



Technical Update Notes/Software Installation Guide

Version 12

The following technical update notes should be read before installing or upgrading to EncounterScan Version 12.01. Please insert these notes at the back of the EncounterScan User's Manual.

INSTALLATION NOTES

The website www.highlandconsulting.drivehq.com can now be used to obtain the latest release of all EncounterScan software and documentation. The installation instructions are based on the files that can be downloaded from the website.

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INITIAL ENCOUNTERSCAN PASSWORDS:

Administrator password: MEDSUP
Dealer password: NCSDLR

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SECURITY

In EncounterScan version 12, there are three screens that are password protected: The (A)dvanced Utilities screen, the (G)lobal Setup Options screen, and the Rebuild Files & Indexes screen. The dealer password is needed in order to access the (A)dvanced Utilities screen. The administrator password (formerly called the EncounterScan password) is needed in order to access the (G)lobal Setup Options screen and the Rebuild Files & Indexes screen. There is no longer a need to password protect any of the 12 custom menu options on the NCS EncounterScan main menu. The User Permissions screen located within the PRINTER/ SCANNER Setup module can be set up to restrict users from all crucial areas of the EncounterScan software. Users may also be set up to have read-only access to The EncounterScan Defaults module.

HARDWARE INSTALLATION TEST

When performing a new installation, make sure that all hardware utilized by the EncounterScan software is functioning properly by running the (Q)uick, (E)xtended, and (A)lignment test from within the Scanner Maintenance Screen. The (Q)uick and (E)xtended test will return successful if the scanner is communicating properly with the main CPU. The (A)lignment test will require you to scan a test alignment form and will return successful if the scanner can read every mark printed on the form. The (A)lignment test is recommended for all installations that use forms that incorporate duplex printing.

TROUBLESHOOTING SCANNER READ HEAD PROBLEMS

A (R)ead level test has been added to the Scanner Maintenance Screen and should be run every couple of months to make sure that the scanner read heads are functioning properly. If your scanner is not reading marks on the form properly, calibrate the scanner and then run the (R)ead level test to verify that the scanner is working properly. If the read level test fails or if problems persist, call support.

INSTALLING THE SCANNER PRINTER CARTRIDGE

When setting up a new scanner that uses the optional printer cartridge, make sure that the date/time stamp printed on encounter forms is located left of the timing marks. Refer to the scanner Operator's Manual for instructions on how to adjust the print position of the printer cartridge holder.

SUBMITTING BUG FIXES AND ENHANCEMENT REQUESTS

If you encounter any bugs in the EncounterScan software or would like to submit a software enhancement request, please E-mail support@highlandconsulting.net with a detailed description of the bug or software enhancement.

THANKS!

A special thanks to all dealers and customers who have helped support and develop the EncounterScan product. You are appreciated!

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Installation Notes

EncounterScan version 12.01 will run on any version of Medical Manager, but some features will be enabled/disabled based on The Medical Manager version that is currently running. For example: you must have Medical Manager Version 12 installed to use the EncounterScan ICD-10 features.

NOTE: All users must exit EncounterScan in order to install the latest release of software. Other Medical Manager users do not have to exit Medical Manager in order to install EncounterScan. When option 6 - "EncounterScan Defaults" is run after the new software is installed, a warning will be displayed if any other users are still using EncounterScan. If this warning is displayed, have all users exit EncounterScan and try running option 6 - "EncounterScan Defaults" again. If the installation can still not be completed, run a "clean log" and then run option 6 - "EncounterScan Defaults" again.

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Installation Instructions

On the website www.highlandconsulting.driveshq.com, there are several options available:

- Download EncounterScan Disk Image For AIX/SCO/LINUX/WINDOWS
- Download EncounterScan Software For AIX/SCO/LINUX
- Download EncounterScan Software/Documentation For Windows installations
- Download EncounterScan Tech Notes/Installation Instructions

The installation instructions listed below are based on the files that can be obtained from the website. Please select the installation method corresponding to the type of installation you are performing. The most common installation will be from CD-rom.

Burning a CD using the EncounterScanV12.iso disk image:

The EncounterScanV12.iso image can be used to burn a master installation CD. If this is not an option, an installation CD can be obtained from Highland Consulting or you can also use one of the other installation methods listed on the next page.

EncounterScan CD-ROM installation instructions for SCO/AIX/LINUX:

1. Insert the EncounterScan CD into the CD-ROM drive.
2. Login to the server as the super user (login: root).
3. Execute the following commands:

```
cd/  
mount /dev/cd0 /mnt   OR: (AIX: mount /dev/cd0)  
cd /mnt  
./d_install
```

4. Follow the instructions on the screen. After the software has been installed, unmount the CD using the following commands:

```
cd/  
umount /mnt
```

5. Eject the CD.
6. Login to The Medical Manager.
7. Chain to the EncounterScan main menu and run option 6 - ENCOUNTERSCAN Defaults.
8. Done

EncounterScan CD-ROM installation instructions for WINDOWS

1. Insert the EncounterScan CD into the CD-ROM drive.
2. Browse the CD for the file EncounterScanSetup.exe.
3. Double-click on the EncounterScanSetup.exe program to start the installation.
4. Follow the instructions displayed on the screen.
5. Double click the EncounterScan Icon on your desktop to launch the menu.
6. Select "Install EncounterScan For Windows" and follow the instructions.
7. Chain to the EncounterScan main menu and run option 6 - ENCOUNTERSCAN Defaults.
8. Done.

How to install EncounterScan for SCO/AIX/LINUX using “install.ZIP”

To use this installation method, the EncounterScan Installation Program “Install.zip” must be downloaded from www.highlandconsulting.drivehq.com and copied onto the server in a directory called “encounterscan”. An unzip utility must also be available on the server. If the Install.zip file cannot be copied to the server or an unzip program is not available, a different installation method will need to be used.

- 1) Login to the Unix server as root.
- 2) Change to the “encounterscan” directory.
- 3) Verify that the install.ZIP file is in the directory by typing “ls -al install*”.
- 4) Type “chmod 777 install.ZIP”.
- 5) Type “unzip install.ZIP” to unzip the EncounterScan program files.
- 6) Type “chmod 777 d_install”.
- 7) Type “./d_install” to run the installation utility.
- 8) Follow the instructions presented on the screen.
- 9) Login in to Medical Manager.
- 10) Type “/ncs”.
- 11) Execute any of the programs to invoke the upgrade utility.
- 12) Follow the instructions on the screen.
- 13) Done.

How to install EncounterScan for WINDOWS using “EncounterScanSetup.exe”

To use this installation method, the EncounterScan Installation Program “EncounterScanSetup.exe” must be downloaded from www.highlandconsulting.drivehq.com and copied to a temporary directory on the Windows server.

1. Double-click on the EncounterScanSetup.exe program to start the installation.
2. Follow the instructions displayed on the screen.
3. Double click the EncounterScan Icon on your desktop to launch the menu.
4. Select “Install EncounterScan For Windows” and follow the instructions.
5. Chain to the EncounterScan main menu and run option 6 - ENCOUNTERSCAN Defaults.
6. Done.

Enhancements from version 9.23 to version 10.0 R5

DATABASE RESTRUCTURE

- The structure of the EncounterScan database has been redesigned in version 10. As a result, the program load time has been significantly reduced in all modules. System resources have also been minimized freeing up memory and hard disk space.
- There is no longer a limit to the number of procedures that can be marked on a form. The Item Posting Limit and History Posting Limit defaults no longer exist.
- A datafile recovery utility has been incorporated into the software in order to prevent problems that may occur when converting the EncounterScan datafiles to version 12 format. If a problem occurs when EncounterScan is converting files into the new version 12 format, the software will automatically reset the EncounterScan database to the state it was in prior to the start of the conversion.

ENCOUNTERSCAN DEFAULTS

- The EncounterScan defaults have been grouped into categories within the EncounterScan defaults screen. This allows dealers and trainers to setup the system without having to hunt for default options that are related to each other.

DOCUSCAN DEFAULTS		
#	CATEGORY	DESCRIPTION
1	Ailments	Standard And UB Ailment Data Handling
2	Bubbling	Change Functionality Of Items Marked On Form
3	Payments	Payment And Adjustment Handling And Automation
4	Copays	Setup Auto-posting Of Visit Copays
5	Form Data	Change Form Demographics And Form Body Information
6	Printing	Change Encounter Form Print Functionality
7	Outguides	Print Patient Chart Tracking Slips
8	Receipts	Print Patient Receipts And Billing Summary
9	Reports	Miscellaneous Reporting Options
10	Scanning	Change How Data Is Handled Prior To Posting
11	Insurance	Change How Insurance Plan Data Is Handled
12	View/Edit	Options Related To The View/Edit Encounters Screen
13	Messages	Change Message Queue Functionality
14	Purge	Select # Of Days To Retain Database Information
15	Other	Miscellaneous Defaults

Enter category#, (D)emo, (U)tilities, (A)dvanced, (G)lobal: ..

- A new user permission flag P1 - "Allow Changes To Be Made Within The EncounterScan Defaults Module" has been added to the PRINTER/SCANNER Setup User Permissions screen. This user permission can be set up to give users READ ONLY or READ/WRITE access to the EncounterScan Defaults module.
- Default #1.8 "Use referral authorization# on new ailments" has been added. This option will transfer the referral authorization# into the ailment authorization# field anytime a referral is marked in the same bubble set that a new ailment is created in.
- Default #2.7 "Allow # Of Copies Option To Be Exclusively Linked? (Y/N)" has been added. When this option is set to (Y)es, the # OF COPIES option can be linked to a single procedure code in a bubble set marked exclusively with the P/L bubble.

