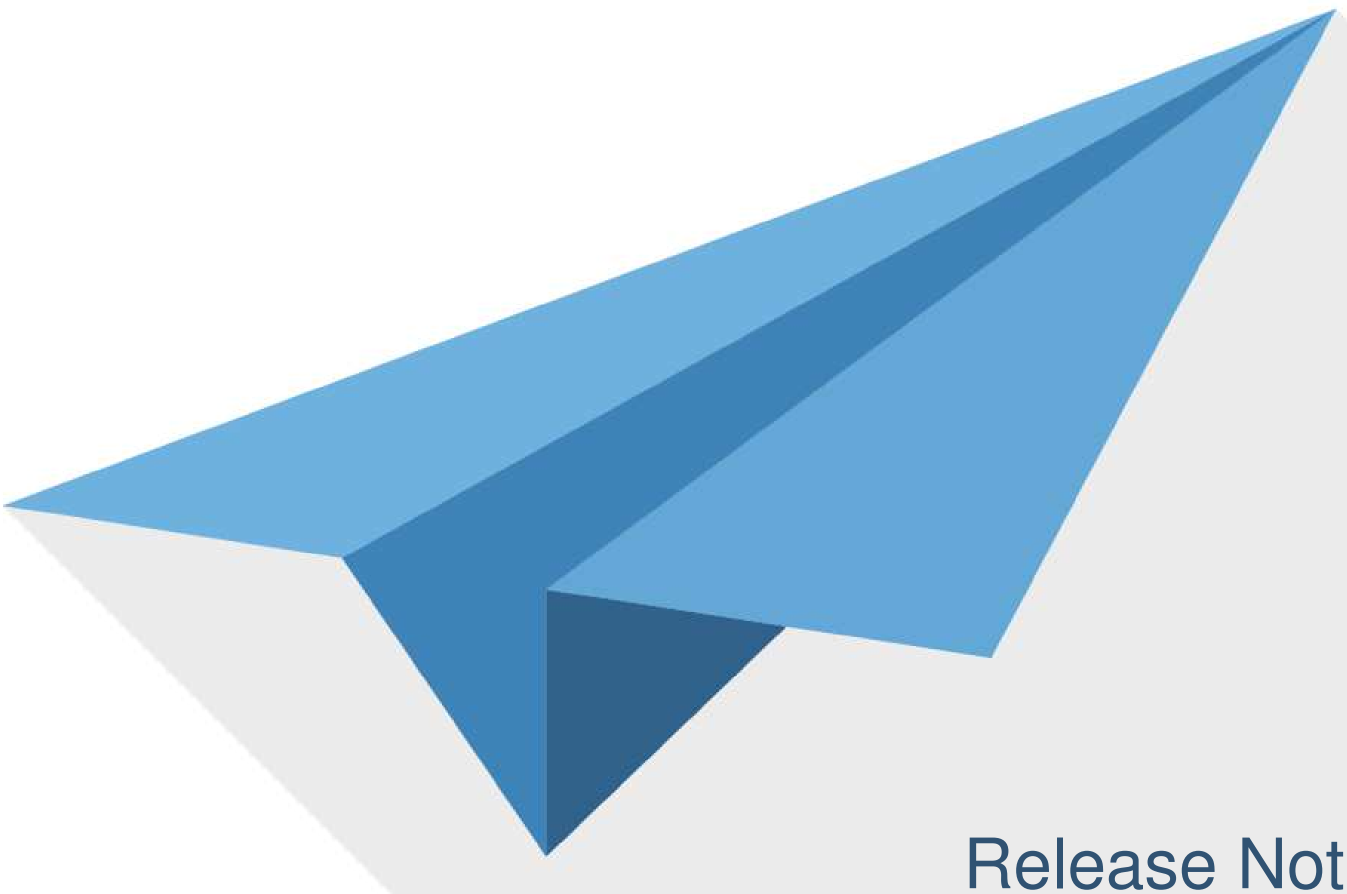
RAPID



Release Notes

PM 4.8.4 / DOC 8.2.12

April 4th 2018

Release Summary

PRACTICE MANAGEMENT v4.8.4

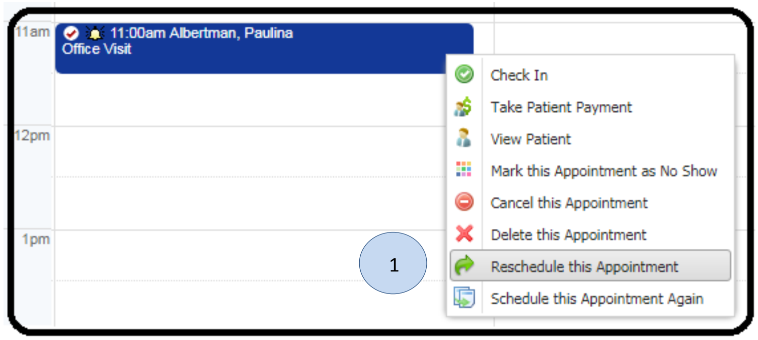
DOCUMENTATION v8.2.12

PRACTICE MANAGEMENT

Scheduling

Appointment Rescheduling

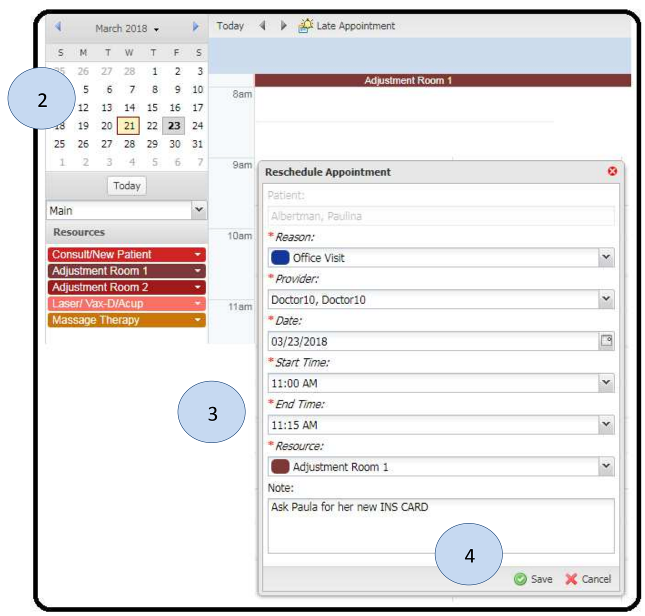
1. Right click on appointment, select Reschedule this Appointment



2. Use calendar to locate date and time of the new appointment.

