

What's New in 9.5.36

October

2017

This document was developed by Genius Solutions to introduce users to the features/modifications that have been released in 9.5.36 of eTHOMAS. Click on the text or page numbers within the Contents page to be brought to that specific item within the document.

eTHOMAS

Contents

Location Codes 3

 Adding a Location Code 3

 Expiring a Location Code..... 4


Broadcast Messages..... 5

Eligibility Payor List 5

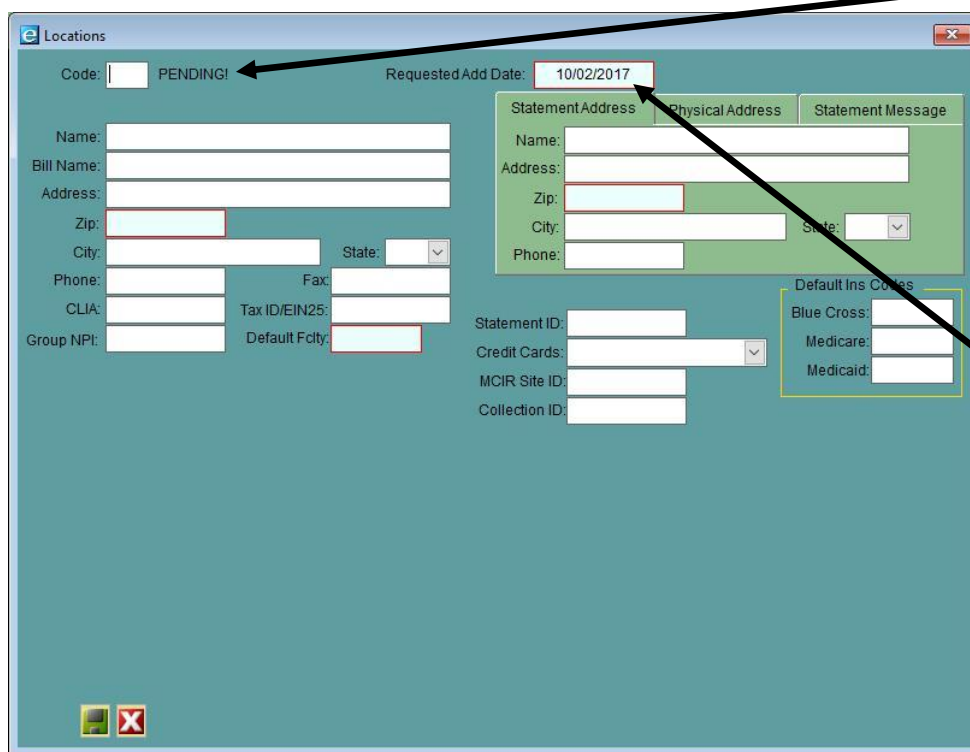
Location Codes

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

Adding a Location Code

When a new location code is needed, users may request a new code by going to Utility | Data | Locations. Click on the  to add a new code.

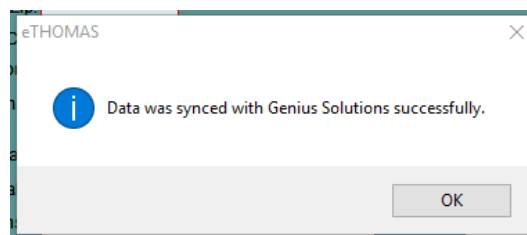
Enter a 2-character Code for this location. The Code must be a unique code in your system and cannot be used by any other location codes. You must also enter the location's name in the Name field, as well as an address. Enter as much additional information as possible.



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.