- Default #3.12 "Reduce Writedown When Integrated Copay > Balance (Y/N)" has been added to the default listing. When this option is set to (Y)es, the writedown amount on a line item will be reduced whenever the integrated copay amount is greater than the balance on a line item. This will allow a payment to be applied to a line item for the amount equal to the visit copay.
- Default #8.4 "Format Check-out receipt Information Using Sequence (1-7)" has been added. The information printed on receipts generated using the SCANNING Options module or VIEW/EDIT Encounters module may be formatted using this default.
- Default #8.3 "Format Check-in Receipt Information Using Sequence (1-4)" has been added. The information printed on receipts generated using the FORM Print Options module may be formatted using this default.
- Default #8.8 "Print Custom Text Message On Receipts?" has been added to the default listing. This default allows 6 lines of custom text to be printed on patient receipts. EncounterScan utility #11 "Update Receipt Message" can be used for entering the custom text to be printed on receipts.
- Default #11.6 - "Warn If 3rd-7th Policy Exists When 1st & 2nd = 0" has been added. When this option is set to yes, a warning message will be added to the error queue whenever a patient has insurance coverage setup in priority slots 3-7 but does not have a plan setup in priority slots 1 & 2.
- Default #12.3 "QUICK SORT: Cycle Sort Orders (0-9) In View/Edit Screen" has been added. This default determines how encounter form records will be sorted in the view/edit screen whenever the user presses the <TAB> key. For example, if this option is set to 123, pressing the <TAB> key consecutively will cycle through and display encounter form records in voucher order, appointment date order, and name order.
- Default #14.2 "Retain Appointment Batch History (0-999) days" has been added. This default determines how long past appointment batches will be retained in EncounterScan.
- Default #14.3 "Retain DELETED Encounter Form Records (0-999) days" has been added. This default determines how long forms that are marked for deletion will be retained in the view/edit screen before they are purged.
- Default #14.4 "Retain Deleted Payment Tracking Records (0-999) days" has been added. This default determines how long deleted payments should be tracked within the Deleted Payments screen.
- Two new forms have been added to the software. Form UB5 is a 5 bubble set double sided form that supports 10 write-in boxes for collecting units, dates, and other UB information. Form DS7 is a 7 bubble set double sided legal form that can be used for complex diagnosis marking. Both of these forms allow up to four diagnosis codes to be sequenced per bubble set using a new "S" sequencer bubble. Contact Highland Consulting for more information.

- An ADVANCED UTILITIES screen has been added to the EncounterScan Defaults module. This screen may be accessed using the (A)dvanced option from within the EncounterScan Defaults main menu.

ADVANCED UTILITIES		
#	DESCRIPTION	MODIFIED
1	Encounter Form Setup Utility	Never
2	Change Current Voucher Counter	04/10/01
3	Import Data From Another Dataset	03/21/03
4	Message Queue Setup Utility	Never
5	Procedure/Diagnosis Code Strip Utility	03/21/03
6	Serialize Clinical History Form	Never
7	Scan Forms That Are Not On File	Never
8	Display Memory Allocation Settings	03/21/03
9	Purge Records From The Docuscan Database	Never
10	Change Dealer Password	Never
11	Register User Defined Files	03/21/03
12	Minvisit/Sliding Fee Utilities	03/21/03
13	Select Alternate Overlay When Scanning	Never
14	Alpha II Claims Checker	Never

Enter option#: ..

- Advanced Utility #7 - "Scan Forms That Are Not On File" has been added to the advanced utilities screen. This utility allows EncounterScan forms that are "NOT ON FILE" to be scanned and posted to The Medical Manager. In the past, if a customer's system crashed and several days worth of work was lost, the EncounterScan forms would have to be manually keyed in. This utility allows a form to be scanned and posted even if EncounterScan has no record of the form. *Please contact Highland Consulting before attempting to use this utility.
- Advanced Utility #10 - "Change Dealer Password" has been added to the advanced utilities screen. The dealer password allows access to the Advanced Utilities screen and can also be used anywhere EncounterScan requires the administrator password to be entered.
- Advanced Utility #12 - "Minimum Visit/Sliding Fee Setup" has been added to the advanced utilities screen. If The Medical Manager Community Health Suite is currently loaded on your system, you may enable the minimum visit/sliding fee calculations in EncounterScan by setting up this utility.

MINIMUM VISIT/SLIDING FEE SETUP SCREEN	
Enable Minimum Visit/Sliding Fee utility? (Y/N):	Y
Community Health File Path Location (A-Z):	A
Use Operating Mode (1-2):	1
MODE 1: Minimum fees will be calculated for specific charges as well as for the visit. The translation tables and default values used for performing the necessary adjustments are displayed below.	
Translation table 1-99 used for excluded procedures	: 30
Translation table 1-99 used for charge dollar minimum	: 32
Translation table 1-99 used for charge percent minimum	: 33
Translation table 1-99 used for procedure group base amt	: 35
Base visit minimum	: 10.00
Round charges?	: Y
Press <PROCESS> to save changes	

- Advanced Utility #4 - "Message Queue Setup Utility" has been added to the advanced utilities screen. This utility allows dealers to enable or disable any message that is displayed within the EncounterScan Message Queue (Error Queue).

MESSAGE QUEUE SETUP UTILITY	
USAGE	MESSAGE DESCRIPTION
New!!!	A PATIENT HAS NOT BEEN ASSIGNED TO THIS FORM.
Enabled	A UNITS # has been linked to more than 1 procedure in set #
Enabled	A VISIT COPAY OR PATIENT ESTIMATE IS DUE from patient.
New!!!	ACCOUNT LOOKUP FAILED when attempting to create new ailment.
New!!!	ACCOUNT STATUS:
Enabled	ADJUSTMENT REMOVED on
Enabled	AILMENT COMMENT/AUTHORIZATION# not specified on back of form.
Enabled	AILMENT DATE marked without a set number.
New!!!	AILMENT ENTRY NOT AVAILABLE. Check ailment label setup.
New!!!	AILMENT FACILITY # not found on file.
New!!!	AILMENT FIELD MARKED ON FORM DISCARDED: Field is suppressed.
New!!!	AILMENT INFORMATION COULD NOT BE UPDATED. Error code:
New!!!	AILMENT MERGE FAILED. Check ailments marked on form.
New!!!	AILMENT NOT FOUND on file for set #
New!!!	AILMENT NOT ON FILE for referral

(F)ind message, or press <ENTER> to change usage: .

- Advanced Utility #9 - "EncounterScan Purge Utility" has been added to the advanced utilities screen. Dealers that access the purge utility will be able to purge a wide range of database records without restriction to the purge delay settings.

DOCUSCAN PURGE UTILITY			
TYPE	SELECT	RANGE	PURGE
Encounter form history	Status = PROCESSED	01/01/90 - 06/26/01	No
Encounter form history	Status = DELETED	01/01/90 - 06/26/01	No
Encounter form history	Status = Unassigned	01/01/90 - 01/01/90	No
Encounter form history	Status = Unscanned	01/01/90 - 01/01/90	No
Encounter form history	Status = Error	01/01/90 - 01/01/90	No
Encounter form history	Status = Skipped	01/01/90 - 01/01/90	No
Past appointment batches	All batches	01/01/90 - 06/26/01	No
Deleted payment history	All records	01/01/90 - 06/26/01	No
Unused archived overlays	Overlays 500-999	500 - 999	No

REPORT OPTIONS	PRINT
Print listing of all ENCOUNTER FORMS purged from the database?	No
Print listing of all ARCHIVED OVERLAYS purged from the database?	No
Print listing of all DELETED PAYMENTS purged from the database?	No

Select (Y)es, (N)o, (D)ate range, or <PROCESS> to begin purge: .

- The ENCOUNTERSCAN UTILITIES screen located in the EncounterScan Defaults module has been updated. The (U)tilities that are now listed in the Utilities screen allow users to perform many general day to day tasks.

DOCUSCAN UTILITIES		
#	DESCRIPTION	MODIFIED
1	Display Encounter Form Settings	11/03/03
2	Define Encounter Form Sort Orders	Never
3	Update Clinical History Form Header Information	Never
4	Print Report Of All Docuscan Default Settings	Never
5	Print Report Of Monthly Encounter Form Usage	Never
6	Scan Forms From Old Dataset Into Current Dataset	Never
7	Purge Records From The Docuscan Database	Never
8	Audit Deleted Payments	11/06/03
9	Change Administrator Password	Never
10	Patient Responsibility Code Listing	Never
11	Update Receipt Message	Never
12	Define Ailment Field Filters	11/03/03
13	Update Standard Report Listing	Never
14	Extended Printer Mapping	10/24/03
15	Encounter Form Printing Defaults	10/31/03

Enter utility#: ..

- Utility #8 - "Audit Deleted Payments" has been added to the Utilities screen. This utility allows users to track payments that have been deleted from within the EncounterScan verification screen.

DELETED PAYMENTS							
DATE	VOUCHER	ACCOUNT	DELETED BY	POSTED BY	TYPE	VOUCHER	AMOUNT
11/06/03	9	10.1	2-Mary Sny	1-Paul Wil	Money		10.0
11/06/03	8	40.0	2-Mary Sny	1-Paul Wil	Money		20.0
11/06/03	7	34.0	2-Mary Sny	1-Paul Wil	Money		100.0
11/06/03	6	20.0	2-Mary Sny	1-Paul Wil	Money		500.0
11/06/03	5	10.1	2-Mary Sny	1-Paul Wil	Money		500.0
11/06/03	4	40.0	2-Mary Sny	1-Paul Wil	Money		81.0
11/06/03	2	10.1	2-Mary Sny	1-Paul Wil	Money		500.0

- Utility #5 - "Print Report Of Monthly Encounter Form Usage" has been added to the Utilities screen. This utility allows users to print the Monthly Encounter Form Usage report.
- Utility #10 - "Patient Responsibility Code Listing" has been added to the Utilities screen. This utility allows users to maintain a list of patient responsibility codes. When a procedure code exists in the patient responsibility code listing, the procedure will be posted as a patient responsible item (insurance = 0) when marked on a form or posted manually.

PATIENT RESPONSIBILITY CODES			
Code	Description	Plan#	Description
99070,130	CPAP - Daily Rental	7	Medicare
99070,130	CPAP - Daily Rental	11	Health Maint.Organ
99070,14	Oxygen Mask - Sale	ALL	All plans
99070,145	Supply Kit Sale	ALL	All plans
CONTRACT	Contract Payment Due Notice	ALL	All plans
INTEREST	Finance Charge	ALL	All plans
L8130	Elastic Support Stockings	ALL	All plans
NOSHOW	Missed Appointment Without Notice	ALL	All plans
UB988	PROFESSIONAL FEES - CONSULTATION	ALL	All plans

- Utility #12 - "Define Ailment Field Filters" has been added to the Utilities screen. An ailment filter contains a group of ailment data fields that can be viewed or edited when working with an ailment. For example, if a user needs to edit only the hospitalization date fields associated with an ailment, an ailment filter could be set up to do this.

