

# HandyWork Newsletter

Summer 2000

## All is steady on the HW Front!

### What's New in HW-Windows

There are many subtle changes added in the most recent version of HW-Windows. They are broken down into a few categories so you can easily understand them.

**HCFA:** Billing specs updated for GA, IL, IN, MD, MI, NY, PA, SD. Box 17, 17A in HCFA always reflect the referral source if entered. Medicare P.A.R.T specs added. Just put whatever you wish to go on line 19 in the accident description area in Case Data. Medicare forms will always show last x-ray date in box 19 if one is entered, blank otherwise. There was a correction in the placement of charges on box 28, 29, 30 in the HCFA Print Image. There is a minor change in the Dr. ID placement on the HCFA: The License goes in Group# as it always has, all other ID's are now moved to Pin #. If the carrier has assigned you a practice ID, put that in the carrier screen and it will appear in the Group ID line in box 33.

**Statements:** Statements now allow choice of 30, 60, 90, 120 like Financial Reports. A much nicer looking and simpler patient statement is now in place. A real neat addition is the Trial Statement, which won't modify patient files.

**Reports:** New Patient Report Enhanced. Single envelope printing to screen and then printer works correctly. Zip code on walk-out receipt now has dash i.e. 12345-7890. New End of Day report on Appointments entered that day.

Missed appt list properly reports missed appts even if the patient has only made a payment. The Pre-bill reports can now be limited by category. The Unpaid bill list now includes guarantor and guarantor ID. There is a new report in Day Stats that won't break out individual days. Day Stats reports now have separate visit counts for each clinic. All Vital Stats reports are now separate for each clinic

**Miscellaneous Fixes:** Adding Second Case leaves patient's first visit date unchanged. Day/Month stats ignore multiple cases in new patient counts. Ebill NSF 2.0 specs added for SD. S.A.L.T. detail order preserved in Transactions. Switching assignment in Case Data asks if OK to recalculate Patient Owes. Appointment find list shows last appointments.

Pay To Oldest in the Payment Helper no longer automatically pays to refunds or write-offs.

Macro replacement in paragraphs for him and her, his and her, he and she. Also for Dx1, Dx2, Dx3 and Dx4. A delete button has also been added for SOAP's.

### What's New in HW-DOS

All of the date range limited reports in Alt+4 (Ledger), Alt+5 (Transactions), Alt+6 (Payments), Alt+7 (Billing reports), Alt+V (Vital Stats), Alt+L (Letters Menu) have been rewritten to allow them to cross of both year and century.

### Upgrade HWW and HW-DOS Now!

We post all changes to the HWW system on the HandyWorks website. You can get them from the bottom of the Download page in the registered users section. Click on the appropriate link to get the latest HWW from the password-protected, self extracting file.

If we have your email address, (please give us one) we will let you know when significant changes are posted.

### New Manual!

Now undergoing proofreading and revisions, the original HWW manual has been massively rewritten and revised. We hope to have it to out printer by the end of the summer. Email or call now to reserve your copy at \$25 each, including priority shipping.

### Vacation Schedule

The HandyWorks Office will be closed 8/26/00 through 9/6/00 for a much needed low tech, beach vacation on Fire Island. No cars, no traffic, no phones. Ahhh....

### New E-Bill Provider

We are pleased to add MD-Online (888-499-5465) to the HandyWorks E-Billing suppliers list. They offer an alternative plan to fee/claim setup of NDC (800-792-5256).

## Y2K Fix For HW2

In late 1999, Microsoft offered a patch to the MS Access 2 system that fixes how 2 digit years are treated. The patch consists of 3 replacement files (msabc200.dll, msajt200.dll and msaju200.dll).

**Warning:** If you have more than one computer, you must upgrade all of them with this patch. If you do only one, you will likely corrupt your data file.

The best way to check that you have done the patch successfully is to use Find-Files or Folders. Look for each of the above dll's in My Computer. If there are any of them dated 1994, replace them with the newer version. Feel free to contact our help desk if you are confused.

## Backup Horror #1

Paul, in Dr. S.M's office, here in NYC, a user of HW since 1992, and HWW since 1997, knows how important it is to back up. That's why we were very suprised when they called us a few weeks ago with a corrupt data file that couldn't be repaired. As is the case when you can't repair the data base, we said, let's go to the backup.

I asked if they had a zip disk. Yes, but it is has been broken for six months. So how do you backup, I inquired. Well, we made these file folders, named them Monday, Tuesday, Wednesday, Thursday and Friday on our desktop, and we backup there. Great, I thought. But, Lo! The folders were empty. I feel bad when that happens, but not as bad as they did. Fortunately, they found an old backup copy on a workstation computer that was only six months old. Not as bad as losing everything, which was a distinct likelihood.

## Backup Horror #2

Our second backup horror story is not as bad. Laura, in Dr. J.W's office in Utah is pretty savvy. Picked up the HWW system and was flying like a champ. But after 1 week of work was entered, got a corrupt file message, and turned to her backup, which she made religiously every day on different disks. However, Laura had made all of her backups while she was running the HW program. Further, she ignored the error message MS Backup gave her telling her the file was busy and was not backed up. So, a week's worth of data entry was lost. Not that bad, all considered.

Note: You CANNOT be in HandyWorks when you do your backing up! You will get an error message saying that the file was busy. Always exit the program before starting your backup.

## Computer Upgrade?

There is an old adage that states "Do not change strokes in a winning game." What that means is that if everything is running smooth, LEAVE YOUR SYSTEM ALONE! Do not install utilities to monitor memory, speed up your disk drives, crash guard your computer etc.

If you install ACCESS 2000 on your computer, be sure to tell it not to overwrite older applications. Note that Access 2000 is a buggy release. After Microsoft releases the next version of Access, we will consider upgrading.

DOS users, beware the printer upgrade. Newer printers do not easily accept the ASCII bit stream that HW-DOS spits out to the printer. Keep your old equipment!

## Proper Backup

There are two types of computer users out there. Those that have lost data and those that will. Do you cancel your car insurance because you've had no accidents? Do you cancel your malpractice because you've had no claims. Backing up is your ONLY insurance against a computer failure. If you don't have a backup and you lose your data, it will be no one's fault but your own.

Backup several times a week, on different disks for different days. This way, if you have bad data that you only just discovered, you can go back to a previous version. Do a compare verify to make sure what you wrote is what got wrote. And most important, make sure you are backing up the Handyworks data files. These are \*.dat for DOS users and hwdata.mdb for HWW users.

**Important: Do not believe that your beloved consultant has set your backup correctly! You must verify that it is correct by testing the restore yourself.**

Also, please, practice restoring your data - especially to another location. It is frustrating when we have to tell someone to restore their data and they ask us how. We don't know how, mostly because there are so many ways to backup. So make sure you know how to restore. Practice it at least once or twice. Make sure YOU don't end up in this column next time. Learn how to back up and restore. 'nuff said!

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