

# ArcBITS Newsletter

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## ArcSys Hot Tip

A couple of tips about using Wild Card searching: 1) Use 2 to 3 word snippets. 2) have each word snippet be at least 3 to 4 characters. 3) Use word snippets that you normally see displayed. (That is, if you're looking for an insurance company, use the word snippet that shows at the front of the name.) 4) Word order is not important. (JEFF BURN and BURN JEFF will work the same.)

## I Need an EOB!

If you need to print an explanation of benefits for a specific patient, it is really simple. (This will work if you download 835 files from UHINT, Navicure or Zirmed.) Bring up your patient, click on the Txall button, scroll to the screen where the requested transaction is shown, click on it and then click on the button Showeob. This will pull up a report that can then be printed. All of the CPT codes that are associated with the clicked code will be printed. Any reversals (take backs) will be shown, too.

NAME	DATE	CODE	CHARGE	AMOUNT	ADJUST	REASON	PATIENT	TCN	EOBDATE
STEVENS CHUCK	101014	1 99214-25	248.00	-115.94	-92.06	CO 45	copay	40.00 E4FBHKXP0003	110315
** POSSIBLE NAME MISMATCH: CHARLES K STEVENS **									
STEVENS CHUCK	101014	1 81003	15.00	-3.12	-11.88	CO 45			
STEVENS CHUCK	101014	1 76857	244.00	-123.13	-120.87	CO 45			
STEVENS CHUCK	101014	1 51741	213.00	-25.07	-187.93	CO 45			
STEVENS CHUCK	101014	1 36415	15.00	0.00	-15.00	CO 97			
						N19			
STEVENS CHUCK	101014	1 1036F	0.01	0.00	-0.01	CO 97			
			735.01	-267.26	-427.75			40.00	

Legend:

- 1 - PROCESSED AS PRIMARY INSURANCE
- CO - CONTRACTUAL OBLIGATION
- 45 - Charges exceed your contracted/ legislated fee arrangement.
- 97 - Payment is included in the allowance for another service/procedure.
- N19 - Procedure code incidental to primary procedure.





## Button, Button, Who's Got the Button?

One of the features of Red Planet is the capability to provide buttons that are specific to a screen. That is, it makes “sense” to have a button in the appointment scheduling screen that allows you to switch to a different day or provider. But in the transactions display there are buttons devoted to zeroing out or reversing. The primary function of these buttons is to save you time by reducing clicks or keystrokes.

File name	Screen	Button	Uses	Date
<input type="checkbox"/> ALLERGIES TO MEDICAT	setup	Clear	1	10/13/15
<input type="checkbox"/> ***			1	
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	Calendar	23	10/30/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	CancelAppt	635	10/30/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	Clear	897	11/02/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	NewPatient	4	10/22/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	Reschedule	1307	11/02/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	Summary	22	10/28/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	UPLINE	12	10/29/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	appts button	18	10/23/15
<input type="checkbox"/> APPOINTMENT SCHEDULE	setup	changes button	24	10/30/15
<input type="checkbox"/> ***			2942	
<input type="checkbox"/> ACTION LOG	setup	Clear	9	10/29/15
<input type="checkbox"/> ***			9	
<input type="checkbox"/> BATCH HISTORY	setup	Clear	4	10/29/15
<input type="checkbox"/> BATCH HISTORY	setup	MakeLink	89	10/29/15
<input type="checkbox"/> BATCH HISTORY	setup	ShowImage	461	10/30/15
<input type="checkbox"/> BATCH HISTORY	setup	transactions button	31	10/29/15
<input type="checkbox"/> ***			585	
<input type="checkbox"/> PATIENT MASTER	demographics	ApptSched	4019	11/02/15
<input type="checkbox"/> PATIENT MASTER	demographics	Charges	9	10/26/15
<input type="checkbox"/> PATIENT MASTER	demographics	CheckMU	1	10/23/15
<input type="checkbox"/> PATIENT MASTER	demographics	Claim	363	11/02/15
<input type="checkbox"/> PATIENT MASTER	demographics	Clear	2469	11/02/15
<input type="checkbox"/> PATIENT MASTER	demographics	Collect	1290	10/30/15
<input type="checkbox"/> PATIENT MASTER	demographics	CopyPat	507	10/30/15
<input type="checkbox"/> PATIENT MASTER	demographics	Disclosure	11	10/30/15

The first thing in understanding which buttons are in use is to run a report. From the menu, click on the Graph/Reports icon in the lower right. Choose “Button activity”. This will display a report.

The report is sorted in alphabetical order by the file name and then by the screen. For each entry you see the button name, number of uses and the date of last usage.

The button history gets initialized every 30 days. At the top of the report you will see the time and date of the last initialization.

Now that you have an idea of which buttons are in use, what's next?

You can ask ArcSys support for new buttons to perform functions that you would like to see.

The order of the buttons can be changed. Maybe put the commonly used ones at the front. Or,

have them in alphabetical order. Perhaps a change in the name of the button. Lastly, maybe you would like to add a graphic icon to the button or remove it.

In the sample screen shown, maybe it doesn't make any sense (at this time) to have the CheckMU button since it has only been used 1 time.

Buttons are like menu options. If you have too many on the screen it can become cluttered and difficult to find the button you need. Suggestions for new buttons or changes to existing buttons are always welcome.