#	AILMENT FILTER NAME	SEARCH WINDOW
1	All Fields	ENABLED
2	Standard Fields	ENABLED
3	Header Fields	Disabled
4	Questions	Disabled
5	Doctors & Facilities	Disabled
6	UNDEFINED	Disabled
7	UNDEFINED	Disabled

#	FIELDS INCLUDED IN FILTER	TYPE
1	Comment Field	Header
2	Authorization #	Header
3	Hold Claim (Y/N/I)	Header
4	Inpatient	Header
5	Date 1st Consulted	Header
6	Facility #	Header
7	Ref Dr	Standard

Press <ENTER> to view ailment fields: .

- EncounterScan utility #2 - "Define Encounter Form Sort Orders" now supports the ability to pad a space character into the sort string. If a date field is included in one of the encounter form sort order index members, the SORT column will format the date using MM/DD/YY.

TRACKING REPORT

- The tracking report has been redesigned to function like a report generator. Reports may now be sorted by voucher, appointment date, status, doctor, name, account, overlay, service date, date paid, or date modified.

Option	Report settings	Type of report
TYPE	TRIAL RUN	TRIAL RUN
RANGE	02/21/2003 - 02/21/2003	FINAL RUN
SELECT	All records	STATUS REPORT
SORT BY	Date modified, status	
FILTER1	Form status = Skipped	
FILTER2	Form status = Error	
FILTER3	UNDEFINED	
FILTER4	UNDEFINED	
FILTER5	UNDEFINED	

Option	Report detail options	Y/N
OPTION1	Print procedure code and charge detail?	Yes
OPTION2	Print clinical history item detail?	Yes
OPTION3	Print message queue detail?	Yes
OPTION4	Print disabled procedure codes on report?	Yes
OPTION5	Issue page breaks at end of each sub-header?	Yes

Select option, (M)enu, (S)ave, <PROCESS> to print: .

- Up to five filters may be selected when running a tracking report. The filters available are: user who received payment, user who posted charges, payment method, performing doctor, appointment doctor, form overlay, form status, procedure location, posting location, and department.

- From within the tracking report screen, a status report may be run listing the total number of unscanned, error, skipped, and processed forms in a report query. The status report replaces the old tracking report option "print daily summary of all active encounter forms".

VIEW/EDIT ENCOUNTERS

- Encounter form records may be sorted on the view/edit screen using several new indexes. The sort orders available are: Voucher, appointment date + status, name, account, doctor + appointment date, status + location, overlay + appointment date, date of service + status, date paid + user paid + status, date modified + status.

Last User: Paul Wilson	Sort Order: Voucher	Appt Dr : 0
Modified : 04/10/2001	Sort Range: 0 - 999999	Appt Loc: NW
Batch Run:	Date Range: 0 - 04/10/02	Proc Loc:
User Paid:	Form Title: 1 Sydney Carrington &	Post Loc: 1
Amt\$ Paid:	Printer # : 1 File, No Codes	Departmt: 0
Date Paid:	Scan Date :	Dataset : 1
Serv Date: 04/10/2001	Appt Date : 04/10/2001 8:30a	FormType: LT2

VOUCHER	ACCOUNT	NAME	DR	APPTDATE	OVL	PMT	STATUS
1	10.1	Carlson, Sharon	1	04/10/01	1	None	Skipped
2	20.0	Graham, Lorraine	1	04/10/01	2	Money	Skipped
3	34.0	Dudley, Wayne	1	04/10/01	3	None	PROCESSED
4	40.0	Green, Gordon	1	04/10/01	4	None	PROCESSED
5	10.1	Carlson, Sharon	1	04/10/01	1	None	Unscanned
6	20.0	Graham, Lorraine	1	04/10/01	2	None	Unscanned
7	34.0	Dudley, Wayne	1	04/10/01	3	None	Unscanned
8	40.0	Green, Gordon	1	04/10/01	4	None	Unscanned
9	10.1	Carlson, Sharon	1	04/10/01	1	None	Unscanned
10	20.0	Graham, Lorraine	1	04/10/01	2	None	Unscanned

SEARCH ON VOUCHER : ? = Help

- The <TAB> key can be used to quickly change sort orders. Example: pressing "s" + <TAB> will display all "skipped" forms, pressing "u" + <TAB> will display all "unscanned" forms. Pressing the <TAB> key alone will cycle through the sort orders set up in EncounterScan defaults. The <TAB> key replaces the single quote character (') that was formally used to change the index used in the view/edit screen.
- From within the verification screen, the Supervising Doctor field has been added below the performing doctor field. The Taxonomy code has also been added to the ailment field list.
- The <PAGE DOWN> key can be used to display the next 7 procedures listed in the verification screen window. When the end of the list is reached, the highlight bar will automatically be returned to the top of the list.
- The option (V)isit copy has been added to the Payment option available within the verification screen. When posting a payment within the verification screen and the payment source = (P)atient, EncounterScan will set the default payment amount to the patient's expected visit copy. If the payment source = (U)napped credit, EncounterScan will retrieve the oldest or newest prepaid visit copy amount (based on the setting of EncounterScan default #3.2) and use it as the default payment amount. After the user enters the actual payment amount to be applied, EncounterScan will integrate the amount of money entered by the user.

SCANNING OPTIONS

- EncounterScan can create up to 7 new ailments per form - one per bubble set. A single ailment will be created whenever two or more bubble sets have the same ailment data marked in each set. Multiple ailments will be created whenever two or more bubble sets have different ailment data marked in each set. For example: If referring doctor #10 is marked in bubble set #1 and referring doctor #11 is marked in bubble set #2, two new ailments will be created. However, if referring doctor #10 is marked in bubble set #1 & #2 or referring doctor #10 is marked globally with the (P/L) bubble, only one new ailment will be created and shared by bubble sets #1 & #2 (assuming no other ailment data is marked in set #1 & #2).

- The verification screen has been updated. The supervising doctor now appears below the performing doctor, the date of service appears on the charge total line, and the procedure comment appears below the diagnosis code window.

Pat: 10.1	Nm: Carlson, Sharon A.	Set: 0	Loc :	EMC: Y
Vch: 2	Dr: 1 James T. Monroe, MD	Msg: 3	PLoc: 1	TOS: 1
Bal: \$114.85	Su: 2 Frances D. Simpson, M	Qty: 1	Dept: 0	POS: 3

Services	Charges	Wrtdown	Payment	Adjusts	Balance
99213 Office Estb: Expanded H	40.00pv	30.00	0.00	0.00	10.00
10040 Acne Surgery	500.00N	0.00	0.00	0.00	500.00
10060 Incision and Drainage o	250.00p	250.00	0.00	0.00	0.00
COPAY Visit Copay	10.00V	0.00	0.00	0.00	0.00

04/10/2001	790.00	280.00	0.00	0.00	510.00
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1: 786.50	Chest Pain, Unspecified	Pri: 12.1	(N) AMH - Employer Plan
2:		Sec: 7.1	Medicare
3:		Ref:	
4:		Ail:	

C: Comment...

> Payment Service Diagnosis Insurance Ailment Quantity Other

FORM PRINT OPTIONS

- The option "Print Encounter Forms For Individuals" has been updated. The patient's HIPAA status and both remarks are now displayed at the top of the screen.

Pat: Carlson, Sharon A.	Ovl: GENERAL MEDICINE - LT2
Pid: 83738885639	Rem: Payment is overdue
Hpa: Revoked consent	Rem:

Rsn: General Check-Up	Ttl: Sydney Carrington & Associates P.A.
Dr : Frances D. Simpson, MD	Prt: File, No Codes - Tray 0
Rm : NW Exam Room #1	Out: SUPPRESSED
Loc: Community Hospital	Lbl: SUPPRESSED

Patient#	Rsn	Dr#	Rm#	Loc	Ovl	Ttl	Prt	Out	Payment	ApptDate	ApTime
10.1.....	1	2	1	CH	1	1	1	0	11/06/03
.....
.....
.....
.....
.....
.....

? = help, <TAB> = remarks, <PROCESS> to print

- The option "Reprint Individual Encounter Forms" has been added to the Form Print Options main menu. This option will allow users to search for a single encounter form and reprint it with the same information as the original form.

REPRINT INDIVIDUAL ENCOUNTER FORMS

VOUCHER	ACCOUNT	NAME	DR	APPTDATE	OVL	PMT	STATUS
2	20.0	Graham, Lorraine	1	04/10/01	2	None	Unscanned
3	34.0	Dudley, Wayne	1	04/10/01	3	None	Unscanned
4	40.0	Green, Gordon	1	04/10/01	4	None	Unscanned
5	10.1	Carlson, Sharon	1	04/10/01	1	None	Unscanned
6	20.0	Graham, Lorraine	1	04/10/01	2	None	Unscanned
7	34.0	Dudley, Wayne	1	04/10/01	3	None	Unscanned
8	40.0	Green, Gordon	1	04/10/01	4	None	Unscanned
9	10.1	Carlson, Sharon	1	04/10/01	1	None	Unscanned
10	20.0	Graham, Lorraine	1	04/10/01	2	None	Unscanned
11	34.0	Dudley, Wayne	1	04/10/01	3	None	Unscanned
12	40.0	Green, Gordon	1	04/10/01	4	None	Unscanned
13	10.1	Carlson, Sharon	1	04/10/01	1	None	Unscanned

Search on voucher# or press <ENTER> to reprint: █.....

- The option "Change Default Printer Settings" has been added to the Form Print Options main menu. This option allows a user to temporarily change their default overlay printer, report printer, outguide printer, and receipt printer.
- The option "Reprint Previous Batch Of Appointments" will retain up to a year's worth of batch history based on the EncounterScan default setting "Retain Appointment Batch History (0-365) days."
- The option "Patient Responsibility" can now be marked on unassigned forms.

HELP TABLE MAINTENANCE

- The help table listing is now sorted in alphabetical order. A table can easily be located by typing the first couple characters of a table's name.

