



Softwords

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◆ The Future Is Now...

Multimedia Applications of Document Imaging -

by David
Copelovici

Document Imaging, a process mentioned most notably in the October 1998 edition of *Softwords*, turns your computer into a virtual filing cabinet where any and all of your everyday forms, reports and other space-consuming papers can be stored conveniently and accessibly. This you may already know - articles concerning this technology and its applications to *A&L Document Console* in previous issues of this newsletter have been numerous - but what you may not know is the extent to which imaging technology can be applied. New this month to *A&L Document Console* is a feature that extends its capabilities considerably: the ability to not only store the contents of sheets of paper within your computer, but audio and video clips as well.

Some of you may be familiar with common computer audio and video formats - the current publicity surrounding both the RealMedia and MP3 formats being a prime example - but it is more likely that even if an office wants to transfer its raw video or recorded audio to a computer-readable format, it lacks both the time and skill to see such an application through. Enter Document Console which provides an easy-to-use interface through which sound and video storage can be handled quickly and with a minimum knowledge behind such a process. Plus, with this new feature, it becomes possible to index every single item that enters your office in a single program, increasing overall organization and ensuring important clips will not be misplaced.

How A&L Document Console

Manipulates Video & Audio Files

Suppose you want to tape an operation, either for archival use or because you think it would be fun to show at parties. You would probably use a mini-camera inserted into the patient to get the footage you need, but the video itself would most likely be stored in standard VHS form. If you wanted to store this video on your computer you would need to use a third party software package to transfer the information to machine-readable form and compress the resulting data. (There are several means of compressing video, among them software from VivoActive, Microsoft and Real Networks. How they work is beyond the scope of this article.)

Once transferred, this video would be stored as a normal file on the hard disk, with an extension befitting its compression method (e.g. .viv, .mpg). This is where *Document Console* comes in handy. Using *Document Console* you can read this file into a database for quick indexing, and by doing so be able to call it up at any time by whatever name you designate for it (using Query Language, familiar to all *Document Console* users). *Document Console* contains tools for playback of most audio and video formats, eliminating the need for separate movie players. This allows you to remain organized and efficient, no matter how many movies you store on your hard drive. This represents an important step forward for the *Document Console* software package bringing it closer to being a complete storage and manipulation tool for all your media needs, allowing you to run a more organized, efficient office.

Roll 'em!



...And save 'em!



The User's Corner

Is It Pay Day Yet?

Did You Know You Could Transmit Just To Check If Your RA Is Available?

E-mail can be a fascinating thing. Electronic mail can be interesting because you can always check to see if anyone has sent mail at ANY time, at ANY interval. All you have to do is to connect. If anything is there, it will automatically come to you. If nothing is there, you don't get anything. The main thing you have to do is CONNECT.

The A&L HERO* program works in the same manner. Many of you have been taught to batch and transmit at the same time. The best advice when batching and transmitting is "Never put off until tomorrow what you can do today."

This works fine for most offices. At the time of your connection you not only send batches, you also grab any messages or RAs sitting in your mailbox. It's just a matter of being efficient while you are connected.

But if you don't have anything batched and you want to see if your RA is available, you don't have to batch. Simply click on the TRANSMIT button. You can do this at anytime - if you are anxious to get your RA, do it every business day from the 4th until the 15th of the month until you get it. There is no cost to you because you will be dialing a local or 1-888 number.

Happy Dialing!

Some Changes That Have Recently Occurred In A&L HERO* Version 6.91

When correcting a claim from the **Claims Error Report** the most efficient way is to go into **Patient Claim (By Doctor) - New Record** to make any changes. This includes claims sent with the incorrect version codes and birthdates.

The **Claims Error Report** gives you a claim/accounting that can be used to retrieve the record. Once retrieved, the claim will attain '**Batched**' status. Click on the **CORRECT** button. You will now have access to the claim to make any necessary changes.

It is important to note that any changes made to the version code or birthdate at this stage will also change in the Patient Information side.



*HERO is a registered trademark of HTN Inc.

A Reminder

Tax Relief

Helping You To Meet The Y2K Challenge

The federal government is providing special tax relief to help small and medium sized businesses solve their Year 2000 (Y2K) computer problems.

The program applies to the cost of hardware and software acquired between January 1, 1998 and October 31st, 1999 to replace equipment that is not Y2K compliant.

This tax relief takes the form of accelerated capital cost allowance (CCA) deductions of up to \$50,000. This will allow smaller firms to deduct 100% of eligible expenditures in the year in which they occur.

