

# What's New in 9.5.34- 9.5.35

September

# 2017

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This document was developed by Genius Solutions to introduce users to the features/modifications that have been released in 9.5.34 – 9.5.35 of eTHOMAS. Click on the text or page numbers within the Contents page to be brought to that specific item within the document.

eTHOMAS

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## Code Files

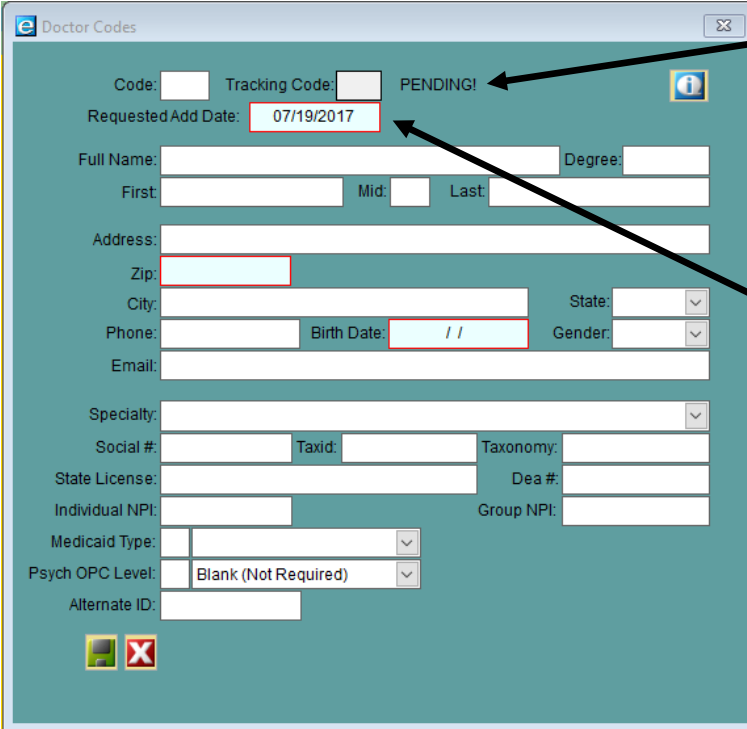
### Doctor Codes

Users now have the ability to request the addition or expiration of a doctor code through eTHOMAS.

#### Adding a Doctor Code

When a new provider is entering the practice, users may request a new doctor code by going to Code Files | Doctor | Doctor. Click on the  to add a new code. Choose Yes or No to confirm that you want to add a new doctor code.

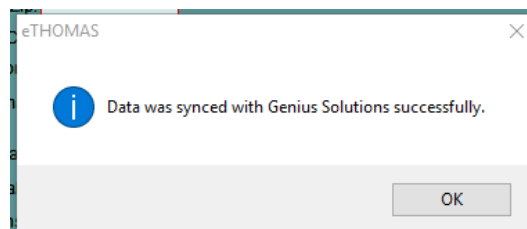
Enter a 2-character Code for this doctor. The Code must be a unique code in your system and cannot be used by any other doctor or referral codes. You must also enter the provider's name in the Full Name field. Enter as much additional information as possible about the provider.



The code will state **Pending** until it has been approved by Genius Solutions


The **Requested Add Date** will default to today's date. This can be changed to a future date, if needed.