DEFINE FORM OVERLAYS

- Support for the supervising doctor and taxonomy code has been added to the Define Form Overlays module.
- Payments from unapplied credit have been enhanced to allow a single prepaid visit copay payment to be posted by EncounterScan. Within the PAYMENTS option in Define Form Overlays, the option "\$ - U.Credit - Prepaid visit copay" may now be defined on an overlay. When this option is marked on a form, EncounterScan will search for the oldest or newest prepaid visit copay based on the setting of EncounterScan default #3.2 - "Payments From Unapplied Credit: (O)ldest, (N)ewest, (D)isable". If a prepaid visit copay is found, EncounterScan will integrate only the amount of the prepaid visit copay regardless of what the patient's expected visit copay is set up on their account.
- Standing orders are now supported. To print a patient's standing order on an encounter form, select the "ORDERS" option from within the overlay maintenance screen.
- Any item defined on an overlay may be formatted using bold or underline print. To bold, underline, or edit an overlay item description, highlight an overlay item and press the <TAB> key. (The apostrophe key is no longer used for editing an overlay item description). When an overlay item description has been edited, preslugged, or defined for bold or underline printing, an asterisk (*) will appear next to the overlay item. When an "*" appears next to an item, a "Fmt:" label followed by several characters (D,B,U,1,2,3,4,5,P) will appear at the top of the overlay maintenance screen. The following characters and their meanings are as follows: D = Item description has been modified, B = Item will be printed in bold print, U = Item will be Underlined, 1 = Bubble set #1 will be preslugged, 2 = Bubble set #2 will be preslugged, 3 = Bubble set #3 will be preslugged, 4 = Bubble set #4 will be preslugged, 5 = Bubble set #5 will be preslugged, P = (P/L) bubble will be preslugged.

REASON CODE MAINTENANCE

- The reason code maintenance screen has been redesigned. Reason codes are no longer set up for direct or selective mapping. The overlay mapping setup may be saved to file or loaded from file. The user also has the option to save or discard changes that were made at the end of the session.

REASON CODE MAINTENANCE FOR DATASET #1

OPTION	DESCRIPTION	PRIORITY
REASON	Map overlays directly to appointment reasons	1st
INS+DOC	Map overlays by insurance plan + doctor	2nd
INS+RSN	Map overlays by insurance plan + reason	3rd
CAR+RSN	Map overlays by insurance carrier + reason	4th
DOC+RSN	Map overlays by appointment doctor + reason	5th
ROOM+RSN	Map overlays by appointment room + reason	6th
LOC+RSN	Map overlays by appointment location + reason	7th
INS PLAN	Map overlays directly to insurance plans	8th
CARRIER	Map overlays directly to insurance carriers	9th
DOCTOR	Map overlays directly to appointment doctors	10th
ROOM	Map overlays directly to appointment rooms	11th
LOCATION	Map overlays directly to appointment locations	12th

Select Option, (L)oad setup, (S)ave setup, or (R)estore setup: █

- Overlays can be mapped directly to reasons, insurance plans, insurance carriers, doctors, rooms, and locations.

MAP OVERLAYS DIRECTLY TO INSURANCE PLANS

#	Insurance plan	#	Overlay	Form
1	BCBS Employers Group Plan	7	BCBS General Medicine	LT2
2	Workers' Compensation	1	GENERAL MEDICINE	LT2
3	Medicare Plus	8	MEDICARE FORM	LT2
4	Employees Trust Insurance	1	GENERAL MEDICINE	LT2
5	Aetna Life & Casualty.	1	GENERAL MEDICINE	LT2
6	Nationwide Health Insur.	1	GENERAL MEDICINE	LT2
7	Medicare	1	GENERAL MEDICINE	LT2
8	Medi-Cal Insurance	1	GENERAL MEDICINE	LT2
9	Workers' Compensation	-	> SUPPRESS PRINTING	
10	Champus	-	> SUPPRESS PRINTING	
11	Health Maint.Organization	-	> SUPPRESS PRINTING	
12	AMH - Employer Plan	0	> UNMAPPED	
13	BCBS State Employees Plan	0	> UNMAPPED	

Enter overlay#, !, ?, 0, (U)ndo, (S)uppress, (F)ind, or 'index: ...

- Overlays may also be mapped by insurance plan + doctor, insurance plan + reason, insurance carrier + reason, doctor + reason, room + reason, and location + reason.

#	Insurance plan	#	Overlay	Form
1	BCBS Employers Group Plan	0	> UNMAPPED	
2	Workers' Compensation	0	> UNMAPPED	
3	Medicare Plus	0	> UNMAPPED	
4	Employees Trust Insurance	0	> UNMAPPED	

#	Appointment doctor	#	Overlay	Form
1	Monroe, M.D., James T.	0	> UNMAPPED	
2	Simpson, M.D., Frances D.	0	> UNMAPPED	
3	Carrington, M.D., Sydney	0	> UNMAPPED	
4	Shiller-Therapist, Sandra	0	> UNMAPPED	
5	Mitchell, L.P.N., Amy	0	> UNMAPPED	
6	Bennett, CRNA, Joel W.	0	> UNMAPPED	
7	Roberts, Keith	0	> UNMAPPED	
8	Carter, R.N., Ronald P.	0	> UNMAPPED	
9	Mahoney, R.N., Dawn R.	0	> UNMAPPED	
10	Springfield, Julie M.	0	> UNMAPPED	
11	Wagner, Colette P.	0	> UNMAPPED	

Select insurance plan and press <ENTER>, (F)ind, (M)ode, or 'index: .

PRINTER/SCANNER SETUP

- Several new options have been added to the User Permissions screen:

1	YES	Allow changes to be made within the Docuscan defaults module?
2	No	Allow encounter form records to be marked as DELETED?
3	YES	Allow modification of charges, payments, and adjustments?
4	YES	Allow posting of charges to The Medical Manager?
5	No	Allow user to run a FINAL RUN tracking report?
6	No	Allow managed care referral limits override?
7	No	Allow reassignment of patient on verification screen?
8	YES	Allow batch printing of encounters by appointment date?
9	YES	Allow modification of form overlays and reason code mapping?
10	No	Allow user to delete payments collected by other users?
11	YES	Allow access to the Scanning Options and VIEW/EDIT modules?
12	YES	Allow user to purge records from the Docuscan database?
13	YES	Allow access to the Help Table Maintenance module?

#	USER NAME	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Paul Wilson	Y	N	Y	Y	N	N	N	Y	Y	N	Y	Y	Y
2	Mary Snyder	Y	N	Y	Y	N	N	N	Y	Y	N	Y	Y	Y
3	Dr. Carrington	Y	N	Y	Y	N	N	N	Y	Y	N	Y	Y	Y
4	Dr. Monroe	Y	N	Y	Y	N	N	N	Y	Y	N	Y	Y	Y

Enter user #, (M)odify, (G)lobal options, or <EXIT> ...

- Support for a DYMO SE300 label printer has been added to the PRINTER/SCANNER Setup module. The label printer can be activated via EncounterScan Default #7.9. When a default label printer is defined for one or more users, a label will print to the designated label printer whenever an encounter form is generated.

OTHER FEATURES

- When accessing any help window within EncounterScan, the last index that was invoked by a user (code or description order) will be stored in the user's preference file.
- When printing receipts, the envelope address text will now print using 12pitch font. The envelope address is now properly formatted for a #10 standard business envelope.
- Any item defined on an overlay may be underlined or printed in bold print. Within the overlay maintenance screen, the <TAB> key may now be used to change an item description, underline an item, or print an item in bold print.

Enhancements from version 10.0 R5 to version 10.0 R7

- 999 printers are now supported in the EncounterScan software. Utility #16 - "Extended Printer Mapping" can be used to select a prototype printer (which consists of a Medical Manager application printer, printer setup, and environmental variable) for each type of printer in EncounterScan (Overlay printer, report printer, receipt printer, etc.). When using printers 100-999 in EncounterScan, print jobs will be routed to the device name associated with printers 100-999 via the prototype printer. *If a site uses entirely HP compatible laser printers, only one Medical Manager application printer needs to be reserved for EncounterScan. Refer to the Installation Guide for more information.

EXTENDED PRINTER MAPPING			
TYPE	APPLICATION PRINTER	PRINTER SETUP	
Overlay Printers	2 DOCUSCAN PRINTER	4	HP 4/LaserJet
Outguide Printers	2 DOCUSCAN PRINTER	4	HP 4/LaserJet
Report Printers	4 Docuscan Reports	3	Epson
Receipt Printers	4 Docuscan Reports	3	Epson
Label Printers	0 <UNDEFINED>	0	<UNDEFINED>

Press <ENTER> to select a prototype printer

- A (M)enu option has been added to the Tracking Report program. 15 standard reports are included with the EncounterScan software and can be accessed using the (M)enu option. Each user on the system may also create and save custom reports that they frequently use.

Option	Report settings	Type of report
TYPE	TRIAL RUN	TRIAL RUN
RANGE	04/10/2001 - 02/24/2003	FINAL RUN
SELECT	All records	STATUS REPORT
SORT BY	Doctor, appointment date	
FILTER1	Form status = Unassigned	
FILTER2	UNDEFINED	
FILTER3	UNDEFINED	
FILTER4	UNDEFINED	
FILTER5	UNDEFINED	

Group	STANDARD REPORTS	'index
UNASGN	All unassigned forms	
UNSCAN	All unscanned records for current Medical Manager date	
FINAL	Final run of all records in doctor order	
FINAL	Final run of all records in status order	
STATUS	Status report of all records by appointment date	

Select report, (U)ser reports, or <EXIT> .

- EncounterScan default #15.9 "Use Clinical Type (1-99) For Tracking HIPAA Status" has been added to the default listing. This default option is specifically designed for tracking a patient's HIPAA status using the clinical history features in EncounterScan. When this option is set to a clinical history type# (1-99), clinical history data can be printed and posted in EncounterScan for the selected type#. Refer to the Clinical History documentation for instructions on how to print and post clinical history information on a EncounterScan encounter form.
- EncounterScan default #15.10 "Use Consent Flag For Tracking HIPAA Status? (Y/N)" has been added to the default listing. This option works in conjunction with default #15.9 and allows the Medical Manager consent flag to be updated by EncounterScan whenever a patient's HIPAA status is updated in EncounterScan. Please refer to the Clinical History User's Guide for more information on how to set up EncounterScan to track a patient's HIPAA status.

