

Soon to be available, Hi-Tech's **Release 9.06** will provide many enhancements to our Clinical and Accounting applications. This *Hi-Five* lists several opportunities for you to learn how to use the following new and redesigned programs:

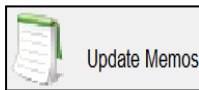


- **Edit Medical Record** replaces **Edit Face Sheet** in Clinical Records, Resident Accounting, Resident Trust Accounting, 1500 Form Billing (Exception Billing) and Clinical Census.
- **Edit Notes** now manages *all* note types--face sheet, nursing, progress and RAP notes. The same screen format makes it much easier to view and record these different types of notes. Select **Edit Notes** from the menu or from **Edit Medical Record**, the **Calendar** and **Activities/Events**.
- The **Clinical Calendar** has a new, user-friendly look. Schedule residents' appointments, labs, medication renewals, etc. Highlight events that require extra attention. View events that you need to complete today or this week. Trigger events to be scheduled after an event is completed.

*How do you learn how to use all these valuable new features? Here are five ways.*

## **Hi-One**      **Read the Update Memo**

If you have access codes to **Downloads/Updates** on the Hi-Tech website, print the **Update Memo**. Read the Memo *before* you install the update so you know what to expect. Please share it with all your Hi-Tech users. After installation, print the Update Memo by clicking the **Update Memos** icon on the left side of the Hi-Tech Menu. Select **Release 9.06**.



**IMPORTANT:** If you use the Clinical Records Systems, Resident Accounting, Resident Trust Accounting, or 1500 Form Billing, page 6 of the Update Memo--**After You Install Release 9.06**--instructs you to print *Specialty Conversion Lists* that identify records you need to review for accuracy.

## **Hi-Two**      **Read the 9.06 Instructions**

This 30-page document provides instructions for the new **Edit Medical Record**, **Edit Notes** and **Calendar**. If you have access codes, you can print the document from the **Downloads/Updates** page on the Hi-Tech website, or after the update is installed, click the **Update Memos** icon on the Hi-Tech menu and choose **Instructions 9.06**.

## **Hi-Three**      **Attend a Free Workshop**

In June, Hi-Tech will present the new programs at **seven free** workshops in Maine and Vermont. By June 15, register with the form that was emailed to you, or go to [www.Hi-TechSoftware.com](http://www.Hi-TechSoftware.com) > **Hi-Tech Clients** > **Free June Workshops**. See locations, dates and times on the next page.

## **Hi-Four**      **Attend a Free Webinar**

Webinars are free through our **Hi-Q Education and Training Plan**. We will present several Webinars on the new and redesigned programs. Review the Webinar schedule included with this Hi-Five, or go to [www.Hi-TechSoftware.com](http://www.Hi-TechSoftware.com) > **Hi-Tech Clients** > **Free June/July Webinars**. (Check often for changes.)

If you have not received invitations to Webinars that interest you, email [webinars@hi-techsoftware.com](mailto:webinars@hi-techsoftware.com) and tell us the Hi-Tech applications you need to know better.

## **Hi-Five**      **Use Your Hi-Q Points for Phone or On-Site Training**

Our **Hi-Q Education and Training Plan** provides you with **Hi-Q Points** to be used for training. Call Hi-Tech or see your most recent billing statement to see how many points you now have.

- ½ point buys one hour of training by phone or at Hi-Tech's office in Skowhegan.
- 1 point buys one hour of training in *your* facility, and there is *no* charge for our travel time. (Charges for hotel and meal will apply to overnight stays)

Learn more at [www.Hi-TechSoftware.com](http://www.Hi-TechSoftware.com) > **Hi-Tech Clients** > **Hi-Q Education and Training**.

**Moving Toward an Electronic Resident Record  
with the Hi-Tech Software Clinical and Accounting Systems**

<p>Attend a <b>Free</b> Workshop on:</p> <ul style="list-style-type: none"> <li>• Edit Medical Record</li> <li>• Clinical Calendar</li> <li>• Activities and Events</li> <li>• Residents' Electronic Notes</li> </ul>	<p><b>Morning and afternoon sessions are identical.</b></p> <p>Sign-in begins ½ hour before the workshop</p>
<p><b>Monday, June 22nd in Orono, ME</b></p>	<p>9 to 12 or 1:30 to 4:30</p>
<p><b>Tuesday, June 23rd in Portland, ME</b></p>	<p><del>9 to 12</del> <b>FULL</b> or 1:30 to 4:30</p>
<p><b>Tuesday, June 23 in Caribou, ME</b></p>	<p>1-4 pm</p>
<p><b>Thursday, June 25th in S. Burlington, VT</b></p>	<p>9 to 12 or 1:30 to 4:30</p>
<p><b>Friday, June 26th in Brattleboro, VT</b></p>	<p>9 to 12 No afternoon session</p>

**Deadline: Register by Monday, June 15.**

Use the Registration Form that was *emailed* to you, or print a Registration Form at:

[www.Hi-TechSoftware.com](http://www.Hi-TechSoftware.com) > ***Hi-Tech Clients*** > **Free June Workshops**