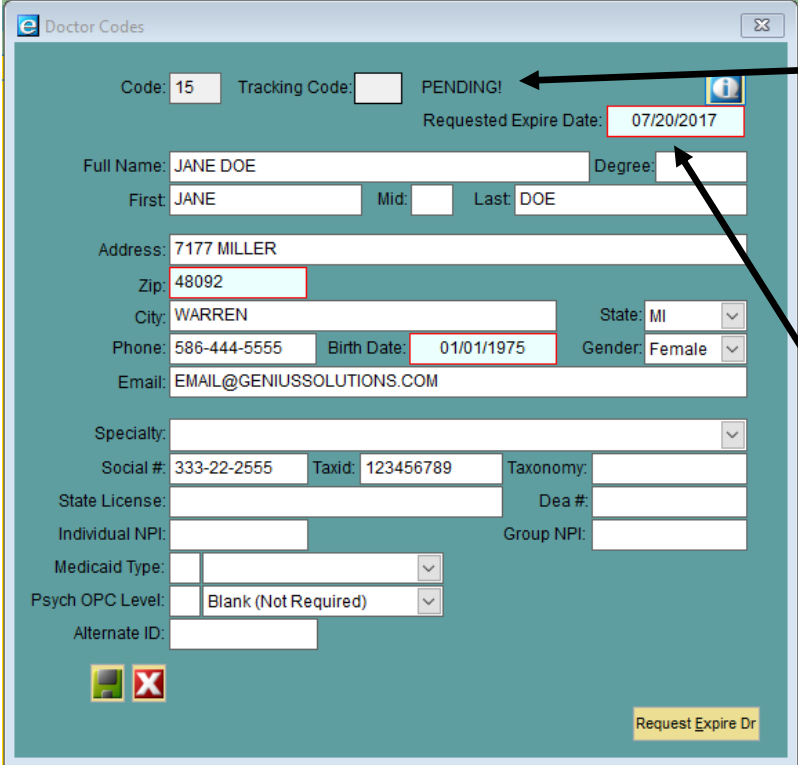
When you click  to save the code, the request will automatically send to Genius Solutions.



Genius Solutions will then review the request. If more information or payment is needed, you will be contacted prior to the approval. Once the new code has been approved, a representative from Genius Solutions will instruct you to get a new activation key.


## Expiring a Doctor Code

Genius Solutions does not recommend “reusing” a doctor code, so if a doctor leaves your practice, we recommend expiring that code. To expire a doctor code, click the  or double click on the line to open it. Click the **Request Expire Dr** button.





The code will state **Pending** until it has been approved by Genius Solutions

The **Requested Expire Date** will default to today's date. This can be changed to a future date, if needed.

When you click  to save the code, the request will automatically send to Genius Solutions.


Genius Solutions will then review the request. Once the expiration has been approved, a representative from Genius Solutions will instruct you to get a new activation key.

## Expiring a Tracking Doctor Code

To expire a tracking doctor code, click the  or double click on the line to open it. Enter an expiration date in the **Effective Until** field and then click  to save the code.

When you click  to save the code, the information will automatically send to Genius Solutions.

## New ICD10 Codes

The program has been updated to include ICD10 diagnosis code list for fiscal year 2018. From the ICD10 Master List, accessed through Code Files | Procedure | Diagnosis, users select new codes by clicking the  and using the “Select for” drop-down menu. By default, the Select for is Search Description. From the drop-down, choosing the category without “2018” next to it will include all codes in that category, including new codes for 2018. Choosing the category with “2018” next to it to see get a list of just the new codes for 2018. Improvements were made to the ICD10 master list to include the expiration date and effective date that are contained in this file.

## Check DX Codes

Under Utility | Maintenance | Check DX Codes, users can view a list of diagnostic codes that are currently in the system that have changed. Users can print the list and manually change each code, or simply click **Replace All** to update all of the codes listed. This will update any descriptions as well as add expiration dates.

Check DX Codes											
Data	<div>Replace All   Print   ↺</div>										
Settings											
Maintenance											
Reconcile											
Check Pat. Counters											
	Key Code	Your ICD10	Master ICD10	Your ExpDt	Master ExpDt	Your ERDt	Master ERDt	Your Desc	Master Desc	Your ICD9	Master ICD9
	K05.21	SAME	SAME	//	09/30/2016	//	//	AGGRESSIVE PERIODONTITIS, LOCALIZED	AGGRESSIVE PERIODONTITIS, LOCALIZED	SAME	SAME
	K05.31	SAME	SAME	//	09/30/2016	//	//	CHRONIC PERIODONTITIS, LOCALIZED	CHRONIC PERIODONTITIS, LOCALIZED	SAME	SAME

The fields are described as follows:

<b>Allergy Code:</b>	This is the code that will represent the allergy being documented. Double click in the code box to open up the Allergy Codes screen and choose the appropriate code.
<b>Description:</b>	The system will automatically enter the description of the allergy you choose. This Description indicates the name of the allergy.
<b>Reaction:</b>	Enter the patient's reaction when exposed to this allergen.
<b>Date Added:</b>	This is the date the allergy was added into the program.
<b>Onset Date:</b>	If known, enter the date of onset of this allergy.
<b>Inactive:</b>	Check this box if this allergy is no longer active for this patient.
<b>Comments:</b>	This is an open note section for you to document any type of information.