To focus the benefit on smaller businesses, only unincorporated firms and corporations not subject to the Large Corporation Tax will be eligible.

For more information contact your local Revenue Canada Tax Services Office.



Physician claims submitted utilizing Version 02 billing software with a patient service date of July 19 or later will receive zero payment

V03 Conversion Statistics Providers Submitting Period Ending July 12, 1999

	V02 #	V02 %	V03 #	V03 %	Totals
Physicians	2,467	16%	12,689	84%	15,156
Chiropractors	280	14%	1,752	86%	2,032
Optometrists	83	8%	909	92%	992
Physiotherapists	21	22%	75	78%	96
Osteopaths	0	0%	1	100%	1
Dentists	15	31%	34	69%	49
Chiropodists	14	20%	57	80%	71
Other	0	0%	0	0%	0
IHF's	273	31%	603	69%	876
Laboratories	10	9%	99	91%	109
Groups	574	24%	1,772	76%	2,346
Grand Total	3,737	17%	17,991	83%	21,728

More About Windows

Many medical offices now use Microsoft Windows as their operating system of choice. More are switching over from DOS to Windows almost every day. However, many such offices are less familiar with the Windows environment as a whole than they are with the specific programs they are using (A&L HERO being the prime example), and do not realize that certain commands (e.g. shortcut keys) are common to all programs written for the Windows environment. So, in order to help out, we have decided to include a few of these commands in this issue.*

1. Switching Between Applications

To switch between two applications when both are running simultaneously, press the **ALT+TAB** (hold down the **ALT** and **TAB** keys at the same time). When more than two applications are running, holding down the **ALT+TAB** and keeping both keys depressed will bring up a window containing all applications currently active. While holding down the **ALT** key press **TAB** repeatedly to cycle through the list, and release both keys when you come to the icon representing the application you want to switch to.

The mouse is also useful in switching between applications. The gray bar at the bottom of the Windows screen, called the taskbar, contains among other things, a clickable list of all applications currently active. Selecting from this list will bring your selection up on the screen. Some Logitech mice also come with software to allow your middle mouse button to be used to switch among active applications - check your mouse manual for more details of this feature.

2. Resizing Application Windows

Windows applications normally run maximized - that is, they take up the maximum portion of the screen (or, sometimes, the entire screen) allotted to them. In order to make an application window bigger or smaller, the easiest thing to do is to move the mouse to the top right-hand corner of the application window, where three icons - a dash, a box and an X - are visible. Clicking on the box icon will toggle between the application's maximum and minimum sizes. Resizing can also be accomplished by moving the mouse pointer to the bottom-right window, until the cursor resembles two arrows stretching in opposite directions, and holding down the left mouse button while dragging the corner of the window out or in as needed to enlarge or reduce window size, respectively.

When dealing with applications that can take up the full screen (e.g. A&L Medical Billing Systems or an MS-DOS Prompt), it may become necessary to see the other windows on your screen while using such an application. In order to turn a full-screen application into a windowed one, hold down **ALT+ENTER** (hit the **ALT** and **ENTER** keys simultaneously). To resume full-screen mode, hold down **ALT+ENTER** again.

You can also arrange all windows on the screen in a horizontal or vertical row by clicking with the right mouse button on the clock in the bottom right-hand corner of your screen and selecting 'Tile Vertically' or 'Tile Horizontally.' A row of overlapping windows can be created from this menu as well by selecting 'Cascade Windows.'

3. Other Windows Commands

Cutting, Copying and Pasting: This can apply to icons on the desktop or to text entered into a file. When you 'cut' an icon or a selected block of text you remove it from the screen entirely and save it temporarily to the Windows Clipboard. In order to bring it back move the cursor to the place where you want to put your selection and paste it back in. The 'cut' operation is usually performed by selecting the item to be cut and hitting **CTRL+X** (hold down the **CTRL** and **X** keys), while 'paste' is done by highlighting your item's destination and hitting **CTRL+V**. Copying is similar, although a copy of your selection will remain in both your original and target locations. To copy a selection, highlight it and hit **CTRL+C**, then highlight its destination and hit **CTRL+V** to paste it.

Creating Shortcuts: A shortcut is a pointer to a file that can exist in the same directory (or on the same desktop) as the original file icon. To create a shortcut from its original icon (e.g. to create a shortcut to Microsoft Word on the desktop), move the mouse over the original icon, hold the left mouse button down while hitting **CTRL+SHIFT** (hold the **CTRL** and **SHIFT** buttons down at the same time) and drag the icon to its destination, then release. The new shortcut will be created in the specific location.



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