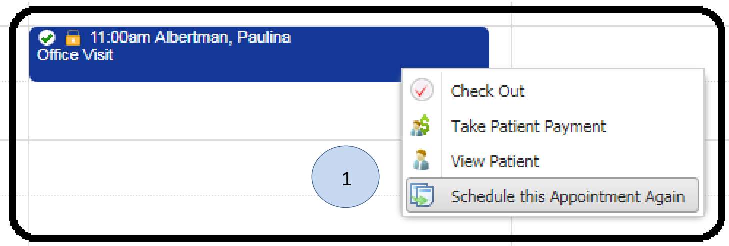
3. To transfer information from the original appointment to the new one click on the start time of the new appointment. Edit new appointment if needed.

4. Click SAVE to complete the rescheduling process



Scheduling a new appointment from an existing appointment

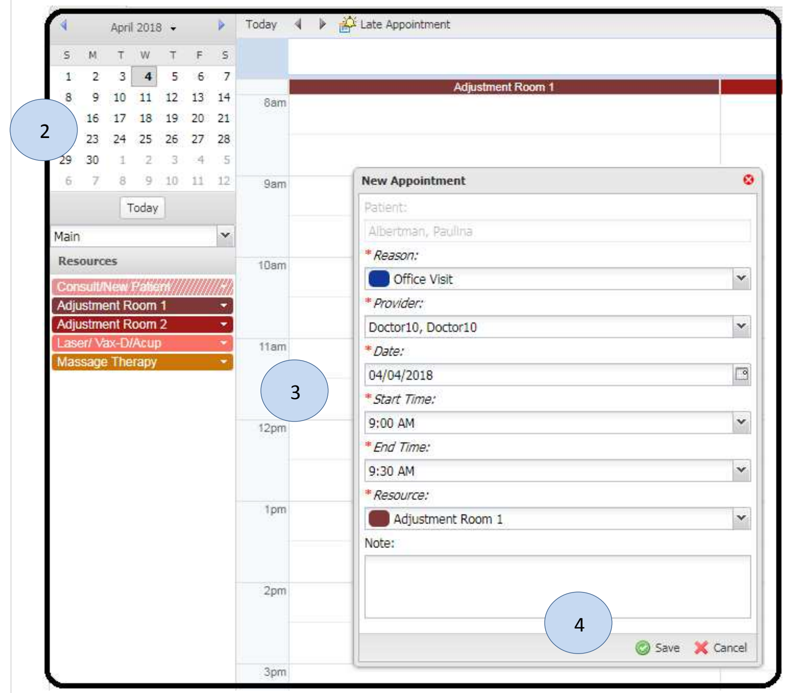
1. Right click on the appointment and select:
   " Schedule this Appointment Again"