## Billing

### Subscriber Relationship of Employer

Users can now choose the relationship of Employer in the Policy Information screen when needed. This is generally used for Worker's Compensation claims. If you choose Employer, you must enter the Employer information in the Employer field.

### CLIA Number on Paper Claims

The ability to report a CLIA number on paper claims has changed. Previously, the CLIA number would only print in box 23 for Medicare claims. Now, the CLIA number will print for any insurance type as long as the procedure code has the "Special Indicator" under Code Files | Procedure set to Lab.

### TRABAL on AutoPost Validations

When using AutoPost Validations, the user can now choose a TRABAL reason code when the "Transfer to Patient" option is used.

## Reports

### Find Pats w/o appts

The Find Pats w/o appts report lets users generate a list of patients who have been seen in your office during a time frame but do not have any future appointments scheduled. This report is very useful for patient retention. This report is designed to run based on the patient's last visit date. Enter the dates of service that the patient's last visit date should be between. In our example, I want patients who have been seen within the last year that have no appointments scheduled to return to the office.

Find Pats w/o appts

Reports

Custom

Financial

Patient Referrals

Patient Zip Codes

Service Analysis

Medication Report

Daily On Screen

Print All Notes

Find Pats w/o appts

Patients with a last visit date is between 08/01/2016 and 08/01/2017 and do not have an appointment scheduled.

☐ Exclude patients with blank last visit date

Run Report MS Excel

By default, the report will display patients who also have a blank last visit date. Check the **Exclude patients with blank last visit date** if you do not want to see those patients.

The report displays the following information:

- **Acctno** - The patient's account number.
- **Patient Name** - The patient's name.
- **Phone** - The patient's preferred method of contact (PMC) and contact information. If no PMC method is chosen, the program will default to the patient's home phone number.
- **Last Visit** - The patient's last visit date from the patient dates screen.
- **Last Appt** - The patient's last appointment date.
- Also displayed on the second line is the patient's address.



## Patients without Appts Scheduled

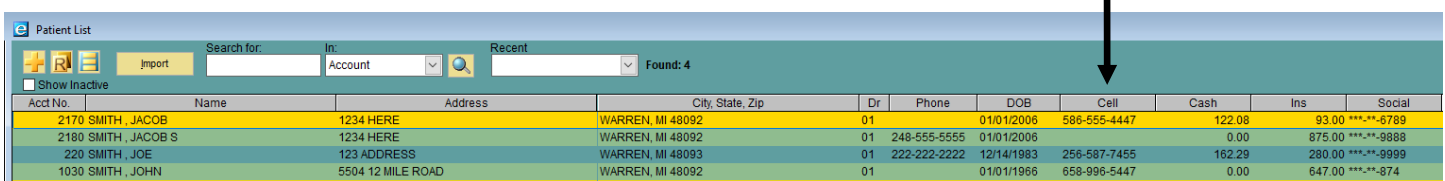
Printed on 08/08/2017 Tuesday 10:13:10

Acctno	Patient Name	PMC	Phone	Last Visit	Last Appt
920	BLUE, DANIEL 123 OAK FRASER, MI 48026	PMC: NONE	211-111-1111	05/24/2017	/ /
300	BOOP, BETTY 111 OAK STREET FRASER, MI 48026	PMC: NONE	313-333-4444	03/23/2017	/ /
2841	GARRIS, TANYA 456 PLAINVIEW DETROIT, MI 48224	PMC: NONE	734-899-1566	10/31/2016	/ /
40	GERTRUDE, CROSS 9478 DEQUINDRE STEEP FALLS, ME 04085	PMC: WPHONE	586-999-4545	01/19/2017	01/25/2017
21450	JONES, JOE 789 WAGNER WARREN, MI 48089	PMC: NONE	586-758-9632	08/18/2016	/ /
230	JOSEPH, CATTREL 8202 HOLLYWOOD LA, CA 38290	PMC: NONE		11/29/2016	/ /
3740	KALLIE, IMPORT 8745 JAMES WARREN, MI 48091	PMC: NONE	231-231-2345	09/28/2016	/ /
14	MOUSE, MICKEY 123 ADDRESS WARREN, MI 48092	PMC: NONE	586-751-9081	06/21/2017	06/29/2017
50	PATTY, INGRAM 55555 MAIN STREET STERLING HEIGHTS, MI 48312	PMC: CPHONE	486-454-1323	11/29/2016	/ /
1550	SMITH, JOE 123456 MAIN STREET MADISON HEIGHTS, MI 48555	PMC: NONE	248-555-5555	01/18/2017	/ /
2720	TIRE, BELLE 32145 GRATIOT STEEP FALLS, ME 04085	PMC: NONE	586-222-4400	08/17/2016	/ /
Total Patient's Found: 11					

