

We hope you are enjoying summer outdoor recreation, barbecues, and Hi-Tech Software's **New Menu Look**.

Here are July **Hi-Fives** that will help you *Navigate with Ease*.



Hi-One

Print Therapy Statistics Report to Review Limits

Print the **Medicare B Statistics** report to determine how close a resident is to meeting the Therapy Limits. Select either of the following:

Therapy System > Rehab Therapy > Reporting > Medicare B Statistics. Because therapy charges are entered as soon as therapy is complete, this report should include all current charges.

Resident Billing > Reporting > Inquiry > MCR B Therapy Stats. This report includes the charges that have been entered through **Ancillary Charges** or imported through a therapy interface like Genesis, Rehab Works, or Kindred.

You can list residents who have exceeded therapy limits, or those who have reached 90-100% of the limit.



Hi-Two

Cooperative Buying Plan Reduces Forms Costs

HTS forms supplier, **Creative Imaging**, offers a **Cooperative Buying Plan** that uses *group runs* to reduce the cost of paper stock for HTS clients. Each quarter HTS clients place orders for the forms they will need. Creative processes all the orders for similar products (such as checks, statements, same-size envelopes, etc.) together to reduce production costs, which are passed onto HTS clients. **There is no cost to participate in this program and no minimum purchase is required** (the quantity of any item ordered must meet the minimum quantity requirement as with any print order you would place). Creative offers warehousing services for high-quantity purchases.

The next order close date is September 2 and the orders will ship the week of October 13.

If you miss the deadline, call Dana anyway to see if he can still accept your order.

How to Participate: Please think ahead 2 runs when projecting your paper needs

1. Place your order with **Dana Wildes** at dwildes@creative-ig.com, (866) 370-2999 x108, or (207) 807-6284 (cell).
2. Creative will process and provide proofs of your orders.
3. By the 15th of that same month, you must return your Final Proof Approval to be included in the Final Group Run.
4. Final Group Run orders will ship about the middle of the next month. *If you have a specific delivery day requirement, please tell Dana so he can accommodate you.*



Hi-Three

Reconcile Cash with Ease

The Resident Accounting System provides assistance in reconciling Cash.

Select **Reporting > Inquiry > Cash Receipt Summary**. Choose the Month and click .



Hi-Four

Import Medicare & Medicaid 835 to Cash Receipts

Save your 835 file to DATA/MCD835 for Medicaid or DATA/MCR835 for Medicare.

In **Resident Accounting > Receipts/Charges/Adj. > Cash Receipts** select the **Remit** type. On the **Pick 835 Electronic Payment File** screen, select the file you want to import.

You can enter a Reference number that will carry through to each cash receipt.

Click to import the file. Verify the entries against your remittance statement.

- MCR Electronic Remit.
- MCD Electronic Remit.



Hi-Five

Print MARs for Types of Meds

Edit Orders allows you to code med and treatment orders and print them on administration records for that **Type** of order. For example, code certain orders for licensed staff. Print MARs/TARs for licensed staff and another set for med-techs.

HTS has defined the Types listed on the right. You can add or change titles.

View previous **Hi-Tech  Hi-Fives** at www.hi-techsoftware.com.

Send your own Hi-Fives to marti@hi-techsoftware.com

Order Types:

- 1 Routine Med
- 2 Routine Licensed Med
- 3 Time Limited Med
- 4 Time Limited Licensed Med
- 5 PRN Med
- 6 PRN Licensed Med
- 7 Treatment
- 8 Licensed Treatment