2. Use calendar to locate date and time of the new appointment.

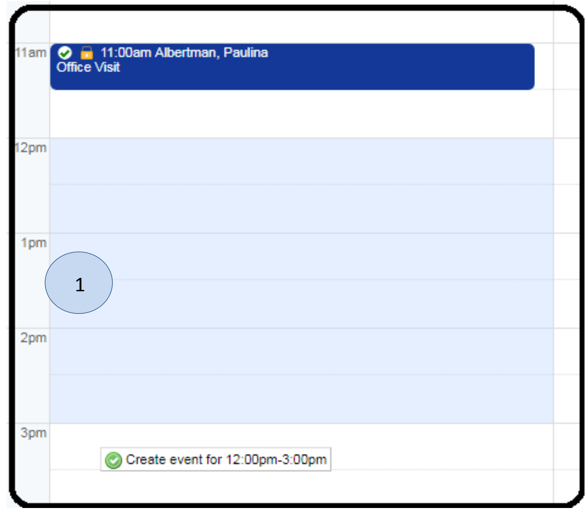
3. To transfer information from the original appointment to the new one click on the start time of the new appointment. Edit new appointment if needed.

4. Click SAVE

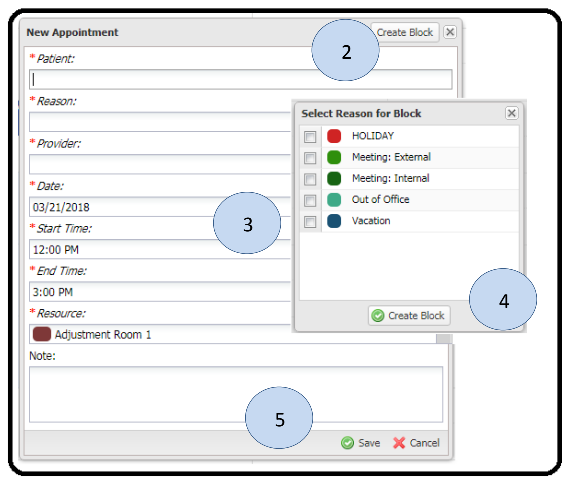


Ability to create a calendar block On-the-Fly

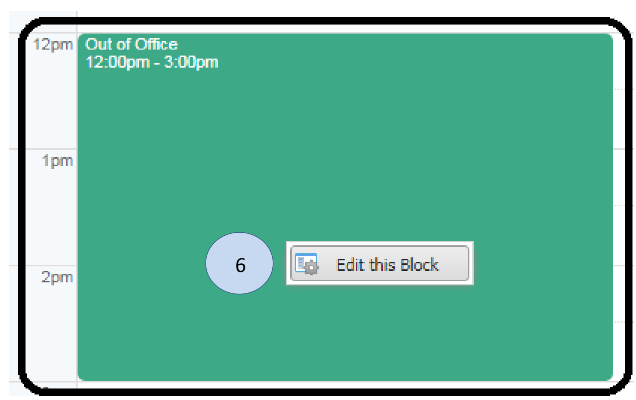
1. Left click hold and scroll to identify what period of time to block.



2. From the subsequent New Appointment pop-up select
   - Create Block
3. Select reason for BLOCK.
4. Click CREATE BLOCK
5. Click SAVE