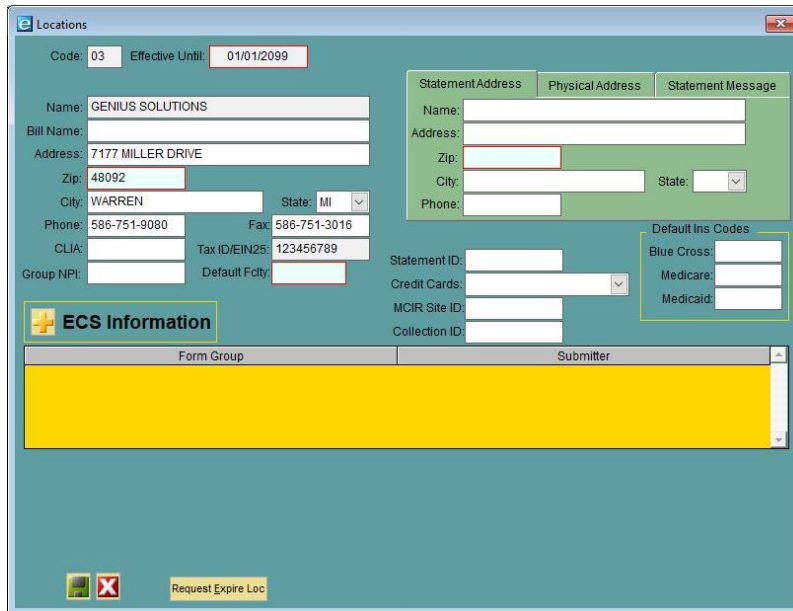
When you click  to save the code, the request will automatically send to Genius Solutions.



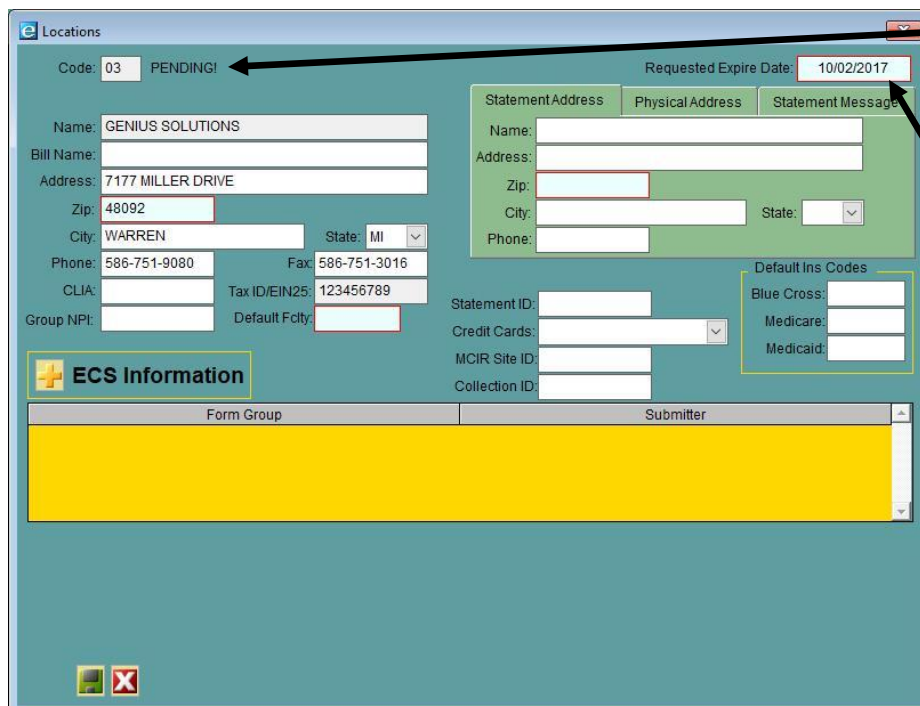
Genius Solutions will then review the request. If more information or payment is needed, you will be contacted prior to the approval. Once the new code has been approved, a representative from Genius Solutions will instruct you to get a new activation key.

Expiring a Location Code

Genius Solutions does not recommend “reusing” a location code, so if an office has closed, we recommend expiring that code. To expire a location code, click the  or double click on the line to open it.




Click the **Request Expire Loc** 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.

Broadcast Messages

Genius Solutions now has a way to relay important information to you directly through eTHOMAS! When a new broadcast message is sent out, each user will be prompted with the message upon login. Once the message has been read, click Close and you may continue working in the program as usual.

To view the message again (or any previously sent messages), click on Messaging | Broadcast Messages.

Eligibility Payor List

Offices who check eligibility through the eTHOMAS program can now view a list of active payor id's under Code Files | Insurance | Insurance. Open the insurance code and under the **Insurance Payors ID** section, click on the  to add a new code or click on the  to edit an existing code. Click on the link in the **Eligibility** section called "Elig. Payor ID List" to open a .pdf document containing all of the payor IDs. *Note: These payor IDs are used for checking eligibility only.*

