HandyWork Newsletter

Shortcuts

It seems there quite a few shortcuts that we use but you don't. Here are some ideas to speed your work!

Navigation Between Screens

1. Use Alt+ keys to go wherever you want. There's no need to go back to the main menu between screens.
2. If you are in saved mode (not editing) F1 will give you the list of Alt+ keys. These keys are also on the back cover of the HW manual.
3. Ctrl+A aborts printouts and other processes you want to stop.
4. ESC takes you out of any dialogue box/submenu to the underlying screen. Like from Reprint/Fix/Trace to the Bill Creation Menu
5. To get to submenus just hit the letter or number of your choice: for instance, from the Bill Creation Menu, R will take you straight to Reprint/Fix/Trace; P in Letters Menu takes you to Patients, All. You don't have to see your option to choose it; once you get to the correct menu, fire away.
6. Type ahead. HandyWork will remember what you type.

Navigation Within Screens

1. F2 and F3 take you backwards and forwards within lists of patients, carriers, etc.
2. When searching w/ F9, type in part of the last name before you hit F9 - searches will be faster.
3. In saved mode (not editing) in Alt+5, 6, and Reprint/Fix/Trace, look at the red status bar for easy navigation keys -- F for First, for example.
4. F9! Use it anywhere you want to pick something from a list, not just patients. Choose insurance companies in Alt+1. Diags in Alt+2 and Alt+5, etc.

Editing

1. In some screens, hit F6 twice to move farther down the screen. In Alt+5 the second F6 brings you to the insurance flags; in Alt+1 it takes you to Employer.
2. In Reprint/Fix/Trace, if you change the Form (i.e. Commercial, WComp.) of the bill, HandyWork will automatically change the bill type, re-mark the included office visits, and move the carrier to the correct position in Alt+1.
3. To update a visit's diags, first visit or onset dates with Alt+2 screen data, hit F5-Refresh.
4. To reprint a bill from Alt+5, bring up any office visit on that bill and hit F7-B.
5. Bills on the bottom of your Alt+6 screen may be removed by changing the 'Paid ?' flag in Reprint/Fix/Trace to 'Y'.

New Patients

1. If you're in a hurry, only put in the name, account number, and insurance information on a new patient. (Make sure the correct insurance boxes have something in them - I'm Unsure is enough.) You can always go back to fill in the rest.
2. Don't go to Alt+2 unless you have an accident or WComp case. The permanent diagnoses, 1st Visit, and Onset Date are filled in Alt+2 when you put them in a visit.

Handy Money

We receive many calls from doctors and office managers who want HandyWork training. While we don't get out of the office much ourselves, we do have a list of people we recommend to doctors in need. If you would like to earn some extra money with your HandyWork skills, give us a call, and we'll put you on the list.

Prebilling Report

New and Improved

Want to look before you leap? Try your new prebilling report, (F7 from your Alt+7 screen) which lists what's ready to be billed out, as well as patients on Force and Hold. Unbilled amount and count for each patient shows what you need to know.

Medicare forms no longer have an address on the top, because Medicare carriers do not want any typing on the top of the form. That's our tax dollars at work, making decisions that improve our quality of life. We've left the "M" on the top right of the form so you'll know its medicare, (and we hope that they won't notice!).

Medicare form requirements vary from state to state and each has different requirements for **boxes 17, 17A, 19 and 24E, F, G, and K**. While we try to keep current with the myriad changes, we rely upon you to tell us what to do. Please let us know if the forms are not OK.

The **file repair** process now safeguards the integrity of the original file (even if it is messed up). We also possess special tools that allow us to recover even severely damaged files. However, having a good backup is probably more important than any repair process!

The **narrative writer** now retains the last narrative written for each patient! However, changes made in the editor window can not be retained.

Rolodex and x-ray reports now work better (Alt+L). We also added the day of birth to the top right of your **birthday labels**.

Alt+1 **name list** now includes insurance data and the **carrier report** now prints last visit date.

Statements now show $0 payments from insurance carriers.