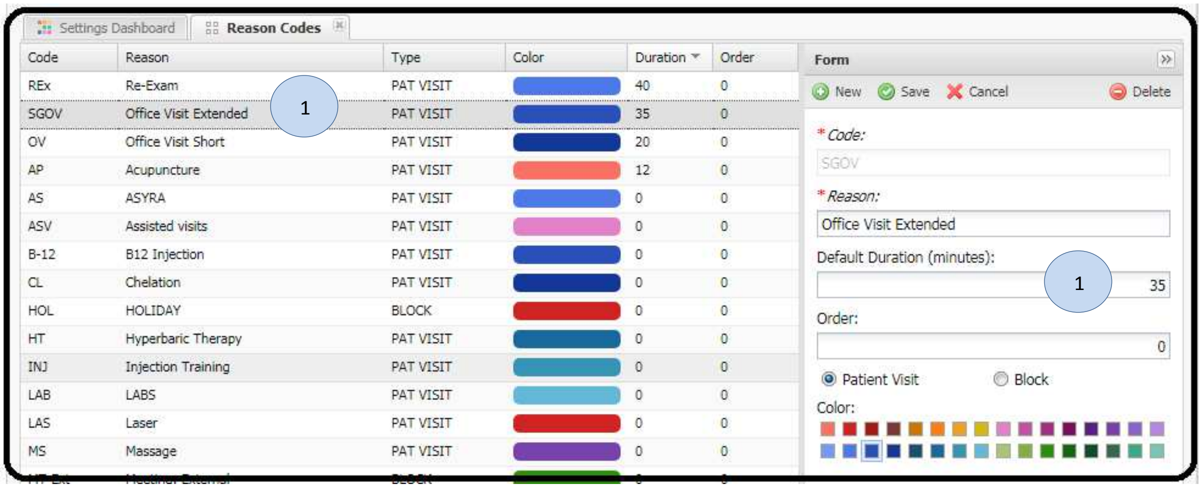
6. To EDIT the Block (or any Block) right click on the Block



Set a default Appointment duration

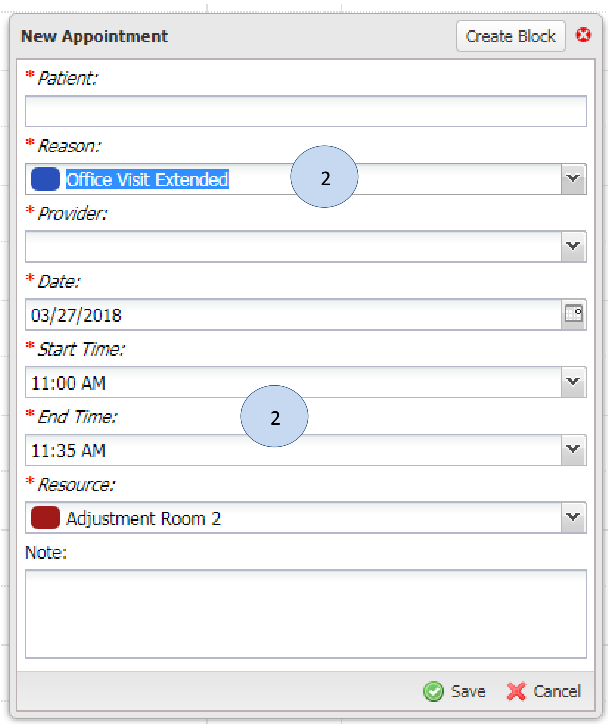
An optional field within the Scheduler Settings allows offices to set a default appointment duration for their appointment Reason Codes. When configured Users need only click on the appointment Start time, RAPID will prefill in the Appointment End time based on the appointment duration.

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



2. 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)

