

ArcBITS Newsletter

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ArcSys Hot Tip

If you are doing data entry in what is known as a Red Planet “prompt” pop-up window, this little trick may be of interest to you. Moving from field to field can be done by using the up-arrow or down-arrow key. These are the keys next to the numeric keypad. It will at least provide being able to key numbers and then move down a field using only one hand.

Message Center

The Red Planet Message Center is a terrific way of implementing an in-house instant messaging system that is integrated with your patient or customer data base. Best yet, because it is in-house, you don't have to be worried about HIPAA violations. You get to this screen several ways: Click

Received queue shows messages that you have read. Many users tend to use this list as a things-to-do list. The Delete queue are messages that you have read and have deleted. The Outbox queue is the list of message that you have sent to other users. The Archived queue is a list of messages that

on the e-mail icon seen in screens or the menu. 

Your logon initials will appear in the Key field and then you must enter your name in the Name field if not present.

There are 6 message queues. When you receive a message from another user, it will be listed in the New queue. Messages that you send will be listed in the Sent queue. (Note: this is a way of knowing if the recipient has read their message. Can't do that with regular e-mail!) The

you want to keep around.

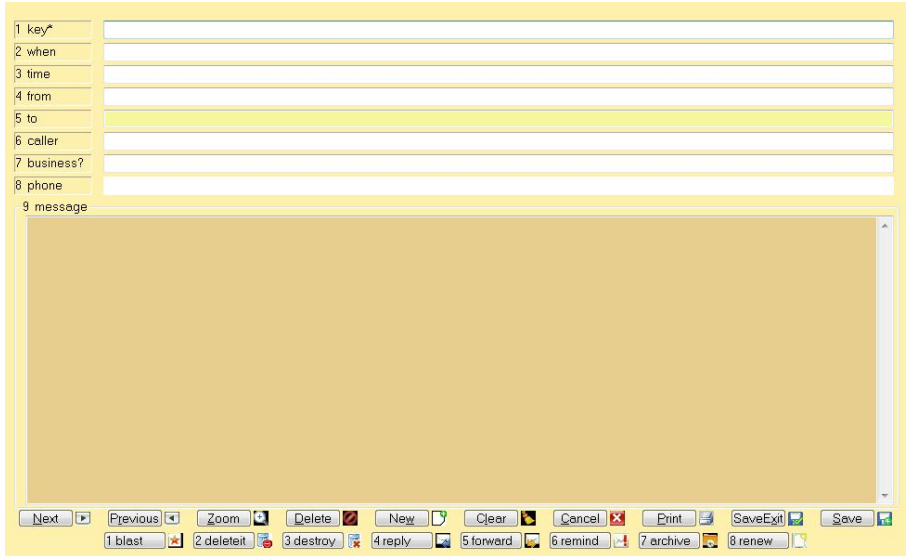
The number of entries that are kept in the Deleted and Outbox queues is controlled by the number entered in the Queuesize field.

Don't forget to enter your Birthday, too! (You'll get a friendly greeting when you log in.)

Use the buttons at the bottom of the screen to Write a new message, sequentially Read the messages in the New queue, or Purge older messages.

Sending Messages

When sending a message, the following screen is used.



The To field is where you enter the initials (or group name) of the recipient of the message. (If you don't know someone's initials, type in ?name and press the tab key. A cross reference will appear.) A message can be sent to more than one person by separating the initials with commas. You can enter the patient number, customer number, or ?name in the Business field. Type your message in the Message

field. Click on SaveExit to return to the Message Center screen. If you want the recipient to receive the message ASAP, click on the Blast button.

This screen is also used to review messages. Just seeing the message will automatically take it out of your New queue and move it to the Received queue. If you don't need the message, click on Deleteit. If this is a message you sent to someone and you don't want to bother them with it, click on Destroy. (These two actions will move the message to your Deleted queue.)

Click on Reply, to, well, reply. Alternatively, use Forward to send the message to someone else. The Re-

mind button will bring up a calendar which will "hide" the message until the date you select comes about. The Archive button moves the message to your Archive queue. The Renew button puts the message back into your New queue.

Additional buttons are available to store the message in medical records or billing.

Answer to the Changes Log

The answer to last months quiz is as follows: User DDL changed the first name of the provider to "blank" at 16:43:40. Claims were generated at 16:43:47. DDL realized their error and corrected the name at 16:45. Anyone looking at the Provider screen would, of course, be puzzled because the name is there.

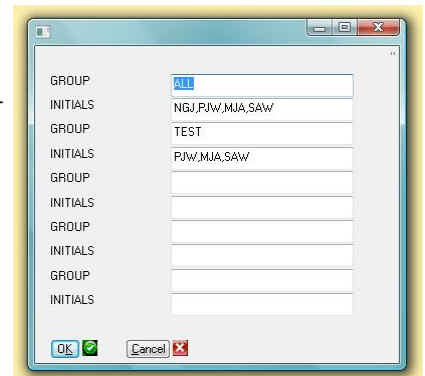
```
DATE.... TIME.... FIELD OLD..... NEW..... WHO.....
NAVICURE FORMAT (NAVGENERATION      182
PERFORMED BY PORT PRINTED 16:43:47  03 DEC 2010

ECSID  INSURANCE NAME  CLAIM#  PATIENT#  NAME
-----
00011  TRICARE BENEFIT  658905  50707    CALHOUN JACQUE
Missing first name for performing physician #7
```

```
12/03/10 16:43:40 FIRST BENJAMIN C      DDL
12/03/10 16:45:11 FIRST                BENJAMIN      DDL
```

Message Groups

Another feature of the message center is the ability to set up a collection of users as a "group." There are two ways to do this: 1) In the Message Center screen enter the name of the groups that you want to belong to in the Group field. 2) In the Setup menu, use the Message Center Groups option which displays the screen shown at the right. You enter the name of a group in the GROUP field. Then enter the initials of the people who are to belong to that group in the INITIALS field(s). If you need to add more groups than what the screen shows, just click on Ok, and then come back into the screen.



Inside Story Headline

This story can fit 150-200 words.

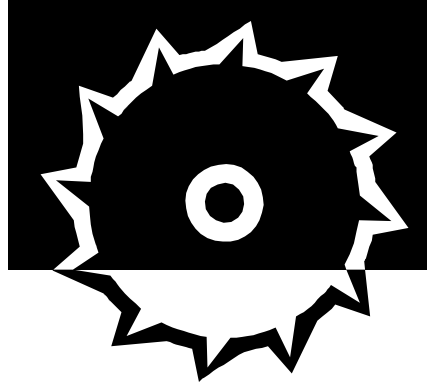
One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your

customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice

column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place



Caption describing picture or graphic.

the caption of the image near the image.

ARCSYS, INC. – "THE
MISSION TO MARS

1847 Sage Hollow Drive
Draper, UT 84020

Phone: 801-571-4158
Cell: 801-560-4102
Fax: 801-553-2151

We're on the Web!
example.microso
ft.com



Organization

Your business tag line here.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly



Caption describing picture or graphic.

capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event,

such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.