Envelope printing advancement is controlled by top paper margin in Alt+O.

We've begun testing **HW for Windows** in our office. We're hoping for a fall/early winter release date, but that depends on how the testing goes.

Tip of the hat to Dr. Dale Porter for his constant fine suggestions, many of which are in this version or will be in HWW. Please send in ideas/requests today!

Lose 20 lbs. & Make $1,000 Overnight!

Too good to be true, you say? Medically impossible? You're right! But there is a better way to happiness: backing up. A new study proves that people who back up regularly are not the people who call HandyWork Technical support whimpering, "Ohmigod, ohmigod, ohmigod." S. Schram, Ph.D., lead researcher of the back up study agrees, "You don't back up, you gonna be SOL one a these days, ya know what I mean?" We know. And we're not alone . . .

One Man's Slow Start

The best thing about starting up, is you really don't have to worry about screwing up, Dr. Jones in Amityville thought to himself. (Name changed to protect the guilty.) A new computer and program are an infallible combination, he mused. Dr. Jones, a humanitarian loved throughout Amityville for patting puppies on the head, knew that an inanimate machine cannot harbor ill will. Wrongo! (According to the recent study by Schram et. al., you can trust your computer exactly half the distance you can throw it. Back

ups, however, can be thrown a lot farther.) Poor Dr. Jones put in a HandyWork disk one day, happily flipped through the prompts, and wrote HandyWork play data over three days worth of new input. Ouch. Puppies stayed out of Dr. Jones's way as he marched to the software store kicking anything in his path. Fortunately, he brought home a copy of DOS 6.21, with new MSBACKUP, which will back up quickly, easily, and without costing you much. Everyone should back up a few times/week on different sets of disks for different days. Good luck!

Back Up in 30 Seconds

Well, if you don't have anything on your hard drive, you can back up in no time. There are a few good ways to speed up your back up, however. Some of these are mentioned for advanced users only: if you don't understand them, don't use them. If you want to understand them, please ask your backup support crew, not HandyWork. That said, try this:

1. Only back up data files. In HandyWork, data files have a '.dat' extension. Thus, to back up HW data files, you would back up C:\HW*.DAT. Do back up the whole program once a month.
2. Use differential back up. This option saves time by only saving changes made since the last full back up. Make sure you understand what you're doing, and try a practice backup and restore run before you begin to use this option regularly.
3. Explore the options on your program. Many programs let you choose whether you want to save more time or disk space. Choose space - we find it actually saves time, too.
4. Be careful when you restore! When doing a restore, write protect your backups by flipping the switch on the top back left of your 3 1/2" disk to the up position. Then nothing can be written on the disk (like new data over your backup).
5. Take your backups off site. All your backups in one office is all your eggs in one basket.

Have You Tried . . .

1. Taking HW home? It's OK to use HW at home; you just shouldn't be using both copies at the same time or running separate offices. Use your back up program to take your data back and forth. So fun the kids'll want to put in some O.V.s.
2. Patient lists by Carrier? From the Alt+1 screen, hit F7, I (for Insurance) and then choose which type of patients you want. Also choose between all patients in the category or just those with an outstanding balance.
3. Abbreviated overdue accounts list. From Alt+L hit O or go to Overdue Accounts. Proceed according to the prompts.

The Twenty Minute New Patient

HandyWork Contest

This issue's contest is incredibly perplexing. Recently a diligent worker called the HW Hotline during lunch. Hotline Trouble Management Engineers wolfed down their Korean-made Mexican food, returned the call within an hour, (risking severe heart burn) and were appalled to discover this startling dilemma: Said worker spends about twenty minutes per new patient filling in all the HW questions, especially on the Alt+2 screen. Yet, many of those questions seem to have absolutely no effect on anything that is printed and are difficult to answer. 'Death/Status' is a good example. The question then, is Why should I fill in questions that have no bearing on anything? It's a stumper, but winners get their choice of an XT 10 megabyte hard drive or a box of 360 floppies. Write in today!

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