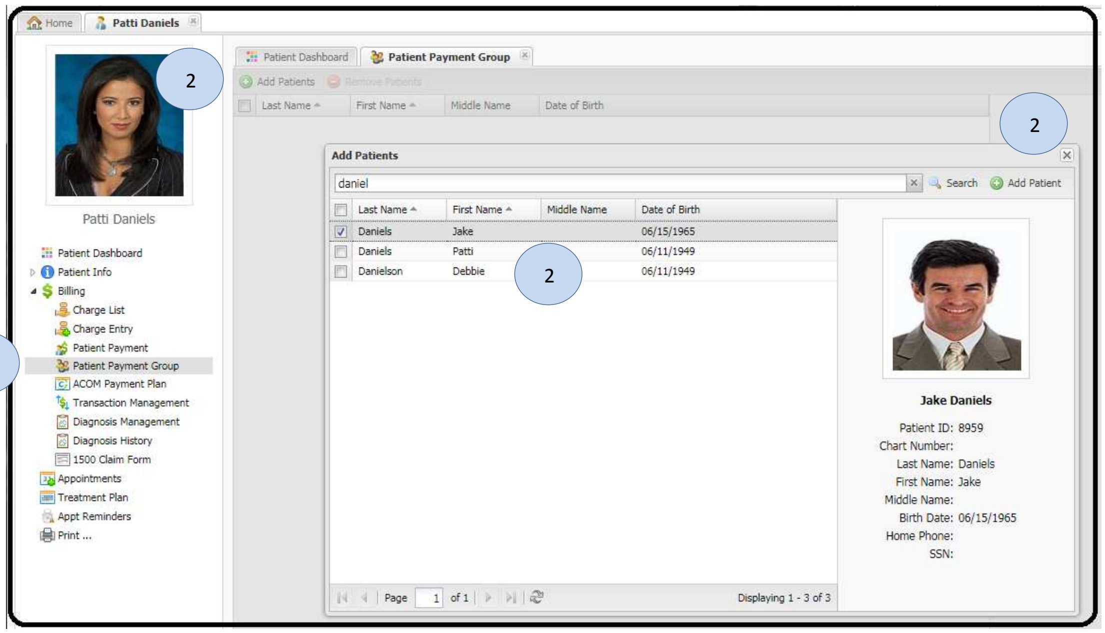


Sharing Patient Payments between family members

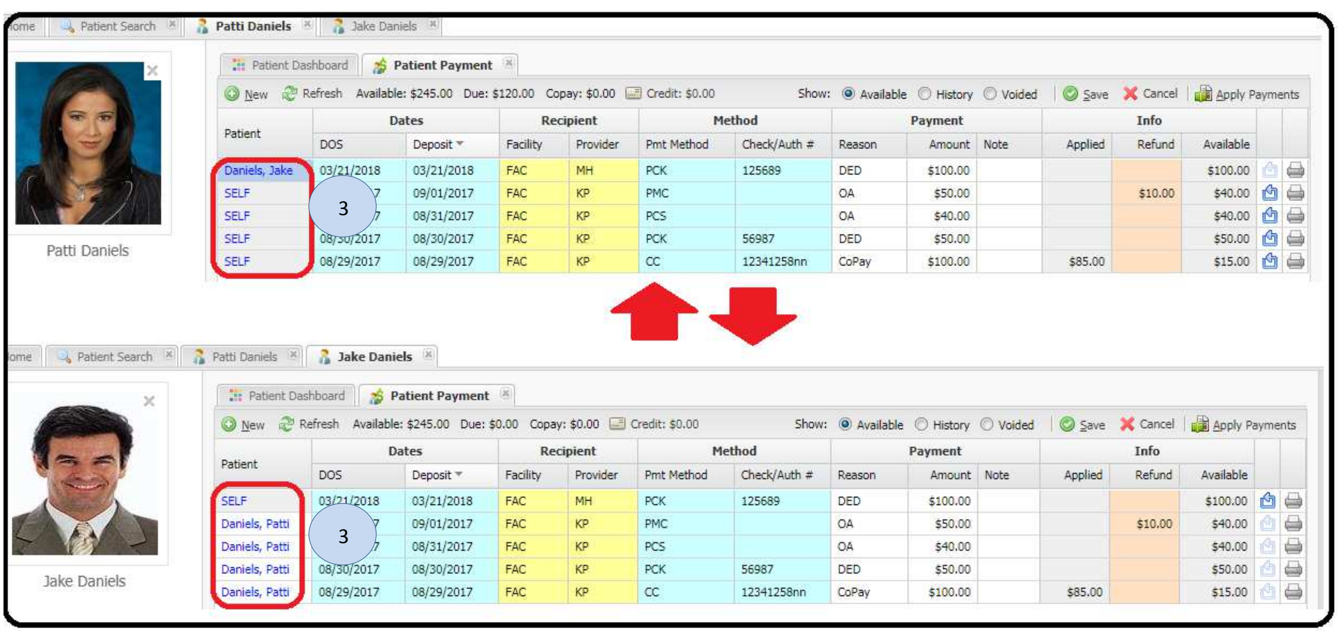
Link Patient recording using Patient Payment Groups to use available Patient monies between linked records.

