

Release Notes PM 4.8.4 / DOC 8.2.12 April 4th 2018



Release Summary

PRACTICE MANAGEMENT v4.8.4

\triangleright	Scheduler		
	 Rescheduling appointments 	(upgraded)	Page 3
	 Schedule future appointment from an existing appointment 	(new)	Page 4
	 Block out time on-the-fly 	(new)	Page 5
	 Set a default appointment duration 	(new)	Page 6
	Sharing Patient Payments between family members	(new)	Page 6
	Quicker RAPID Navigation	(new)	Page 8
	PDF document viewing in separate browser	(new)	Page 9
	ERA and Claims Management	(upgrades)	Page 9
D	OCUMENTATION v8.2.12		
\triangleright	Insert Treatment Plan Visit number into Encounter Report	(new)	Page 9

acom HEALTH

PRACTICE MANAGEMENT

Scheduling

Appointment Rescheduling

1. Right click on appointment, select **Reschedule this Appointment** Office Visit \bigcirc Check In **2**5 Take Patient Payment 12pm View Patient Mark this Appointment as No Show Cancel this Appointment 🗙 Delete this Appointment 1pm 1 Reschedule this Appointment Schedule this Appointment Again 2. Use calendar to locate date and time 🕨 Today 🖪 🕨 💒 Late Appointment of the new appointment. March 2018 👻 27 28 1 2 3 6 7 8 9 10 3. To transfer information from the 12 13 14 15 16 17 19 20 21 22 23 24
 19
 20
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31

 1
 7
 3
 4
 5
 6
 7
 original appointment to the new one 9ar Reschedule Appointmen click on the start time of the new Moir appointment. Edit new appointment 10an Reason Office Visit * if needed. Provider Doctor10, Doctor10 * 11an Date: 4. Click SAVE to complete the 03/23/2018 0 Start Time rescheduling process 11:00 AM × • End Time: 3 11:15 AM v Resource. Adjustment Room 1 * Note: Ask Paula for her new INS CARD 4 Save 💢 Cance



Scheduling a new appointment from an existing appointment

- 1. Right click on the appointment and select:
 - " Schedule this Appointment Again"
- 2. Use calendar to locate date and time of the new appointment.
- 3. To transfer information from the original appointment to the new one click on the start time of the new appointment. Edit new appointment if needed.
- 4. Click SAVE



acom

Ability to create a calendar block On-the-Fly

1. Left click hold and scroll to identify what period of time to block.



NOTICE: This communication may contain confidential and/or trade secret information as such it is only intended for licensed Acom Health Rapid Practice Management Users. Any unauthorized review, use, disclosure or distribution is prohibited. Page 5

acom HEALTH

Set a default Appointment duration

An optional field within the Scheduler Settings allows offices to set a default appointment duration for their appointment Reason Codes. When configured Users need only click on the appointment Start time, RAPID will prefill in the Appointment End time based on the appointment duration.

1. To enter a default appointment duration access Settings/Scheduler/Reason Codes.

Code	Reason	Туре	Color	Duration *	Order	Form
REx	Re-Exam	PAT VISIT		40	0	🔘 New 🔘 Save 🗙 Cancel 🥥 Delete
SGOV	Office Visit Extended	PAT VISIT	G	35	0	
ov	Office Visit Short	PAT VISIT	C	20	0	* Code:
AP	Acupuncture	PAT VISIT	C	12	0	SGOV
AS	ASYRA	PAT VISIT	G	0	0	* Reason:
ASV	Assisted visits	PAT VISIT	0	0	0	Office Visit Extended
B-12	B12 Injection	PAT VISIT	C	0	0	Default Duration (minutes):
CL	Chelation	PAT VISIT	C	0	0	(1) 35
HOL	HOLIDAY	BLOCK	0	0	0	Order:
нт	Hyperbaric Therapy	PAT VISIT	C	0	0	0
INJ	Injection Training	PAT VISIT	C	0	0	Detionst Visit Deck
LAB	LABS	PAT VISIT	0	0	0	
LAS	Laser	PAT VISIT	0	0	0	
MS	Massage	PAT VISIT	6	0	0	
	Alexandra Transmission	Res Prove	-	-		

 When scheduling an appointment click on appointment Start time and RAPID will use the duration to set the appointment End time*

* If User creates appointment using hold and scrolling, appointment end time is determined by user)

New Appointment	Create Block	6
* Patient:		
* Reason:		v
* Provider:		
* Datar		۷
03/27/2018		
* Start Time:		
11:00 AM * End Time: 2		*
11:35 AM		~
* Resource:		
Adjustment Room 2		¥
Note:		

NOTICE: This communication may contain confidential and/or trade secret information as such it is only intended for licensed Acom Health Rapid Practice Management Users. Any unauthorized review, use, disclosure or distribution is prohibited. Page 6



Sharing Patient Payments between family members

Link Patient recording using Patient Payment Groups to use available Patient monies between linked records.

