

ArcBI TS Newsletter

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ArcSys Hot Tip

How do you change your slave printer if you don't have Wintegrate 6.x? From your menu, type in the word TIME, press the Enter key. Click on File (at the top of the screen), click on Printer Setup, click on the Specific Printer bullet, then click on the pull down list. Choose the printer, click Ok. If you are using a non-PCL type of printer, you can specify the font and point size in this screen, too.

Adobe

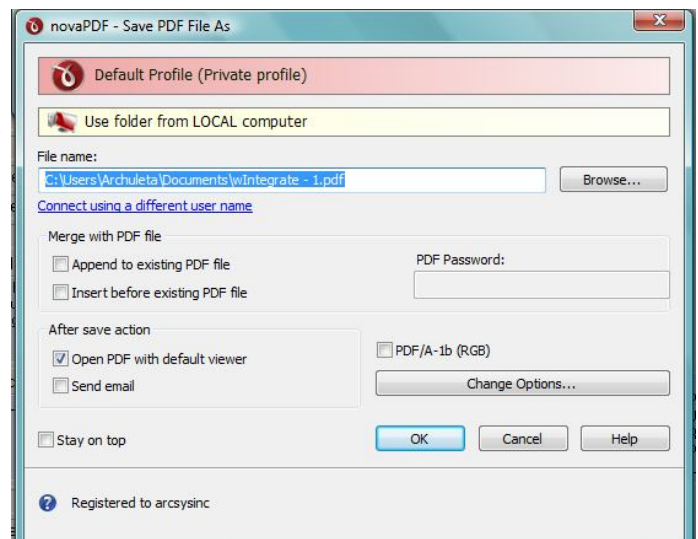
Anyone who has worked with a computer is aware of the ease of dealing with Adobe documents. You can send them as e-mail attachments and have a high degree of confidence that the recipient will be able to open and view it. Another aspect of an Adobe document is that they are relatively small in regards to storage space. They are relatively tamper proof—you can't modify or change them.

In order to easily create Adobe documents from Red Planet, we recommend your acquiring a software product known as NovaPDF. It is inexpensive, 19.95 per copy, and provides a nice way of helping you manage many of your reports.

Let's say, for instance, you want to keep your month end reports in a folder on your pc. You create a folder named Reports and then under it you have sub-folders named 2011, 2012, and so forth. When you print a report from Red Planet, you can save it in one of these folders and name it as needed, e.g., Practice Analysis October 2011. Then, rather than having to worry about re-running the report and filling in the right criteria, it is available as it was originally intended (and untouched). Additionally, if you put these reports in a Windows shared folder, then they are available to other people in the organization. (Don't forget, you can control who has access, too.)

So, you may ask, "How does this work?"

First of all, preparing a print file that becomes an Adobe document is as simple as printing to your Slave printer. Step 1 is to install the NovaPDF printer on your pc. It then becomes a "printer" just like any other printer that your pc can talk to. When you see the prompt asking for Printer, type in the letter N (you must have Wintegrate 6.x—see side-bar if you don't), press the Tab key, and the list of available printers will be shown. Click on the printer named "novaPdf".



When the print job is actually created, you will see the above screen appear. You can specify the path name where the report will be saved and you can name it as well with something meaningful. The Adobe application will launch and the document will be displayed.

Go to www.novapdf.com for more information.



Patient Reminders



One of the requirements of meeting Meaningful Use is using a tool that allows you to send reminders to patients. In the patient registration screen you will see a field named CONFIDENTIAL. There is a pull down list associated with this field and it indicates the method by which a patient wishes to be notified for reminders.

From your Certification menu, choose option 20. The screen at right shows 4 setups and 2 blanks. (If you filled in one of the blanks, then on the next time you enter the screen you would still see 2 blank slots available.)

There are six *Types* of searches: CPT (procedure), DX (diagnosis), RX (prescription), IMM (immunization), LAB (lab result), and ALRGY (allergy). Enter the *Value* that corresponds to this type. *Interval* is used to define the period of time in which type occurred. *Event has occurred* toggles whether or not the event happened and controls how the search is performed. *Gender* controls to patient sex selection.

When you click Ok, a summary list of the searches is presented. You select the type of search, and then a report similar to the one at the right will be displayed. This example shows patients seen since October 2011 who have had a WBC within the past year.

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ALPINE MEDICAL GROUP, LLC
PATIENT REMINDERTS - (NON-UPDATED) (VISITS AFTER 10/11/10)
PRINTED 12:24:57 11 OCT 2011
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PATIENT.	DOC	NAME	SEX	CONFI	BIRTHDAY	EVENT
41081	72	CLARK, M. DIANE	F		10/19/1949	AUTOMATIC LAB WBC (REPORT)
66482	72	DALTON, SHEILA A	F		03/01/1952	AUTOMATIC LAB WBC (REPORT)
67657	72	ESSARY, BILLIE	F		06/29/1983	AUTOMATIC LAB WBC (REPORT)
56104	72	GILMOUR, KATHLEE	F		06/21/1952	AUTOMATIC LAB WBC (REPORT)
53620	72	JACOBSEN, CATHER	F		09/06/1974	AUTOMATIC LAB WBC (REPORT)
43430	72	JOHNSON, JENNIFE	F		06/22/1935	AUTOMATIC LAB WBC (REPORT)
37817	72	KLOER, SHARON C	F		02/23/1943	AUTOMATIC LAB WBC (REPORT)
65440	72	VEJNAR, LYNN	M		01/29/1943	AUTOMATIC LAB WBC (REPORT)
57458	72	WAY, DEBORAH A	F		10/16/1949	AUTOMATIC LAB WBC (REPORT)
39540	72	WICKARD, MATTHEW	M		08/30/1971	AUTOMATIC LAB WBC (REPORT)

to update the Reminder file. This means that you are stamping the patient record with an event specifying that the reminder was done. We recommend (initially) that you don't update the file and that you create a report. This way

you can see what the machine is selecting and it gives you time to tweak your settings. Lastly, you specify the last date seen by which to select patients. That is, maybe you only want reminders to be sent to patients seen since 10/11/10. The report which is generated is sorted by provider and within that they are sorted alphabetically. The

header at the top of the report defines the parameters by which the report was generated.

When running the report you are given an option of printing a report or generating labels. You can choose