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

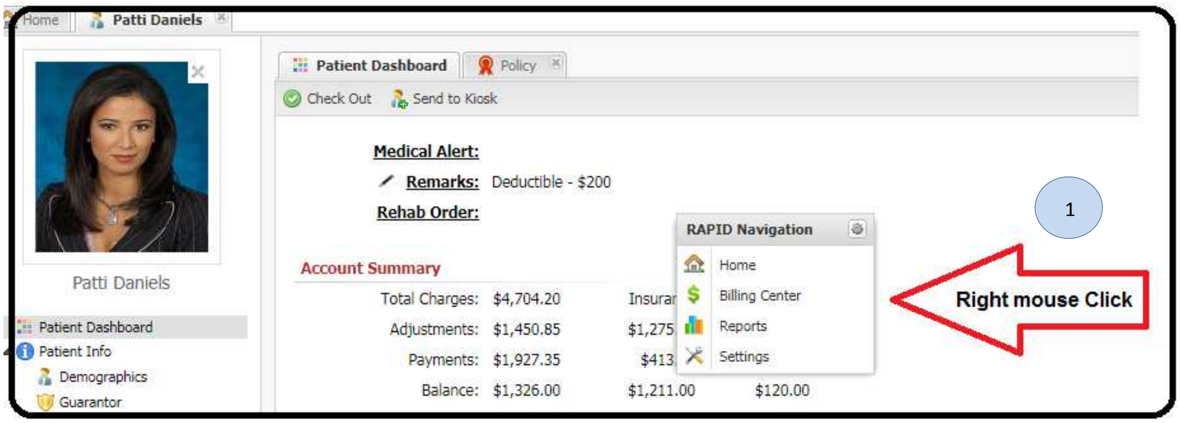


3. Once completed, available Patient Payment from all Patients within the Group are displayed and can be applied toward Patient balances.

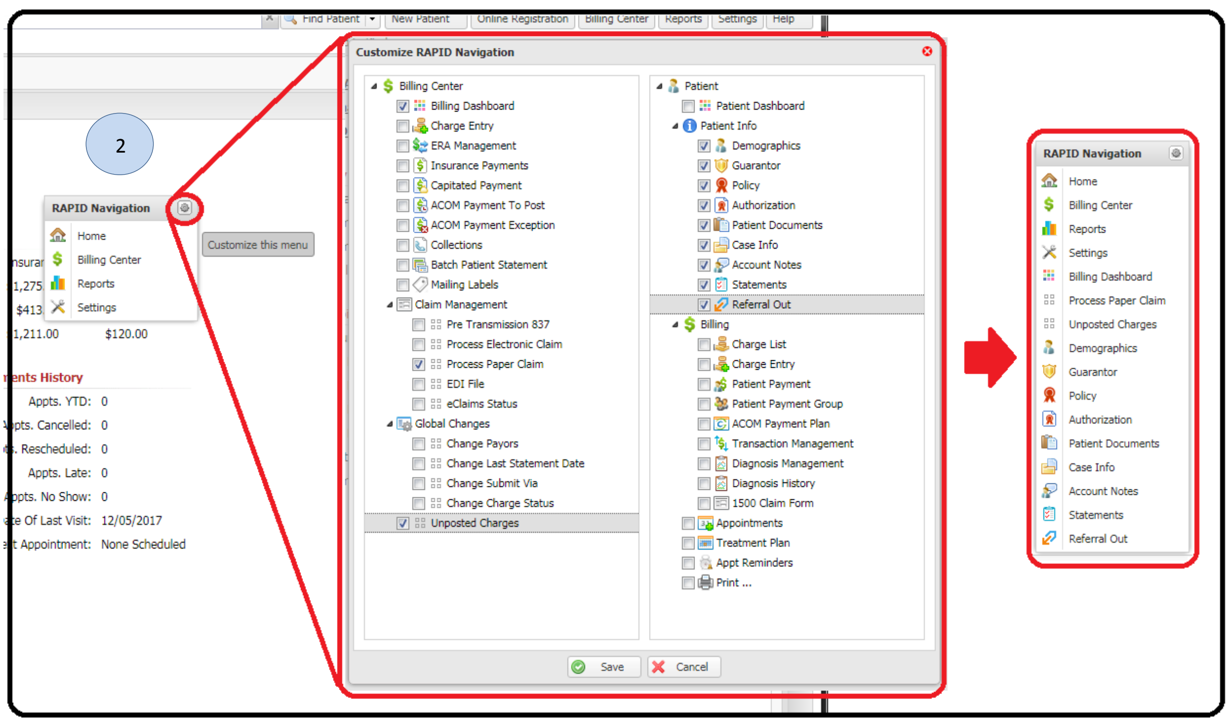


Quicker RAPID Navigation and Customizable by User

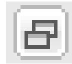
1. Access the RAPID Navigation pane, perform a Right-Click while on any page.



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



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.