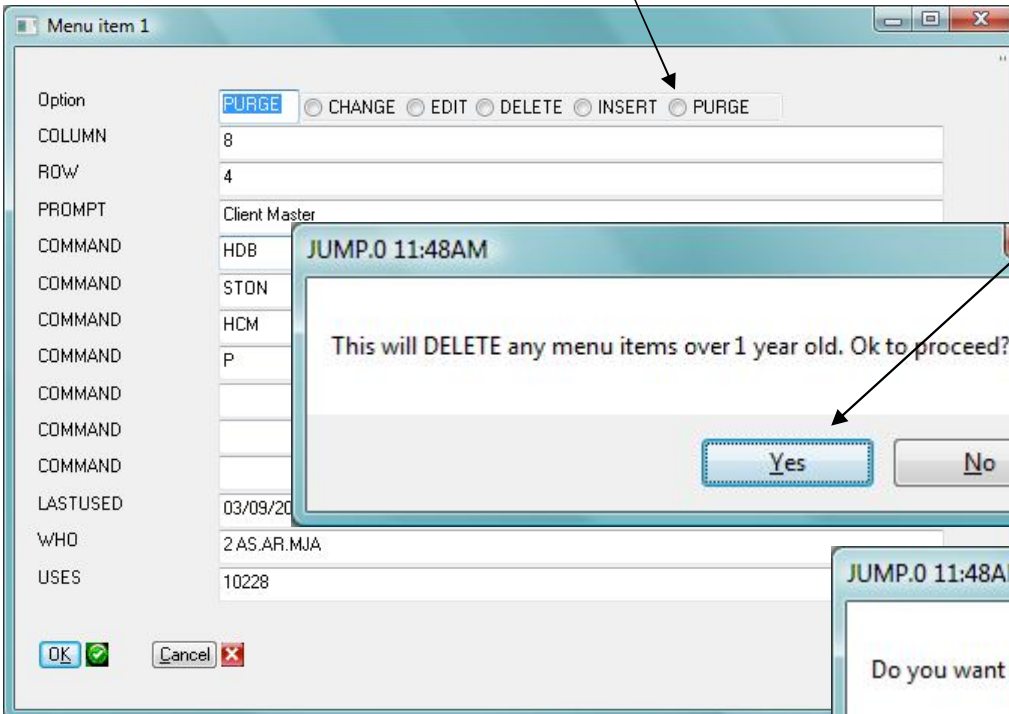
When the number of days has elapsed, the user will be prompted while logging on with the following screen. The user won't see the password while it is entered. You have to enter a password different from what was **last** used.



*On July 1, 2015, this requirement will automatically go into effect for all Red Planet installations with an "edit mask" of 511 and a renewal of 180 days.*

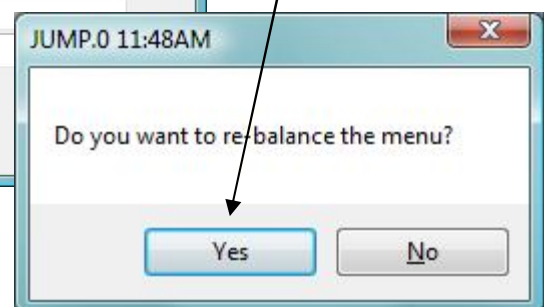
## Modifying Menus

One of the capabilities provided to a super user is the ability to change the general content of a menu. As the years roll by, a site's needs and requirements will change. This is particularly true with a menu that has reports. The menu starts out with 20 or so reports and after 8 years, it has grown to over 40. But, only a dozen or so are still in use and are relevant. To change the menu you are currently displaying, type in -1 at the Select prompt. This will bring up a screen. Click on the Purge option and then click the Ok button.



This will bring up a pop-up box asking if you want to eliminate any entries that haven't been used in a year. Click Yes if you want to purge the old entries. Click No to leave all entries as they are.

Another pop-up box will appear asking if you want to re-balance the menu. Depending on how



many entries there are, you will either get a 3-column or 4-column menu with approximately the same number of entries in each.