HandyWork Newsletter

NEW AND IMPROVED

Two screen changes make HW immediately easier to use. First, screens are less cluttered with fewer colons. Second the "record not saved" warning lets you proceed without stopping.

OFFICE PREFERENCES

Office Preferences lets you define three printers, one for labels, one for forms (bills) and one for reports. And instead of numbers, you can use L for laser, D for dot matrix and B for bubble jet. You can now tell HW to print Diagnosis descriptions on the HCFA 12-90 claim form, if you want.

MEDICARE

Medicare specifications for CA, FL, IA, IL, MD, MN, ND, NY and TN have been updated. Medicare changes its specifications frequently. If you're experiencing Medicare rejections, be sure that we have the exact specifications for your state!

DEMOGRAPHICS

The *Demographics* screen lets you put in a SS/ID# that contains letters as well as numbers.

LAWYER STATEMENTS

Because many of you need to send statements and Attending Physician Reports to attorneys that only show services, we've added a switch in the statements print section that will print a normal statement with only office visits. Go to (ALT+4), (F7) and in the green window, put a "Y" next to Special Statement for Attorneys.

New and Improved-continued on page 2

HANDYWORK FOR WINDOWS

Coming in 1994! A New Version for Windows!

We tried Paradox and we played with Foxpro II. We even explored Visual Basic. But none of these languages could meet all of our requirements. Then we met Access and we fell in love!

Access is a new data base language from Microsoft and it is designed especially for Windows. This means you'll move through the program by pressing buttons with a mouse and using pop-up windows. For example you'll navigate through records with forward and reverse arrow buttons (like those on a VCR). With buttons like this, HW for Windows will be a snap to learn and use!

HandyWork will also remember your last treatment for a patient and put that up as the default for your next office visit. It will also remember which procedures are non-covered insurance services or taxable supplies. And if you're in the middle of entering data for a patient and need to add a procedure or insurance carrier, just double click your mouse and you're in that module. Press "Done" after making any changes and you're back in the patient's file exactly where you left off. And to make things even easier, your data is automatically saved (unless you tell HW not to).

Now we won't force you to switch to HW for Windows; HW for DOS will still be available and supported. But if you do decide to switch, HW for Windows will import **all** of your DOS HandyWork data so you won't lose anything in the move.

HARDWARE REQUIREMENTS

If you decide to switch to HW for Windows, you may need a bigger computer. Minimally, you will need a 386 processor with 4 megs of memory (RAM). If you run many Windows programs, 8 megs would be even better. You will also need a large hard disk: at least 30 free megabytes, plus double the amount of space taken by the DOS version of HW would also be needed. We recommend getting a hard disk of 80, 100, or even 200 megabytes. You'll be surprised how fast you fill it up. Computers get cheaper every day, and a better machine will be sure to improve office productivity. Start thinking about the future now.

While it is difficult to give an exact release date, given the speed at which code is being produced, we hope to release HW for Windows early 1994.

BILLING MENU

① The max amount on any bill is set right from the billing menu instead of *Office Preferences*.
② Network billing runs faster and more reliably (Thanks Dr. Niequist!).
③ MI HBF form has been added.
④ We've also added the Minnesota MAP form. Carriers named MA or MAP print on that form
⑤ Print bills for specific doctors.

ELECTRONIC BILLS

The *Electronic Billing* module has been rewritten to be much faster and easier to use. HandyWork users enjoy an overall success rate of 95%. This compares with the national average of 75% and means that your cost per claim is significantly lower than mail-based submissions.

Electronic bills save you time and money. If you are still using the U.S. Snail to send your bill, it's time you tried a better approach!

HAVE YOU TRIED?

Billing from the *Office Visits* screen? Pick the office visit you want to bill, press (F7), then "B" (for Bill). HandyWork will print a bill for that office visit and all those after it.

Printing your list of unpaid bills? Go to (ALT+7) and hit (F7). When you are prompted for a date, HandyWork assumes you don't want anything listed less than a month old.

Checking on your referral source? Goto (ALT+L) and press "R" for Referral list. Put in a date range (say the first of the year to now), and ask for a list. All of your new patients are listed by who referred them. If the referral sources are in (ALT+R), your (ALT+R) report (F7) will give a more detailed monetary breakdown.

BACKING UP

Backing up is like insurance: it has no value until you need it, and then it's priceless. If you are not backing up regularly, you are risking weeks, months and possibly years of effort. Computers do break down, disks crash, files get corrupted, viruses infect, fires and thefts occur - <u>please be prepared</u>. You'll note that whenever you call Tech Support with a data problem, you'll be asked about your backup procedures. It's very important to us and it is even more important to you!

Backup several times a week. Use different sets of disks or tapes for each day of the week. And make sure that you can restore what you've backed up. We've had some users think they were backing up, but in reality were just spinning their disks.

Don't rely on DOS backup. There is no data compression, write verification or error correction with DOS backup. Use Fastback 6.0, Central Point Backup or Norton Backup. These are great programs that make backing up fast and easy.

Unless you really know what you are doing, don't be fancy in what and how you backup,v but backup the entire \HW directory all the time.

Finally, take your disks home with you. If your disks are at the office, a fire, theft or flood could wipe you out!

TRAINERS WANTED

If you are proficient in HandyWork and would like to teach others in your area, please let us know. Many new users ask us for local help and we would be happy to tell them about you.

DOS 6.0 - BE CAREFUL!

The evolution of DOS has taken a small step forward with the release of DOS 6.0 from Microsoft. However, there are a number of problems with 6.0 that make switching to it potentially risky. Probably most significant is the DoubleSpace technology that lets you double the effective amount of disk space on your hard drive. The problem is created when the 6.0 disk caching program returns you to the DOS prompt (C:/>) before it is done writing data to the disk. Because many of us were taught that it is OK to turn off the machine once we see the DOS prompt, there have been numerous reports of people losing data and getting serious disk errors. If you are running DOS 5.0, in our estimation, there are few benefits to switching to DOS 6.0. Wait for DOS 6.1 for all the kinks to be worked out.

WE WANT YOUR SUGGESTIONS!

In our new version of HW, we would like your suggestions on how to improve and change HW. Now is the time to give us your wish lists. No idea is too outrageous. However, please don't call us with your suggestions. <u>Write them down and mail or Fax them to us.</u> Nothing is sacred and all suggestions will be considered. Tell us what you like and what you don't like. We aim to please and your input is needed to make this happen properly.

HandyWork
132 East 29th Street
New York, NY 10016

HANDY
WORK©

212-889-8878,
FAX 212-889-8830
(Out of NY) 800-255-0668