

ArcBITS Newsletter

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ArcSys Hot Tip

Last month, a little contest was sponsored asking for the location where the picture was taken that is used for the Red Planet logo. Answer: Walt Disney World, EPCOT, Mission: SPACE attraction.

Our winner was Cheri Craig of Urology of Greater. Congratulations!

Are You Ready for Change?

In having discussions with several clients during the last couple of months, the subject of change came up.

A new office manager, on taking the helm of a busy practice, was looking through the drawers of the desk of a former employee. What did she find? A bundle of checks that had (obviously) never be entered or deposited.

In making the transition to Red Planet from MegaWest, another client (medical billing) decided to re-organize how their staff handled work. Rather than have people divided up by doctor, they decided to divide people up by business function: Charges, payments, collections. They discovered an improvement in efficiency.

Another client started to utilize the services of an outside coding company. In the process of doing so, they found they had the additional "ammunition" to get the doctors to conform to rules that had been casually ignored in the past.

A couple of years ago, one of our clients felt that Red Planet was not meeting the needs of handling their accounts receivable. As a result, they made a transition to another company, spent a pile of money, and discovered that life was no

greener in the other pasture.

In each of these cases, a change was a catalyst for something else being learned or discovered. Sometimes the outcomes are good, and then on other times, not so good.



So, to make your summer a little more exciting, here are some ideas to consider:

Should we print statements in-house or send to a service?

If we do in-house collections, should

we divide the work based on insurance company, provider, or dollar amount?

Does it make more sense to divide the billing work up by charges, payments, collections?

Would a game of musical chairs where people change their primary job function be beneficial?

Should a regular sweep of cabinets, drawers, and cubby holes be performed to discover unprocessed documents?

So as your summer begins, you may want to contemplate log off message #166: *CHANGE IS OFTEN DESIRABLE, FREQUENTLY NECESSARY AND ALWAYS INEVITABLE.*—Helmuth Goepfert, MD 1986





Squeezing Our More Licenses from Mvbase

If you want to use multiple sessions from one workstation and not consume extra data base licenses, these are the installation instructions. While not complex, it does require a little bit of familiarity with installing software on a pc. These steps were performed on a Windows 7 machine and also assume your server is running Mvbase 3.1. You may have to alter some of these steps, accordingly.

Launch Wintegrate, but don't log on. Click on Setup, Communications, Setup, and note the Host. This is the **name of your server**. Click the Advanced tab and note the **port**. Click Cancel, click Cancel.

Go to www.tigerlogic.com
 Click on Business Solutions
 Click on TL Pick
 Click on Support
 Click on Download Patches
 Click on >>More information
 Next to mvbase, click on [Read more](#)
 Next to Mvbase 3.1 Server, click on [Release 3.1](#)

Depending on your pc, it will ask to Save or Run. Choose Run. (If only Save is available, choose it, and then Run when it is saved.) You may get warning messages. It is ok to accept and proceed.

When prompted to Unzip to folder, enter
 C:\mvbase3.1
 Click Ok
 Close the window

With Windows Explorer, browse to
 C:\mvbase3.1\setup and double-click on Setup
 (application)

A bright orange screen will appear.

Click next
 Click yes
 Click next
 Choose custom
 Click next
 Only check Workstation, Administration Utility
 Click next
 Click next

After 5 or 10 seconds, there should be a blinking "shield" on the task bar. Click it.
 Un-check the view readme box.

Click finish

Close Windows Explorer screens

Click on your Start Button in lower left corner
 Click on All Programs
 Look for Tigerlogic and then Mvbase Admin Utility
 Click configure
 Click telnet servers
 Click add
 Enter telnet1 in first box
 Enter the **name of your server** in the second box.
 Enter your **port** number in the third box
 Click apply
 Click ok
 Click close

Click on Workstation service
 Click on Install
 Fill in your Windows user name
 Fill in your password (twice)

You should see a message saying the service was installed successfully. Click start and it should say Workstation service running.

Launch Wintegrate.
 Click on Setup
 Click on Communications
 Click on Setup
 Change the **name of your server** to the name of your pc
 Click Ok
 Click Ok

You can now log on.

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As a reminder, you can use the command LISTU from any menu to get a list of people who are currently logged on.

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Also, the command LISTLINES will show which lines are consuming data base licenses. This command is helpful in the event someone started to log on, but has not completed the process.