- EncounterScan default #4.12 "Print Supervising Doctor In Form Demographics? (Y/N)" has been added to the default listing.
- EncounterScan default #9.4 "Display Tracking Report Menu When Screen Is Accessed" has been added to the default listing. When this option is turned on, the tracking report menu will be displayed whenever a user enters the tracking report program.
- EncounterScan default #8.9 "Strip ICD-9 Comma Extensions On Receipts" has been added to the default listing. When this option is set to (Y)es, any ICD-9 comma extensions will be stripped from the diagnosis codes printed on receipt formats 6 and 7.
- When working in the user preferences screen, a user may use the (G)lobal option to ask for a default dr/room/loc for a range of users.
- A (S)upport option has been added to the EncounterScan default screen. When this option is selected, the EncounterScan support #, e-mail address, and current software version will be displayed on the screen.
- The Data Import Utility has been updated and allows more flexibility for moving files from one dataset to another.
- Users will now be prevented from running a Medical Manager daily close whenever the scanning options module or the view/edit module is in use.

Enhancements from version 10.0 R7 to version 10.0 R9

- The HIPAA tracking utilities have been updated. Clinical remarks may now be used when tracking a patient's HIPAA status. Please refer to the Clinical History User's Guide for more information on how to set up EncounterScan to track a patient's HIPAA status.
- Procedure comments may now be entered on the verification screen command line as ">> cXX" or ">> !cXX" where XX represents the code that corresponds to the procedure comment.
- Two new options "REF DR = (Dr's Ref Dr)" and "REF DR = (Patient's Ref Dr)" have been added to the DEFINE Form Overlays module under the option "OTHER DATA". When these options are defined on an overlay and printed on an encounter form, the doctor's referring doctor and patient's referring doctor will print on the encounter form and can be marked like a normal referring doctor.

Enhancements from version 10.0 R9 to version 10.0 R10

- A (C)opy option has been added to the User Defaults, User Permissions, and User Preferences Screen. This option can be used to copy the default settings from one user to another.
- When the (M)odify option is selected in the ailment help window, the last ailment filter that the user selected will be used. The last filter that a user selected is stored in the user preferences file.
- The ailment UB field User2 has been added to the ailment listing. Help tables for the ailment comment (f11.23), authorization comment (f11.22), user defined field (f11.29), and user2 field (f35.52) have also been added to the help table maintenance screen.

- Default #10.8 "Enable Procedure/Ailment/Auth# Comment Substitutions? Y/N" has been added to the default listing. When this option is set to (Y)es, EncounterScan will substitute the strings "<1>", "<2>", "<3>", etc. whenever they appear in a procedure comment, ailment comment, authorization comment, user defined field, or user2 field.

<u>STRING</u>	<u>SUBSTITUTED VALUE4</u>
<1>	Performing Dr#
<2>	UPIN#
<3>	State ID#
<4>	Medicare ID#
<5>	Primary diagnosis code
<6>	Primary diagnosis description

Enhancements from version 10.0 R10 to version 10.0 R11

- Within utility #12 - "Define Ailment Filters", up to 99 ailment filters may now be defined.
- In previous releases of the software, the "Ailment Field Search Window" was displayed whenever an ailment was edited within the EncounterScan verification screen. This "Search Window" may now be Enabled or Disabled for ailment filters #3-99. When a user selects filter #3-99 and the Ailment Field Search Window is Disabled for this filter, the user will be placed immediately into the "Ailment Field Editing" window bypassing the Ailment Field Search Window. This can save a user several keystrokes whenever an ailment field needs to be viewed or edited. NOTE: When editing ailment fields within the verification screen, the <PROCESS> key must now be pressed in order to save the changes made to the ailment. If one or more ailment fields are modified and the <EXIT> key is pressed, the user will be asked to "Cancel changes and exit (Y/N)". If the user answers (Y)es, the ailment field values will be reset to their original state prior to modifying the ailment.

Pat: 20.0	Nm: Graham, Lorraine T.	Set: 0	Loc :	EMC: Y
Vch: 2	Dr: 1 James T. Monroe, MD	Msg: 0	PLoc: 1	TOS: 1
Bal: \$168.50	Su: 1 James T. Monroe, MD	Qty: 1	Dept: 0	POS: 3
Field 1 of 84	Value	Description	FF#	
ACCIDENT (A)uto, (O)ther, (N)	N		702	
Admission Date	04/10/01	Tue Apr 10, 2001	945	
Admission Hour	0		947	
Admission Source			948	
Admission Type			946	
Authorization #			718	
Bill Type			901	
04/10/2001	500.00	0.00	0.00	500.00
1: 786.50	Chest Pain, Unspecified	Pri: 16.0	(N) AMH - Gold Plan	
2:		Sec: 3.0	Medicare Plus	
3:		Ref:		
4:		Ail:		
>>> AILMENT FIELD SEARCH WINDOW <<<				
Search on field name or Press <ENTER> to edit fields:				

Ailment Field Search Window

Pat: 10.1	Nm: Carlson, Sharon A.	Set: 0	Loc :	EMC: Y
Vch: 2	Dr: 1 James T. Monroe, MD	Msg: 2	PLoc: 1	TOS: 1
Bal: \$114.85	Su: 1 James T. Monroe, MD	Qty: 1	Dept: 0	POS: 3

Field 6 of 84	Value	Description	FF#
ACCIDENT (A)uto, (O)ther, (N)	N		702
Admission Date	04/10/01	Tue Apr 10, 2001	945
Admission Hour	0		947
Admission Source			948
Admission Type			946
Authorization #	B-863-8756.....		718
Bill Type			901

04/10/2001	500.00	0.00	0.00	0.00	500.00
------------	--------	------	------	------	--------

1: 786.50	Chest Pain, Unspecified	Pri: 12.1	(N) AMH - Employer Plan
2:		Sec: 7.1	Medicare
3:		Ref:	
4:		Ail:	

>>> Edit ailment fields <<<

Use <UP/DOWN/ENTER> to move, <PROCESS> = save, <EXIT> = cancel, ? = Help

Ailment Field Editing Window

- Utility #16 - "Add EncounterScan Programs To View Patient Chart Element Listing (Y/N)" has been added. When this utility is run, five options will be added to the View Patient Chart Element Listing: "EncounterScan Enc Form", "EncounterScan Enc Menu", "EncounterScan Enc Order", "EncounterScan View/Edit", "EncounterScan scanning". These options may then be added to a patient's Chart Layout and used to access various EncounterScan functions without having to exit the View Patient Chart module. An encounter form may also be setup up to auto-print whenever "EncounterScan Enc Form" is selected from within View Patient Chart.
- Ailment fields that are suppressed in the Medical Manager will no longer show up in the ailment field search window or the ailment field editing window. An error message will be displayed at the time of scanning if any suppressed fields are marked on the EncounterScan form.
- Default #1.1 has been updated to read: "Ailment Field Usage: (A)ll fields Or (S)tandard only". NOTE: If your default #1.1 was previously set to (U)B or (B)oth, please change it to (A)ll fields.

Enhancements from version 10.0 R11 to version 10.30 R3

- Utility #17 - "Define Ailment Macros" has been added to the Utilities menu. In the Medical Manager Ailment Labels Setup screen, a set of default values can be assigned to each ailment field. When a new ailment is created in The Medical Manager, the default values that appear in the Ailment Labels Setup screen are used as the default values for the new ailment. Ailment Macros accomplish the same task by allowing users to create up to 99 different sets of ailment field default values. After an ailment Macro has been created, it may then be defined on a form overlay using the overlay maintenance option "MACRO-AIL". When an Ailment Macro is marked on an encounter form, a new ailment will be created using the default values associated with the selected macro.

#	AILMENT MACRO NAME
1	Auto Accident
2	Workman's Comp
3	Doctor Smith's ailment
4	Doctor Jones's ailment
5	UNDEFINED
6	UNDEFINED
7	UNDEFINED

FIELD NAME	DEFAULT VALUE	DESCRIPTION
ACCIDENT (A)uto, (O)ther, (N)o	A	
Admission Date	S	DATE OF SERVICE
Admission Hour		
Admission Source	7	Emergency Room
Admission Type		
Authorization #		
Bill Type		

(M)odify or press <ENTER> to edit ailment field defaults: .

- When EncounterScan version 10.32 is installed on Medical Manager version 10.30 or higher, the following ailment fields will be available: Date last worked, Disability type, Authorization 1, Auth 1 type, Auth 1 ins plan, Authorization 2, Auth 2 type, Auth 2 ins plan, Date assumed/relinquished care, Delay reason.
- A new form DS4 (double sided/4 bubble set legal) has been added to the software. This form is very similar to form DS2 (double sided/4 bubble set legal) except that it contains space for doctor's comments on the back side of the form. **WARNING: This form replaces form LT1. If you currently use form LT1, you must convert all LT1 overlays to some form other than LT1 prior to installing the latest version of EncounterScan.**
- When the (A)ilment option is selected on the verification screen command line, the following options will now be displayed: "(A)dd, (C)opy, (E)dit, (F)ilter, (M)acro, filter#, or <ENTER> to select". A user's default ailment macro may be selected using the (M)acro option and will be used anytime a new ailment is created.
- In previous software releases, a user had to select the "PROCEDURE" option when defining macros on an overlay. A new overlay maintenance option "MACRO-CPT" may be used to define macros on a form.
- When a referral is printed on an encounter form, the text "A!" will appear on the third line of the referral indicating that an ailment is attached. EncounterScan default #2.5 - "Merge New Ailment Data With Existing Ailments? (U/C/N)" now works in conjunction with ailments that are attached to referrals.
- Utility #16 - "Add EncounterScan Programs To View Patient Chart Element Listing (Y/N)" has been updated to allow access to the "Scanning Options" module.
- Default #8.10 - "Maximum # of future appointments printed on receipt (0-99)" has been added to the default listing.
- Default #8.2 - "Print Doctor's ID on receipt using reference #0-10" has been updated. When this default is set to a value 1-10, the user will be asked to enter a custom label that will be used as the doctor ID column label on receipts.

