The Hi-Tech Hi-Five

April 2009

The Hi-Tech Users' Manuals are current as of Release 9.01. Download them from the HTS website and access them from the Hi-Tech menu.

Hi-One Download Current Users Instructions

Go to www.Hi-TechSoftware.com > ***Hi-Tech Clients*** > **downloads/updates**. Enter your Account Number and Access Code. Select **Users' Manuals.** Display and print *How to Download Users' Manual*.

Please review *How To Download User's Manuals*

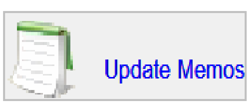
Release dates of 9.01 or later have been revised with our new menu look

Resident Accounting (9.01)	**Therapy Systems (Rehab)** (9.01)
General Ledger (9.01)	
Accounts Payable (9.01)	**Trust Accounting** (9.01)
Payroll (9.01)	**Exception Billing (XB) UB04 Form** (9.01)
Human Resources (9.01)	**Exception Billing (HX) 1500 Form** (9.01)
Fixed Assets (9.01)	
Outstanding Checks (9.01)	**Resident Referral** (9.01)
Clinical for Nursing Care, Residential Care and Assisted Living (9.01)	Instructions for Interfaces to Resident Accounting, General Ledger, Accounts Payable, Payroll, and Clinical to be available soon

Hi-Two View Users' Instructions from the HTS Menu

Log into HTS and select an application. Click **User Manual** on the left side of the screen to open the manual in the Adobe Acrobat Reader.

Hi-Three View Update Memos from HTS Menu



Log into HTS and click **Update Memos** to review program changes since Release 8.04, including the *new* program described below from Release 8.11.

Hi-Four Select and Delete Unposted Transactions

Resident Accounting > File Utilities > Delete A/R Transactions. View detail by User ID, transaction type or post date. Select up to 150 items for deletion (except room charges).

Hi-Five Access NHIC Instructions from Hi-Tech

For Medicare billing, facilities in Maine, New Hampshire and Vermont must transition to the National Heritage Insurance Corporation (NHIC) by specific cut-over dates. You will need 1) a new connection, 2) new software, and 3) a change in contractor IDs. Hi-Tech can NOT help you with connection or transmission issues; you must call the IVANS and Medicare EDI customer support numbers for help.
To help you get started, on April 6 Hi-Tech emailed our Resident Accounting contacts the instructions on how to make the transition. We urge you to begin the process as soon as possible. Access the instructions at www.Hi-TechSoftware.com > ***Hi-Tech Clients*** > **Set up and Send Medicare Submissions to NHIC.**

Send suggestions to marti@hi-techsoftware.com