


# ArcBI TS Newsletter

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### ArcSys Hot Tip

Do you want to have customized screen documentation for your practice? In the top right corner of each screen you will notice the  icon. Clicking on this button will generate a screen report describing each field. The report is unique to the user that is logged on. It will explain if the user has write, delete, or new permissions for the screen. It can be used as a handy training aid for new staff or as a great reminder for the old-timers.

## Screen Font Size

We are often asked, "Can you change the font size?" As with most questions in life, there is never a simple answer. But if you have an understanding of how things work, you can make some adjustments to meet your needs.

The first design rule of Red Planet is to maximize the amount of data it can reasonably squeeze onto a screen. This helps *reduce the number of clicks* required to see additional data.

The second design rule of Red Planet is to design everything to fit in a screen resolution of 1024 x 768. This seems to accommodate tablets, laptops, and smaller LCD monitors. A Red Planet screen does not "scale", it is a fixed size within the resolution.

If you have a large monitor your trade offs

are having lots of applications open and visible or having but one or two and their size is maximized to fill the screen. By clicking on the Windows Start button, going to Control Panel, look for Display, and then look for Screen Resolution. Try making the resolution smaller which has the result of making the pixels bigger and thus your fonts look larger. You will need to log off of Red Planet and then back on after making such a change.

If you use a tiny laptop, you will need to set your screen resolution to the closest setting of 800 x 600 available.

In recent versions of Windows there is an option to scale the font size to make it larger. We advise against using it because it requires your having to use the slider bars to see everything and now you are just doing more clicks and hand motion.

## Disaster Averted

The call came in on a Monday afternoon at 2:51. The client's server just went down and wouldn't re-boot. They had turned the power off, and tried everything known. "Help!" These are the phone calls you hope will never come, but they do, and always will. The simple truth is that computers that having moving parts (fans and disks) and generate heat (which they do) will eventually succumb to those elements.

Fortunately, Marty Gunnerson was only an hour from the site and was able to arrive and assess the situation. The computer motherboard was the culprit. If it had to be special ordered, it could take days. Marty proceeded to unplug the machine and took it to the shop to analyze.

On the ArcSys end, we logged into the client's Carbonite account and started to download their recent backup to our server. Instructions were in place for the client to switch their workstations to the ArcSys server.

At 5:06pm Marty reports that the shop has a spare motherboard. He begins the hardware swap-out to reconfigure the server. At 6:51pm the system is up and running and there has been no loss of data.

Lessons learned? 1) When hardware starts to approach its fifth year of service, be prepared to upgrade and get it in your capital expenditure budget. 2) Know how to recover from your backup data source. 3) Have a team of people who work together well and know how to solve problems.



## 4 Column Patient Registration Screen



One of the best features of Red Planet is allowing for changing a screen to meet the needs of the practice. Such can be the case when having to add additional fields such as Race, Ethnicity, and Language. One of our clients was "out of room" on their 3 column display. The following screen

was designed to provide them with the additional fields. Additionally, you will notice that the primary and secondary insurance are grouped in one column. If you are interested in changing your screen, contact us.

