

September means *Back to School* and time to learn more useful features of our software.

Hi-One Speed Up Your MDS Data Entry

In **Edit MDS**, many questions provide *drop-down* boxes that display acceptable responses for that item. Click the down arrow ▼ to display the responses, then click the response.

You can also select the response by pressing the item number on the numeric key pad on your keyboard. For example, press the 4 key for Total dependence. This can speed up data entry in some sections, particularly Section G. Activities of Daily Living.

(A) self-performance

4 - Total dependence ▼

- BLANK

- Unknown

0 - Independent

1 - Supervision

2 - Limited assistance

3 - Extensive assistance

4 - Total dependence

8 - Activity did not occur

Hi-Two Delete Meds from MDS Section U

To delete a medication from the MDS Section U, click in any field on the medication's line. Then click the button on lower right side of the screen.

NDC Codes	Medication Name and Dose Ordered	RA	Freq	AA	PRN-n
00087071502	PERICOLACE 100MG 1 TAB	1	2D	1 TAB	

Hi-Three Renumber Resident's Medical Record

Both the **Resident Accounting** and **Clinical Records Systems** allow you to *renumber* a resident's Medical Record, rather than re-enter all detail under a new ID number. The program can work in different ways, for example, *move* all detail to a new ID number and *remove* the old ID, or *copy* detail to a new ID and save the detail under the old ID. Please contact Hi-Tech for assistance. We will determine the necessary switches for the change you need to make.

Hi-Four Human Resources Inservice Tracking

- Track each employee's required inservice minimums.
- Organize inservice classes by category and establish minimum hours of attendance for different staff disciplines.
- Enter classes attended by each employee either by class or by employee.
- Print reports showing inservice hours completed vs. hours required by categories that you have established. Use this information at evaluation time or to review before surveys.

Hi-Five HTS to Launch View Medical Record (VMR)

The **Clinical Records System** will soon include the **View Medical Record (VMR)** program that allows you to select and view all parts of a resident's electronic medical record from one screen. After you select a resident, the panel shown on the right will be displayed. Click the item that you want to view.

Demographics

Contacts

Insurance

Financial Data

Stay Detail

Clinical Data

Assessment Detail

Order Detail

Care Plan

Calendar

Inoculation Detail

Therapy Detail

Activity Detail

Documents

Notes

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