

Hi-Tech has received the following rave reviews for the Release 9.06 program changes:

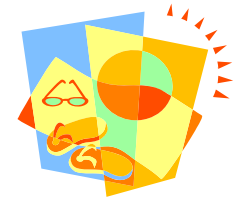
“Don't know who brainstormed on your latest update but you all did an outstanding job. We are LOVING it both clinically and financially. Keep up the excellent work!!”

Brenda Tardif, Senior Bookkeeper, Schooner Estates

“We LOVE the new calendar.”

We love the new library and the programs are much easier to use.”

Sue Clark, RSC, Volmer Country Living Center



Hi-Tech wants to thank you, **our clients**, for prompting much of the brainstorming that helps us continue to improve our products. For more than 27 years we have “grown” our product line to meet your needs. This month's *Hi-Tech Hi-Five* provides five more examples of how we continue to respond to your needs.

Hi-One Review Events on your Residents' Calendars







If you have downloaded *both* Release 9.06 and Patches (posted 07/14/2009 or later) from the Hi-Tech Software website, **Clinical Records System > Reporting > Calendar > Event Status Report** has been replaced by the **Resident Calendar**. This new program provides additional features that help you review the events on your residents' calendars. Release 9.08 will rename the program on the menu.

For more information about the redesigned Clinical Calendar system, on the Hi-Tech menu, click **Update Memos** and then select **System Update...Instructions 9.06**.

Hi-Two Hi-Tech to Enhance Accounts Payable

Coming Soon!

Release 9.08 will add the following features to Accounts Payable:

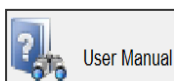
-  **Void Accounts Payable Check** will put the invoice back in the Open Invoice list and make a reversing entry in the current GL period.
-  **Vendor Inquiry** will allow you to **Skip Inactive Vendors**.
-  Assign a Group Code to each vendor for reporting by type of service or product, i.e. insurance, oil, etc.
-  View a Batch Total for the invoices you have entered to aid reconciliation.
-  When you enter invoices, click **View Vendor History** to view the most recent 50 invoices.
-  Attach a short memo to individual invoices that will appear on the journal, reports, check stubs, etc.

Hi-Three Hi-Tech to add Multi-Facility Search Features *Coming Soon!*

Release 9.08 will allow a home office that uses Hi-Tech **Resident Accounting, Clinical Records** and **Payroll** to locate residents or employees at any facility within the group.

Hi-Four Hi-Tech Posts Current Users Manuals to Website

Download current Users' Instruction Manuals at www.hi-techsoftware.com > **Hi-Tech Clients** > **downloads/updates**. Enter your Account Number and Access Code. Then select **Users' Manuals**. Select the manual and follow the instructions on the screen. After you download the manual, view instructions on the screen. Select the application from the Hi-Tech main menu and click **User Manual**.






Current System Release is 9.06	* Manual is up to date
Resident Accounting (Release 9.06) *	Clinical for Nursing Care, Residential Care and Assisted Living (Release 9.06) *
General Ledger (Release 9.01) *	Therapy Systems (Rehab) (Release 9.01) *
Accounts Payable (Release 9.06) *	Trust Accounting (Release 9.06) *
Payroll (Release 9.01) *	Interfaces (Release 9.01) * to Resident Accounting, General Ledger, Accounts Payable, Payroll, and Clinical
Human Resources (Release 9.01) *	Exception Billing (XB) UB04 Form (Release 9.01) *
Fixed Assets (Release 9.01) *	Exception Billing (HX) 1500 Form (Release 9.06) *
Outstanding Checks (Release 9.01) *	Resident Referral (Release 9.01) *

Hi-Five **Use your Hi-Q Points for Training**

We hope you have attended one of our recent workshops or Webinars to learn more about the many useful features of the Hi-Tech Financial and Clinical Records Systems.

If you need individual attention, you can use your Hi-Q Points to receive training that is specific to your facility and uses your facility's information.

-  You can receive training over the phone. A Hi-Tech trainer will use GoToAssist to connect with your computer and lead you through menu selections and how to fill out a screen to complete a process.
-  A trainer can also come to your facility and train you on your own computer.
-  The **Hi-Q Education and Training Plan** provides points to be used for phone and onsite training.
 - One point buys 2 hours of phone training or 1 hour of training at your facility. There is no charge for travel time.
 - See your monthly invoice or call Hi-Tech to see learn how many points you have available.

Here are examples of how our clients have used their points.

Training Hours	Points Used	How provided	Topic
1	0.5	Phone	General Accounting: How to do a bank reconciliation
2.5	1.25	Phone	Payroll: Set up and use Electronic Direct Deposit.
4	2	Phone	Payroll: Train a new Payroll clerk.
2	1.00	Phone	Resident Accounting: Review Face Sheets, Stay Tables, Census, Charges, Payments, Adjustments and reporting.
3	1.5	Phone	Resident Accounting: How to edit financial reports so all expenses appear on the Income Statement in the correct department.
1.5	0.75	Phone	Resident Accounting: Medicaid Electronic Cash Receipts and Adjustment billing. How to prepare for Medicare billing. How to complete End of Month.
2	1	Phone	Clinical Records: Reconcile your MDS records.
4	4	Onsite	Clinical Records: Train a new staff member in multiple processes.
4	4	Onsite	Payroll: Train a new person to use the Payroll System.

Other training possibilities:

Learn to use Resident Trust Accounting (if you do not have this application on your menu, use your points to have it added, and then use it at no extra charge)

Records your Residents' Activities & Events

Print your own Medication Administration Records

Create Resident Care Plans

Schedule Resident Appointments and Events through the Resident Calendar