- Default #3.10 - "Default Payment Amount From Expected Visit Copay? (Y/W/N)" has been updated. When this option is set to (W)arn, the word "COPAY" will appear in the payment field of the Print Encounter Forms For Individuals screen whenever the user has an expected copay. When the user places the cursor on the payment field, the word "COPAY" will be changed to the payment amount.
- Medical Manager Profile Archives are now supported.
- Default #4.13 - "Print Date Of Last Visit In Form Demographics Area" has been added to the default listing.
- Default #5.4 - "Print Social Security # In Form Demographics Area" has been added to the default listing.
- Default #6.5 - "Referral Print Order: (N)ewest or (O)ldest first?" has been added.
- Default #7.4 - "Track Forms Via Medical Manager's tracking system" has been updated to support a (D)elele option. When the (D)elele option is selected, encounter form tracking records will be deleted from the Medical Manager encounter form tracking file at the moment the form is marked as DELETED in the View/Edit screen. If a form is undeleted in the EncounterScan View/Edit screen, the Medical Manager encounter form tracking record will be restored to the status and date it was last set to.
- Default #7.8 - "Print Bar Code Using Fields (1..9) or (D)isable" has been added. This default allows a bar code to be printed at the top of each encounter form.
- The Unicor Alpha II Claims Checking software has been integrated into EncounterScan. For more information on how to purchase this feature, please contact Highland Consulting at support@highlandconsulting.com or call (952) 426-4666
- The payment options within the verification screen have been updated to read: "(F)ull, (P)at due est, (A)pproved, (V)isit copay, (C)ustom, or %###". The (A)pproved option is similar to the (P)at due est option except that the default payment on insured items will be set to the total profile amount instead of the patient due portion. The (C)ustom option will calculate the default payment amount using the autopay sequence defined in EncounterScan default #3.1.
- In the EncounterScan Defaults screen, the "COPAYS" defaults have been moved to the "PAYMENTS" category and the "OUTGUIDES" defaults have been moved to the "PRINTERS" category. Three new categories (FORM INFO, FORM DATA, and FORM BODY) now exist to allow easier access to the default options related to information printed on the encounter form.
- On forms CH1, UB2, UB5, and DS7, the "L" cells may be formatted using the <TAB> key like any other cell on the form.
- When adjustments are applied in the verification screen using the "J" option, the user no longer has to <ENTER> over the adjustment field to default the adjustment amount.
- When the payment option is selected within the verification screen and a payment is currently applied, the payment may be redistributed using any of the payment methods (F)ull, (P)at due estimate, %, etc.
- Charges on the verification screen may be sorted by charge amount, item balance, or approved amount by typing "sort1", "sort2", or "sort3" on the command line. A new option "Sort charges using method (0-3)" has also been added to the scanning defaults screen.
- Within the verification screen, a payment may now be posted to unapplied credit without posting any charges. When marking a payment on an encounter form, a payment may also be posted to unapplied credit without posting any charges by marking the option "POST PAYMENT ONLY".
- Within the PRINTER/SCANNER Setup module, a default payment method (Check, Money, Other, ASK) may be defined for each user in the User Preferences screen.

Enhancements from version 10.30 R3 to version 10.30 R5

- The form alignment diagonal stretch values were not affecting preslug marks on live encounter forms. This problem has been fixed. If you preslug any overlay items, please test the form alignment on all printers that you print overlays to after installing this software.
- EncounterScan default #4.14 - "Print Guarantor's work# in the form demographics area" has been added to the default listing"
- When charges are posted by pressing the <PROCESS> key in the verification screen, the user will be asked "Post Charges? (Y/N/B)". Pressing "B" will post charges and then give the option to print a receipt. Pressing "Y" will post charges without asking to print a receipt.
- A % adjustment option has been added to the OTHER category in the Define Form Overlays module. This option allows a 1%-100% adjustment to be marked on a form and applied to insurance items, patient due items, or all items.
- The HIPAA tracking options have been updated. When a form is printed, the clinical code description is no longer printed in front of the clinical remark. When EncounterScan default #15.10 is set to (Y)es, the Medical Manager consent flag setting will be printed/displayed in EncounterScan along with the date and description of the last HIPAA status code posted.
- The alpha II claim checker is now manually invoked by typing "aai" on the verification screen command line.
- Default #8.11 - "Print Patient's Date Of Birth On Receipts" has been added to the default listing.
- Default #8.12 - "Print Patient's ID on receipts" has been added to the default listing.
- Default #2.1 has been updated and now reads "Allow Patient ID Lookup On Unassigned Forms". When this option is enabled, a patient ID# of 7-8 characters may be bubbled in the Account#/SSN# field to identify a patient.
- Default #3.13 - "Warn if copay payment not equal to expected copay" has been added to the default listing.

Enhancements from version 10.30 R5 to version 10.30 R9

- Default #1.10 - "Selective Ailment Printing: (I)nclude, (E)xclude, (D)isable" has been added. When the special character entered for default #1.11 matches the first character of an ailment comment, the corresponding ailment will be printed or suppressed on encounter forms.
- Default #1.11 - "Special Character Used For Selective Ailment Printing" has been added. This option works in conjunction with default #1.10 and can be used to designate which ailments will be printed or suppressed on encounter forms.
- When a spandate is defined on an overlay, it may now be captured as the lowest date of service on the form, the highest date of service on the form, or it may be captured as the date marked in the corresponding bubble set. Ailment macro date fields may also be defined as "LOWEST DATE OF SERVICE" and "HIGHEST DATE OF SERVICE" corresponding to the lowest/highest date of service marked on the form.
- Default #7.14 - "Print Social Security Number On Outguides" has been added.
- A new legal sized 3 bubble set form has been added to the software. This form allows a unit of 2, 3, or 4 to be marked next to each procedure defined on an overlay.
- Default #8.13 - "Print Tear Off Receipt Using format (1-3)" has been added. This option allows the receipt printed at the bottom of form DS3 and LT3 to be formatted for collecting payments at time of check-in, check-out, or both.

- The options "\$ Adjustment - Pat Due", "\$ Adjustment - Ins Due", and "\$ Adjustment - All" has been added to the "OTHER" category in the Define Form Overlays module. These options allow an adjustment for a specific dollar amount to be applied to a single bubble set or all bubble sets based on how the form is marked.
- The help table maintenance screen has been redesigned to allow for more characters of input for various help table fields. Ailment remarks support up to 65 characters, clinical codes support up to 60 characters, Verification messages support up to 60 characters, and procedure comments support up to 35 characters.

TABLE NAME		3 OF 42
Ailment Comment Field		
Authorization #		
Clinical history codes & remarks		
Department		
Lab gateway comments		
Lab gateway flags		
Modifiers		
#	CLINICAL HISTORY TYPE	
1	MISC DEMOGRAPHICS	
2	PATIENT HISTORY	
3	CARDIAC CATHETERIZATION	
4	PTCA	
5	CARDIOVASCULAR SURGERY	
6	POST-OPERATIVE DATA	
7	FOLLOW-UP DATA	
9	CREDIT HISTORY (form)	
Search on table name:		

- The ailment remark fields used in the macro ailment screen and the verification screen now support codes (referenced in the help table maintenance screen) as well as literal string entry. This new functionality allows up to 65 characters of text to be captured in the ailment remark fields.
- Utility #15 - "Encounter Form Printing Defaults" has been updated to allow a set of printing default values to be assigned to each doctor for the following fields: Appointment reason, Appointment room, Appointment location, Overlay title, Overlay printer, Outguide printer, Receipt printer, and Label printer. When a doctor is entered or defaulted in the Print Encounter Forms For Individuals screen, the corresponding default values will be applied. When using the Print Encounter Forms By Appointment Date screen or Print Appointment Verification Report screen, option 3 is now available and can be used to route encounter forms to the default printers assigned to each doctor.

TYPE	#	DESCRIPTION	TRAY	LASER?					
Appointment reason	1	General Check-Up							
Appointment room	1	NW Exam Room #1							
Appointment location	CH	Community Hospital							
Overlay Title	1	Sydney Carrington & Associate							
Overlay Printer - LT2	7	Local Printer	5	Yes					
Overlay Printer - CH1	7	Local Printer	5	Yes					
Overlay Printer - UB5	7	Local Printer	0	Yes					
Label Printer	1	File, No Codes	0	No					
#	Doctor	RSN	RM#	LOC	TTL	LT2	CH1	UB5	LBL
1	Monroe, James T.	1	1	CH	1	7	7	7	1
2	Simpson, Frances D.	1	1	CH	1	1	1	1	1
3	Carrington, Sydney J.	3	1	NW	1	2	2	2	2
4	Shiller, Sandra A.	3	1	NW	0	0	0	0	0
5	Mitchell, Amy	45	1	SW	0	0	0	0	0
6	Bennett, Joel W.	45	1	SW	0	0	0	0	0
7	Roberts, Keith	1	0	SW	0	0	0	0	0
Search on doctor #, (M)odify, or 'index:									

- Utility #18 - "Procedure Code Group Defaults" has been added. This utility allows the place of service, type of service, department, and procedure location to be defaulted based on the procedure code group associated with a procedure.

#	Procedure code group	POS	TOS	Dpt	Loc
1	Evaluation and Management Codes	L		5	NW
2	Office Visits & Consultations	L		5	NW
3	Out-of-Office Services	N	9	4	SW
4	X-Ray & Lab Services	8		4	L&B
5	Miscellaneous Services & Supplies	D	H	4	
6	Cast Related Services			4	
7	Surgical Procedures				
8	Physical Therapy				
9	Radiation Therapy				
10	Anesthesia				
11	Emergency Services				
12	PEN				
13	Inventory Item - Sales				
14	Inventory Item Rental				
15	Asset Sale				

Search on # or (M)odify: ...

- The tracking report screen has been redesigned and also allows filters to be created for messages reported in the Message Queue.
- A new 4 bubble set double sided form (UB4) has been added to the software. This form is similar to form DS1 with the exception that 7 custom write-in cells are located on the back side of the form.
- When defining cells on an overlay for printing existing ailments, the ailments may now be filtered by Standard, UB, Both, or Any.
- The tracking report has been enhanced to allow records with deleted payments to be reported. To use this functionality, choose the "Records with deleted payments" option under the "SELECT" option.
- Anytime a new version of software is installed, all other user must now exit the EncounterScan software.
- Whenever a diagnosis code is length 4 or 5 and no decimal exists in the code, EncounterScan will add the decimal point to the code before passing off the code to the Alpha II code checker.