- To Create links between Patient records:
- 1. Click on: Patient Payment Group from with the Patient file
- 2. Click "Add Patients" to Search for a Patient then Add the Patient this Patient Payment group

	atient Dashboard 🛛 🔮 F	atient Payment Group	X		
2 O Ad	ld Patients 😳 Remove Pi				
	ast Name – 🛛 First Na	ne - Middle Name	Date of Birth		
					(2
	Add Patient	5			
	daniel				🗙 🔍 Search 🔘 Add Patien
Patti Daniels	Last Na	me * First Name *	Middle Name	Date of Birth	
ratu Daniels	Daniels	Jake		06/15/1965	
Patient Dashboard	Daniels	Patti	\frown	06/11/1949	
Patient Info	Daniels	on Debbie	(2)	06/11/1949	
🔺 💲 Billing	1		-		
🔏 Charge List					
Charge Entry					
* Patient Payment					
Ratient Payment Group					
C ACOM Payment Plan					
15 Transaction Management					Jake Daniels
Diagnosis Management					Patiant ID: 2050
Diagnosis History					Chart Number
1500 Claim Form					Last Namo: Daniels
Appointments					East Name: Jaka
Treatment Plan					Middle Name:
Appt Reminders					Birth Date: 06/15/1965
Print					Home Phone:
					SSN
				1	

3. Once completed, available Patient Payment from all Patients within the Group are displayed and can be applied toward Patient balances.