## Patient

### Patient Search

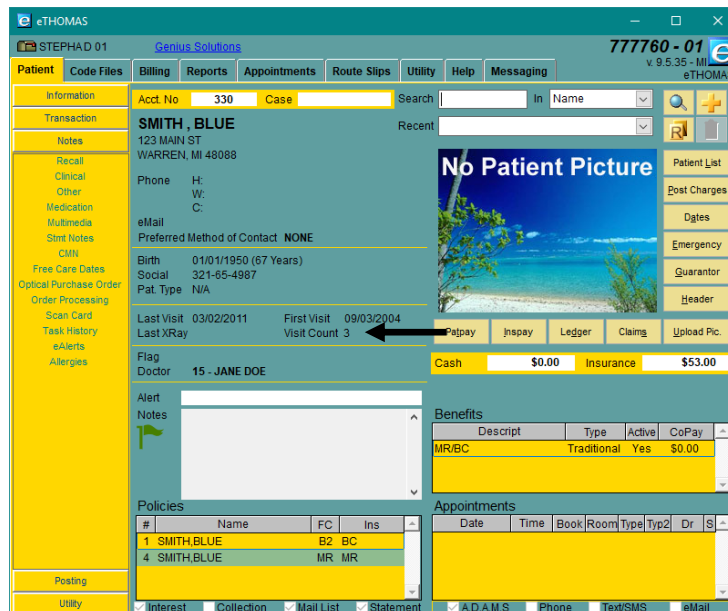
The patient's cell phone number has been added to the patient list search results.



Acct No.	Name	Address	City, State, Zip	Dr	Phone	DOB	Cell	Cash	Ins	Social
2170	SMITH, JACOB	1234 HERE	WARREN, MI 48092	01		01/01/2006	586-555-4447	122.08	93.00	***-**-6789
2180	SMITH, JACOB S	1234 HERE	WARREN, MI 48092	01	248-555-5555	01/01/2006		0.00	875.00	***-**-9888
220	SMITH, JOE	123 ADDRESS	WARREN, MI 48093	01	222-222-2222	12/14/1983	256-587-7455	162.29	280.00	***-**-9999
1030	SMITH, JOHN	5504 12 MILE ROAD	WARREN, MI 48092	01		01/01/1966	658-996-5447	0.00	647.00	***-**-874

## Visit Number

The patient visit number has been added to the main patient information screen.



**Information**  
 Acct. No. 330 Case Search In Name  
 Transaction  
 Notes  
 Recall  
 Clinical  
 Other  
 Medication  
 Multimedia  
 Sent Notes  
 CMN  
 Free Care Dates  
 Optical Purchase Order  
 Order Processing  
 Scan Card  
 Task History  
 eAlerts  
 Allergies

**SMITH, BLUE**  
 123 MAIN ST  
 WARREN, MI 48088  
 Phone H: W: C:  
 eMail  
 Preferred Method of Contact NONE  
 Birth 01/01/1950 (67 Years)  
 Social 321-65-4987  
 Pat. Type N/A  
 Last Visit 03/02/2011 First Visit 09/03/2004  
 Last XRay Visit Count 3  
 Flag Doctor 15 - JANE DOE  
 Alert Notes  
 Policies  
 # Name FC Ins  
 1 SMITH, BLUE B2 BC  
 4 SMITH, BLUE MR MR  
 Posting  
 Utility Interest Collection Mail List Statement A.D.A.M.S. Phone Text/SMS eMail

**No Patient Picture**  
 Patient List  
 Post Charges  
 Dgtes  
 Emergency  
 Quarantor  
 Header  
 Paypay Inspay Ledger Claims Upload Pic.  
 Cash \$0.00 Insurance \$53.00  
 Benefits  
 Descript Type Active CoPay  
 MR/BC Traditional Yes \$0.00  
 Appointments  
 Date Time Book/Room Type Typ2 Dr S