Enhancements from version 10.30 R9 to version 10.31 R1

- Default #4.15 - "Print Employer's Name In Form Demographics Area" has been added.
- Default #15.12 - "Use Clinical Type (1-999) For Posting Extended Information" has been added. This option allows the corresponding clinical history type# to be used for posting data to a patient's extended information fields.
- EncounterScan default #10.8 has been renamed to read "Enable Symbolic String Substitutions". This option has been expanded to allow the real date, service date, appointment date, and Medical Manager date to be captured in the ailment comment field, ailment authorization fields, ailment remark fields, procedure comment field, field f11.29, and field f35.52.
- The ailment remark fields have been expanded to handle all 70 characters of text.
- Payments from unapplied credit have been updated. When making payments from unapplied credit, the (V)isit copy option is now date sensitive and will only allocate prepaid copay posted on the same date of service as the encounter.

- Default #3.14 - "Use Prepaid Visit Copay On MMdate When DOS > MMdate? (Y/N)" has been added. When this option is set to (Y)es and the date of service associated with an encounter form is greater than the Medical Manager system date, EncounterScan will attempt to utilize prepaid unapplied credit that was posted with a payment date = the Medical Manager system date. This option is only used when the (V)isit copay option is selected when posting payments from unapplied credit.
- Default #10.10 - "Show Clinical Items When Verification Screen Invoked? (Y/N)" has been added. When this option is set to (Y)es, the clinical history window will be displayed whenever the verification screen is invoked and there are one or more clinical codes to display. When this option is set to (N)o, the clinical history window may only be accessed by typing the "[" character on the verification screen command line.
- Default #10.11 - "Show Recalls When Verification Screen Invoked? (Y/N)" has been added. When this option is set to (Y)es, the patient recall window will be displayed whenever the verification screen is invoked and there are one or more patient recalls to display. When this option is set to (N)o, the patient recall window may only be accessed by typing the ";" character on the verification screen command line.
- Default #10.12 - "Show Lab Orders When Verification Screen Invoked? (Y/N)" has been added. When this option is set to (Y)es, the lab gateway window will be displayed whenever the verification screen is invoked and there are one or more lab orders to display. When this option is set to (N)o, the lab gateway window may only be accessed by pressing the <TAB> character on the verification screen command line.
- Default #8.13 - "Print Patient's Bill Type On Receipt Header" has been added. When this option is set to (Y)es, the 2 digit bill type will be printed in the patient information box at the top of all receipt formats.
- Default #8.15 - "Use (M)odifier Or (P)OS Description To Specify Tooth?" has been added. When this option is set to (M)odifier, the modifier code will be used to specify the tooth on dental receipts 9 & 10. When this option is set to (P)OS description, the place of service description will be used to specify the tooth on dental receipts 9 & 10.
- Receipt formats 11 & 12 have been added. Receipt formats 11 & 12 show the following detail for each charge: Date, Ins pay, procedure location, cpt, cpt description, modifier, quantity, dx, dx description, net charges, payments, balance. Additionally, the patient's provider information now displays the supervising physician name and #.
- Utility #19 - "Define Patient Recalls" has been added. With this utility, patient recalls may be created, defined on a form overlay, and marked on an encounter form.

PATIENT RECALLS

#	Recall description	Years	Months	Weeks	Dr	Rsn	Loc
1	1 week - Dr. Carter	0	0	1	8	D	D
2	1 month - Dr. Carter	0	1	0	8	D	D
3	1 year - Dr. Carter	1	0	0	8	D	D
4	3 months - Dr. Carrington	0	3	0	3	D	D
5	3 months - (bubble doctor)	0	3	0	D	D	D
6	6 months - (bubble doctor)	0	6	0	D	D	D
7	1 year - (bubble doctor)	1	0	0	D	D	D

(A)dd, (M)odify, (D)elete, (F)ind, or 'index: .

- Patient recalls may be viewed and created within the EncounterScan verification screen by pressing the ";" key.

Pat: 20.0	Nm: Graham, Lorraine T.	Set: 0	Loc :	EMC: Y
Vch: 2	Dr: 1 James T. Monroe, MD	Msg: 0	PLoc: 1	TOS: 1
Bal: \$168.50	Su: 1 James T. Monroe, MD	Qty: 1	Dept: 0	POS: 3

Services		Charges	Wrtdown	Payment	Adjusts	Balance
99201	Office New:Focused Hx-E	25.00c	15.00	0.00	0.00	10.00
11100	Skin Biopsy	250.00p	250.00	0.00	0.00	0.00

Recall for	Reason	Loc	Yrs	Mths	Wks	Date
Monroe, James T.	General Check-Up	NW	0	3	0	03/19/2004
Monroe, James T.	General Check-Up	NW	0	6	0	06/19/2004

(A)dd, (E)dit, (D)delete, or <EXIT>: .

- Options 1-7 in the Form Print Options module may now be directly chained to by setting up a separate custom menu/chain command for each option. To use this feature, a new custom menu option must be created and the word "option" must be passed as RUN_TIME1 with the corresponding menu option 1-7 passed as RUN_TIME2. To chain to the menu only, a value of 0 may be passed as RUN_TIME2.

Examples For Custom Menu Setup:

- Command: b:ncsprogs/d_preprint.dmc option 1 (Chain to Print Encounters For Individuals)
- Command: b:ncsprogs/d_preprint.dmc option 3 (Chain to Print Encounters By Appointment Date)
- Command: b:ncsprogs/d_preprint.dmc option 0 (Chain to Form Print Options Menu)

- EncounterScan utility #20 - "Alpha II Exclusion Table" has been added. When the Alpha II CodeWizard is enabled, procedures will be evaluated prior to posting and warning messages will be added to the message queue whenever claims do not meet insurance billing requirements. On occasion, a redundant Alpha II CodeWizard message will be displayed for one or more procedures and will need to be suppressed. Any procedure code/diagnosis/insurance plan combination that is defined in the Alpha II Exclusion Table will not be processed by the Alpha II CodeWizard engine causing the associated Alpha II CodeWizard messages to be suppressed.
- EncounterScan Default #6.1 has been updated to allow last diagnoses to be queried on charges that have a doctor class that matches the appointment doctor's class.
- User permission 3 has been updated to read "Allow user to modify data on the verification screen". When this permission is set to (N)o for a user, the user may scan and view forms using the Scanning Options module and View/Edit module, but they will not be able to add, delete, or modify any of the scanned data displayed on the verification screen.
- EncounterScan default #5.3 - "Print Patient's Bill Type In Form Demographics Area" has been added.
- EncounterScan Default #14.6 - "Warn If Purge Utility Has Not Been Run Within (1-365) Days" has been added to the default listing.

Enhancements from version 10.31 R1 to version 10.32 R3

- Default #10.13 - "Use Referral Diagnoses When Selecting Referral (Y/N/A)" has been added.
- Default #10.14 - "Use Referral P.O.S. When Selecting Referral (Y/N/A)" has been added.
- Hospital Rounds appointments are now supported. Utility #2 - "Setup up Encounter Form Sort Orders" has been renamed to say "Define Appointment/Hospital Round Sort Orders". Within this utility, a hospital round index may be selected in order to define one or more sort orders for printing hospital round appointments.

#	SORT NAME	USE DR INDEX	USE ROOM INDEX	HOSPITAL ROUNDS
1	DOCTOR/DATE	Yes	No	No
2	ROOM/DATE	No	Yes	No
3	ACCOUNT/DEP	Yes	Yes	No
4	NAME	Yes	Yes	No
5	TIME/NAME	No	No	Yes
6	ROOM LOCATION	No	No	Yes
7	ACCT/DEP	No	No	Yes

#	SORT FIELDS	POSITION	LENGTH
1	Appointment doctor#	1	3
2	Date of appointment	1	8
3	Appointment slot#	1	5

(M)odify or press <ENTER> to change sort fields: .

- Default #7.15 "Print Hospital Round Forms Using 0-99 Day Threshold" has also been added.
- Advanced utility #16 - "Output charge data to external file" has been added. This utility allow users to bypass posting of data to the Medical Manager and output all charge data to the file ncspxmm.dme.
- Utility #21 - "Supervising doctor translation table" has been added. This table allows insurance plan/procedure location combinations to be translated to a supervising doctor#.

SUPERVISING DOCTOR TRANSLATION TABLE

Insurance plan	Procedure location	Supervising doctor
1 BCBS Employers Group	+ CLIN Clinic	= 1 James T. Monroe MD
1 BCBS Employers Group	+ LAB Laboratory	= 7 Keith Roberts
10 Champus	+ CLIN Clinic	= 5 Amy Mitchell PA
10 Champus	+ LAB Laboratory	= 9 Dawn R. Mahoney RN
7 Medicare	+ CLIN Clinic	= 1 James T. Monroe MD
7 Medicare	+ HOSP Hospital	= 7 Keith Roberts
7 Medicare	+ NW Northwest Office	= 5 Amy Mitchell PA

(A)dd, (D)elete, (F)ind, or 'index: .

- A percent adjustment or dollar adjustment can now be applied to one or more procedures from the verification screen command line. Typing "j" + percentage (example: j20) will apply a 20% adjustment to the currently highlighted procedure. Typing "lj" + percentage (example: lj10) will apply a 10% adjustment to all procedures in the verification screen. Typing "j-" + dollar amount (example: j-5) will apply a 5 dollar adjustment to the currently highlighted procedure. "lj-" is not supported.
- Receipt formats #11 & #12 have been updated to print the place of service field on the charge detail line.
- Advanced utility #17 - "Change Index File Compression Settings" has been added. This utility may be used to enable or disable compression on one or more EncounterScan index files in order to fix problems with the database.
- Default #6.7 - "Format Referral Line 1 Using Format (1-2)?" has been added.
- Default #6.8 - "Format Referral Line 3 Using Format (1-3)?" has been added.
- A (R)eferral option has been added to Default #6.1 - "Query Last Diags: (P)at, (H)ist, (E)&M, (D)r, (C)lass, (R)ef". This option allows up to 9 unique diagnosis codes associated with one or more referrals to be printed on an encounter form.
- Up to 35 existing ailments may now be printed on an encounter form.
- Default #1.12 - "Print Ailments Based On Doctor/Supervising Doctor? (Y/N)" has been added.
- Default #5.9 - "Print Patient Name From (P)atient Or (A)ppointment Info" has been added.
- Receipt formats 13 & 14 have been added. These receipt formats are similar to formats 11 & 12 except they will not show any money in the charge detail section.
- Default #6.9 - "Print Insurance ID# On Tear Off Receipts? (Y/N)" has been added. If a patient's SSN# is stored in the insurance ID field, this default can be used to suppress it.
- Default #5.10 - When this option is set to (Y)es, the initials of the user who printed the form will be printed next to the printer# in the form demographics area of an encounter form.