×	Patient I	ashboard 🏻 🎓 I	Patient Paymen	t 😤											
	O New @	Refresh Availabl	e: \$245 <mark>.0</mark> 0 Due:	\$120.00 Co	opay: \$0.00 (Credit: \$0.00	Show	: 🔘 Availabl	Available History Voided			🔘 Save 💢 Cancel		Payme	ents
	Delivert		ates	Re	cipient	Method		Payment		Info					
1	Paueric	DOS	Deposit *	Facility	Provider	Pmt Method	Check/Auth #	Reason	Amount	Note	Applied	Refund	Available		
	Daniels, Jake	03/21/2018	03/21/2018	FAC	MH	PCK	125689	DED	\$100.00				\$100.00	白	6
	SELF	Z	09/01/2017	FAC	KP	PMC		OA	\$50.00			\$10.00	\$40.00	ß	6
l. –	SELF	3 /	08/31/2017	FAC	KP	PCS		OA	\$40.00				\$40.00	Ø	9
	SELF	08/30/2017	08/30/2017	FAC	KP	PCK	56987	DED	\$50.00				\$50.00	Ø	-
	SELF	08/29/2017	08/29/2017	FAC	KP	CC	12341258nn	CoPay	\$100.00		\$85.00		\$15.00	G	
iearch ×	Patti Daniels	🤱 Jake Dani	els 🛞		-		₽								
ch × 🔒	Patti Daniels	🎝 Jake Dani ashboard 🔗 F	els 🛞				•								
×	Patti Daniels	Jake Dani ashboard % F Refresh Available	els 🛞 Patient Payment e: \$245.00 Due:	t (8) \$0.00 Copa	y: \$0.00 🖃	Credit: \$0.00	Show:	Available	O History	© Voided	Save	X Cancel	Apply P	ayme	ints
× 3	Patti Daniels * Pattin Daniels * Pattient D New 2	Jake Dani ashboard & F Refresh Available D	els 🛞 Patient Payment a: \$245.00 Due: ates	50.00 Copa	y: \$0.00 📑 cipient	Credit: \$0.00	show:	Available	C History Payment	© Voided	Save	X Cancel Info	Apply P	ayme	ents
	Patti Daniels * Patti Patient D New Patient	Contraction of the second seco	els 📧 Patient Payment a: \$245.00 Due: ates Deposit 🔻	t (#) \$0.00 Copa Re Facility	y: \$0.00 📑 cipient Provider	Credit: \$0.00 M Pmt Method	Show: ethod Check/Auth #	Available Reason	History Payment Amount	Voided Note	Save Applied	X Cancel Info Refund	Available	ayme	ents
th × 3	Patti Daniels * Patient D New 2 Patient SELF	Jake Dani ashboard s F Refresh Available DOS 03/21/2018	els 🛞 Patient Payment a: \$245.00 Due: ates Deposit = 03/21/2018	\$0.00 Copa Re Facility	y: \$0.00 cipient Provider MH	Credit: \$0.00 M Pmt Method PCK	Show: ethod Check/Auth # 125689	Available Reason DED	History Payment Amount \$100.00	© Voided Note	© ≦ave Applied	X Cancel Info Refund	Available \$100.00	ayme	ints
aarch 🙁 🔒	Patti Daniels X Patient D New 2 Patient SELF Daniels, Patti	Jake Dani ashboard S F Refresh Available DOS 03/21/2018	els 🛞 atient Payment ates Deposit = 03/21/2018 09/01/2017	\$0.00 Copa Re Facility FAC FAC	y: \$0.00 cipient Provider MH KP	Credit: \$0.00 M Pmt Method PCK PMC	show: ethod Check/Auth # 125689	Available Reason DED OA	History Payment Amount \$100.00 \$50.00	Voided Note	Save	Cancel Info Refund \$10.00	Available \$100.00 \$40.00	ayme	ints
arch ×	Patti Daniels Pattent D New Patient SELF Daniels, Patti Daniels, Patti	Jake Dani ashboard S F Refresh Available DOS 03/21/2018 3	els 🛞 atient Payment = \$245.00 Due: ates Deposit * 03/21/2018 09/01/2017 08/31/2017	\$0.00 Copa Re Facility FAC FAC FAC FAC	y: \$0.00 cipient Provider MH KP KP	Credit: \$0.00 M Pmt Method PCK PMC PCS	Show: ethod Check/Auth # 125689	 Available Reason DED OA OA 	 History Payment Amount \$100.00 \$50.00 \$40.00 	© Voided Note	© ∑ave Applied	X Cancel Info Refund \$10.00	Available \$100.00 \$40.00	ayme	ints
h × 2	Patti Daniels × Tr Patient D New Patient SELF Daniels, Patti Daniels, Patti	Jake Dani ashboard S F Refresh Available DOS 03/21/2018 3 08/30/2017	els	\$0.00 Copa Re Facility FAC FAC FAC FAC	y: \$0.00 cipient Provider MH KP KP	Credit: \$0.00 M Pmt Method PCK PCS PCS PCK	Show: ethod Check/Auth # 125699 56987	Available Reason DED OA OA DED	History Payment Amount \$100.00 \$50.00 \$40.00 \$50.00	© Voided Note	Save	X Cancel Info Refund \$10.00	Available \$100.00 \$40.00 \$40.00 \$50.00	ayme	ents

NOTICE: This communication may contain confidential and/or trade secret information as such it is only intended for licensed Acom Health Rapid Practice Management Users. Any unauthorized review, use, disclosure or distribution is prohibited. Page 7

acom HEALTH

Quicker RAPID Navigation and Customizable by User

1. Access the RAPID Navigation pane, perform a Right-Click while on any page.



2. Customize your Navigation pane by clicking on the settings icon within the pane.



NOTICE: This communication may contain confidential and/or trade secret information as such it is only intended for licensed Acom Health Rapid Practice Management Users. <u>Any unauthorized review, use, disclosure or distribution is prohibited</u>. Page 8



PDF Document Viewing in separate browser window

1. From the report browser window click on 🖾 icon

ERA and Claims Management

ERA downloads are triggered every 4 hours from within the new ERA Management module. User selects which ERA(s) to process.

Reformatted and easier to read EOB can be used to assign or update ERA Payer, if needed.

Once ERAs are process user is able to edit ERA amount.

User is able to purge multiple "fixed claims"

DOCUMENTATION

Include Treatment Plan Visit number into Encounter Report

- 1. Setup Treatment Plan counter.
- 2. Check " Include in Report"
- 3. When "Create Report" is selected a statement that specifies the visit number of that encounter is inserted into the Encounter Report.



NOTICE: This communication may contain confidential and/or trade secret information as such it is only intended for licensed Acom Health Rapid Practice Management Users. <u>Any unauthorized review, use, disclosure or distribution is prohibited</u>. Page 9