CLIENT MASTER - New Demographics

LAST NAME OF THE PATIENT

1 patient#	209346	23 relation		45 insurance1?	45 MEDICARE PART	64 txnew	
2 last	LARSEN	24 pcl?	4 MEDICARE	46 group1		65 txsusp	(4) 288.88
3 first	DENISE E	25 status	PPLAN	47 insid1	514763333A	66 txpers	(14) 1433.80
4 sex	F	26 signdate	02/10/11	48 insured1	LARSEN DONNA	67 txall	(179) 1722.68
5 birthday	08/03/1967	27 priphys?	1 THOEN	49 insdob1	08/03/1967	68 appts	(18)
6 age	45 Years	28 refphys?	15374 LEE	50 ptrelat1	SELF	69 msqs	(88)
7 ssn	514-76-9811	29 physasst?		51 inssex1	F	70 action	(80)
8 bestdayph	801-554-9133	30 injdate	06/30/07	52 effdate1		71 tracking	(3)
9 alert	11-554-2907 02/10/11 KATIE	31 injreason	MS	53 termdate1		72 images	(3)
10 address	711 BROOK CT	32 msp		54 insurance2?	8220 SINCLAIR HEAL	73 changes	(103)
11 apt		33 sttmmsg		55 group2		74 runbal	1722.68
12 zip?	84044-1964 UT	34 sttmname		56 insid2	103040		
13 city	MAGNA	35 sttmaddr		57 insured2	LARSEN DARYL		
14 state	UT	36 stmtcsz		58 insdob2	11/18/1958		
15 phone	801-554-9133	37 physaddr	711 BROOK CT	59 ptrelat2	SPOUSE		
16 cell		38 physcsz	MAGNA UT 84044	60 inssex2	M		
17 boalert		39 email		61 effdate2			
18 employer		40 visitdate	02/25/12	62 termdate2			
19 work		41 pharmacy?		63 thirdins			
20 employer2		42 language					
21 contact	LLOYD LARSEN	43 ethnicity					
22 cphone	801-871-2233	44 race					

Next Previous Zoom Delete New Clear Cancel Print SaveExit Save

1 emr 2 schedule 3 email 4 claim 5 collect 6 Pplan 7 MorePatRet 8 UHIN\_ePx

## New Next Appointment Feature

The medical records Next Appointment screen now has a feature where you can see all of the doctors for a given day. This allows the

staff to more easily pick a patient without having to jump from provider to provider.

Date Selection

Date: 03/31/12

Which provider (blank for all):

Show all appointments: N  Y  N  OrdersOnly

OK Cancel

07-05-11 TUESDAY Current time:09:21AM

#	Name	Time	Type	Arrive	Reason	Doc
1	KELANDIS, BRANDON	08:20	F			FU LB 28
2	LEVITT, ALTA B	08:40	NP			FU LB 28
3	NEDRHO, MATTHEW	08:40	F			PT TLN 28
4	BELIN, NANCY S	09:00	NPE		40 min per rose 28	
5	MURPHY, GEORGIA	09:20	NP			PHYS NMH 18
6	ARNOLD, JUDY	09:40				FU 28
7	HESSER, TERRY HERS	10:00	F			FU LB 28
8	INKELESKY, GLORIA	10:00	NP			PHYS LB 18
9	OWLEY, KENNETH	10:40	F			FU MEDS NMH 10
10	OWLEY, SHELIA F	11:00	F			FU NMH 18
11	QUIN, OLIVE J	11:20	F			FU LB 18
12	HERBERG, JIM	11:40	F			FU LB 18
13	CLARK, N. DIANE	12:00	EM			FU LB 18
14	VANLES, BARBARA	12:00	D		NEW REFSD BY DR 75	
15	JORGENSEN, DENNYER	12:15	EM			FU PRG DR, STAN 18
16	KELLER, LUMAH	13:15	F			FU LB (rs) 18
17	ESSARY, BILLIE	13:30	F			FU NMH 28
18	NORFORS, DONNA B	13:30	F			FU LB 18
19	BENTON, GLORIA	13:50	NP			PHYS LB 18
20	CRITCHWOOD, ELAINE K	14:30	F			FU NMH 28
21	WAT, GERRAH A	14:30	NP			PHYS LB 18
22	SALLOS, RAY	15:10	F			FU LB 18
23	WILLIAMS, DIANE WINN	15:30	F			FU NMH 18
24	JOHANSON, ANGELA	15:50	F			FU NMH 18
25	SILVESTRO, SHERRI	15:50	F			PT NUP 28
26	KOPRANIK, MONIKA	16:10	F			FU NMH 28
27	KRALAN, KENNETH SHERMAN	16:30	F			PT NUP 28

Select:  OK Cancel

1 Previous 2 Nextday