Enhancements from version 10.32 R3 to version 10.32 R5

- A new tracking report TYPE called "REASON REPORT" has been added to the tracking report menu. When this type of report is selected, the reason code and reason description will be printed on the report.

Option	Report settings
TYPE	REASON REPORT
RANGE	08/25/2006 - 08/25/2006 (&appointment date)
SELECT	All records
SORT BY	Voucher
FILTER1	UNDEFINED
FILTER2	UNDEFINED
FILTER3	UNDEFINED
FILTER4	UNDEFINED
FILTER5	UNDEFINED
Type of report	
TRIAL RUN	
FINAL RUN	
STATUS REPORT	
REASON REPORT	
Select option .	

- The option "Extend.Info" has been added to the define form overlays option list. When this option is selected, the extended information fields that appear in the list may be defined on an overlay and printed on an encounter form.

```

DEFINE FORM OVERLAYS                                OVERLAY: 1 OFFICE ENCOUNTER (DS1)

```

Options	Cell	Id	Code	Description
EXTEND.INFO	C03			
FACILITY #	C04	T	TITLE	* PRINT EXTENDED INFORMATION
GATEWAY-COM	C05	.	1	(PRINT EXT.INFO: Occupation)
GATEWAY-CPT	C06	.	2	(PRINT EXT.INFO: Extra Field 2.)
GATEWAY-FLG	C07	.	3	(PRINT EXT.INFO: Extra Field 3.)
INSURANCE	C08	.	4	(PRINT EXT.INFO: Extra Field 4.)
LAB CHARGES	C09	.	5	(PRINT EXT.INFO: Extra Field 5.)
LAB FACILIT	C10	.	6	(PRINT EXT.INFO: Service Branch)
LAST DIAGS	C11	.	7	(PRINT EXT.INFO: (A)ct.(R)etire)
LOCATION	C12	.	8	(PRINT EXT.INFO: Extra Field 8.)
MACRO-AIL	C13	.	9	(PRINT EXT.INFO: Extra Field 9.)
MACRO-CPT	C14	.	10	(PRINT EXT.INFO: Blood Type)
	C15			
	C16			
	C17			
	C18			

Search on
Option
.....

- Default #10.14 - "Warn if supervising doctor is defaulted to performing doctor? (Y/N)" has been added.
- Default #5.11 - "Print Extended Information (0.9) In Form Demographics Area" has been added.
- Default #7.4 - "Hospital Round Search: (0-99) Days In Advance Or (D)isable" has been added. This option can be used to turn on/off the hospital rounds search window in the Print Encounter Forms For Individuals screen.
- Default #5.12 - "Print 0-15 Chars Of User Note In Form Demographics Area" has been added.

Enhancements from version 10.32 R5 to version 10.32 R17

A serialization module has been added to the EncounterScan software. Customers are now required to obtain a serialization code from Highland Consulting, phone (952) 426-4666 for each dataset that uses EncounterScan. A 90 grace period is available to obtain the serialization code. If the software is not serialized by the end of the 90 day grace period, the printing and scanning modules will become unusable until the software is serialized.

```

SOFTWARE SERIALIZATION UTILITY

```

```

LICENSE = 2348C, DATASET = 1

```

The DocuScan software for the license# and dataset# above has not been serialized. A serialization code can be obtained at no cost from Pearson Assessments by calling (800) 338-5544. The software must be serialized within 90 days of the date that it was installed. If the software has not been serialized after the 90 day grace period has expired, the printing and scanning modules will be unusable. Please save your serialization codes for future reference.

You have 90 days left to serialize your software.

Would you like to serialize the software now? (Y/N) .

- Default #5.13 - "Print Ins Policy ID In Form Demographics Area? (Y/N)" has been added.
- Default #13.5 - "Display Message When Account Status = (1-99) or (D)isable" has been added. When a form is scanned and the patient's account status# matches this default value, a message will be added to the message queue.
- Default #15.15 - "Offset System Date (-12 to 12) Hours Ahead or Behind" has been added. In some situations, the Medical Manager server may be located in a different time zone than the medical office that uses EncounterScan. If so, this default option can be used to offset the system time up to 12 hours ahead or behind the current system time.
- A format# and quantity# field has been added to the outguide printer configuration screen. The format# field can be used to select from two different outguide formats. The quantity# field can be used to designate how many outguides will print per encounter form.

OUTGUIDE PRINTER CONFIGURATION

#	SYSNAME	DESCRIPTION	Tr	LF	FM	QT	LASER?
1	a:printer.out	Print To File	0	-	0	0	Yes
2	officeLaser -o	Front Desk	-	N	0	0	No
3	\$MEDPTR	User Environment	-	N	0	0	No
4	dotmatrix -o -	Ins Billing Forms	-	N	2	2	No
5	Dell15210n	Dell Laser	0	-	1	1	Yes
6	PRN	Dell Default	0	-	2	2	Yes
98	{MASTER_PRINTE	Master 1	-	N	0	0	No

Search on #, (A)dd, (M)odify, (T)est, or <EXIT> ...

- Default #9.5 - "Use (M)edical Mgr/(R)eal Date For Final Run End Date" has been added.
- Default #5.14 - "Print Insurance Fields (1..8) In Form Demographics Area" has been added. Two lines of insurance information are printed on the top of the form. This default allows the second line of insurance information to be formatted. Any combination of the following fields may be printed on the form: Mgd/Prepaid indicator, deductible remaining, deductible, visit copy code & amount, visit copy amount only, policy id#, policy group#, policy end date.
- Default #2.8 - "Update referral Dx when referral + Dx marked on form" has been added.
- Default #10.15 - "Warn If Total Charges Exceeds \$\$ Amount Or (D)isable has been added.
- RedHat Linux Enterprise 4 driver support added.
- For improved cross-platform compatibility, the files shipped on the EncounterScan CD are no longer compressed.
- Whenever the "aii" command is used to initiate the CodeCheck utility, the old CodeCheck messages in the message queue will be deleted and replaced with the new messages reported by CodeCheck.
- Future appointments may now be defined and printed on an overlay.

- Advanced utility #20 - "Encounter Form Demographics Templates" has been added. Five custom demographics templates can be defined in order to format the 8 lines of patient demographic data printed at the top of each encounter form. After a template has been defined, it may be associated with a form using advanced utility #1 - Encounter Form Setup Utility. NOTE: Keeping the font size the same will make it easier to align data printed at the same column#.

PATIENT DEMOGRAPHICS TEMPLATES

#	Template name	Usage
1	DS1 TEMPLATE	DS1
2	LT2 TEMPLATE	LT2
3	STANDARD TEMPLATE	LT3, UB5
4	Template #4	Unused
5	Template #5	Unused

Change (N)ame or (E)dit fields: .

DEMOGRAPHICS TEMPLATE: STANDARD TEMPLATE

Col	Line	Label	#	Description	Size	Bold	Length
1	1	PAT:	1	Account.Dep# + name	12	NN	20
1	2		4	Address 1	12	NN	30
1	3		5	Address 2	12	NN	30
1	4		6	Phone/DOB/ Age	12	NN	30
1	5	PRI:	10	Pri insurance 1	12	NN	30
1	6		11	Pri insurance 2	12	NN	30
1	7	SEC:	12	Sec insurance 1	12	YN	30
1	8		13	Sec insurance 2	12	NN	30
40	1	DOCTOR:	14	Doctor# + name	12	YY	20
40	2	ROOM:	15	Room# + name	12	NN	25
40	3	APPTLOC:	16	Appt location	12	NN	25
40	4	APPTCD:	17	Appt code	12	NN	25
40	5	REASON:	18	Appt reason	12	NN	25
40	6	LAST DX:	19	Last diagnosis	12	NN	25
40	7	STATUS:	20	Status	12	NO	25

(A)dd, (M)odify, (D)elete, or 'index: █

- Advanced utility #21 - "Encounter Form Demographics Only Template" has been added. This utility allows a special patient demographics template to be created which can be used for printing only patient demographics on any form. Whenever an overlay is printed and the name of the overlay is "DEMOGRAPHICS ONLY", the custom data fields defined in this utility will be routed to the user's report printer.

Enhancements from version 10.32 R17 to version 12.0 R2

- The EncounterScan software is now ICD-10 compatible. Please refer to the EncounterScan ICD-10 Tutorial documentation for more information on how to use the new ICD-10 features.
- EncounterScan Default 12.4 - "Display Only Referral Types (NPIARC) or <BLANK> = all" has been added. When selecting re(F)errals within view/edit, this option can be used to display only referrals with a specific referral status.
- A (S)elect option is now available when making payments from unapplied credit. When the (S)elect option is used, the following screen will be displayed allowing the user to select which unapplied credit amount will be used for the payment:

Dr	Dt	Post	Source	\$	Voucher	Comment	Amount	Unappl			
2	04/10/01	PREPAY	C				55.00	35.00			
3	04/10/01	PREPAY	C				77.00	22.00			
3	04/10/01	PAT	C	467		Check Payment from Patient	3.00	3.00			
3	04/10/01	PREPAY	C				77.00	48.40			
3	04/10/01	PREPAY	C				33.00	23.00			
4	04/10/01	PREPAY	C	25		DOS 10/10/14	25.00	15.00			
4	04/10/01	PREPAY	C				66.00	22.00			
11/19/2014							487.50	0.00	0.00	0.00	487.50
1:	006.3	Amebic Liver Abscess		Pri:							
2:				Sec:							
3:				Ref:							
4:				Ail:							
Total credit: \$267.40, Dr: \$96.40, Prepaid: \$264.40, Visit: \$93.40											
Select unapplied credit: █											