



Your facility accrues its full allotment of **Hi-Q Training Points** in January 2010. Use your points to schedule on-site and phone training. Attend Webinars and workshops at no additional charge.

NOTE: Your remaining **2009 points** will not expire until 12/31/2010.

Hi-One Users Install New Care Plan Library

With Release 9.10, Hi-Tech provided new, easy-to-use Care Plan programs. To learn more about them, on the Hi-Tech menu click **Update Memo** then select System Update Instruction 9.10.

Hi-Tech also has a **new** Care Plan Library of problems, goals and approaches based on client input. We can send you a review copy to help you decide if you want to replace your current library. With the new library, you will create a new care plan for each resident as his or her care plan comes due.

There is no additional fee for the library, and you can use *one* Hi-Q point to pay for the installation. Use additional points for further training.

Hi-Tech will present *free* Care Plan Webinars on January 6 at 10 am and February 5 at 2 pm.

We email invitations for our Webinars two weeks before the presentation dates. If you have not been receiving invitations to Webinars on Clinical Records Systems topics, email webinars@Hi-TechSoftware.com and request that we add your email address to the Clinical Systems invitation list.

Hi-Two Update MDS & RCA Falls Questions from Activities

With Release 9.10, in **Edit MDS** and **Edit RCA** (used by Maine Residential Care) there is a new button that will update the **MDS J-4 a.** and **b.** and the **RCA J-7 a.** and **b** from the resident's Activities/Events Detail:

4. Accidents:

a. Fell in past 30 days

b. Fell in past 31-180 days

1. Define a Falls event through **Libraries > Documentation > Activities / Events Library**. Checkmark Satisfies MDS Section J-4 a/b and/or Satisfies RCA Section J-7 a/b.

Satisfies MDS Section J-4 a/b
 Satisfies RCA Section J-7 a/b

2. **Documentation > Events > Edit by Resident:** Record residents' falls.

3. When you complete a resident's MDS or RCA, click the **Pull...responses from Activities/Events Detail** button. If the program finds falls records dated within 30 and 31-180 days of the Assessment Start Date (A3a) it will check mark **J4a** and/or **b** (or **J7a** and/or **b** in the RCA).

Hi-Three Hi-Q Training Plan Provides Financial Year-End Webinars



				Minutes
* This webinar was also presented in November				
12/17/2009	Thursday	10 am	Resident Trust: End of Year	30
12/29/2009	Tuesday	10 am	Payroll: End of Year	45
12/30/2009	Wednesday	10 am	* Resident Accounting: End of Year	30
12/30/2009	Wednesday	2 pm	* General Ledger and Accounts Payable: End of Year	30

If you use the above financial applications, and you have not been receiving email invitations to Webinars you want to attend, email Webinars@Hi-TechSoftware.com to have your email address added to the invitation list.

Hi-Tech will post Year End Instructions to www.Hi-TechSoftware.com > **Hi-Tech Clients**.

Under  **End of Year Processing Instructions**, select and print **End of Year on 12-31-09**.

Hi-Four **Save Time and Money on Check Printing**

-  If your facility does Direct Deposit for Payroll, print \$0 checks on plain paper instead of check forms stock.
-  Rather than sign checks by hand, have a signature printed on Payroll and/or Accounts Payable checks. Call Hi-Tech Support to learn how.

Hi-Five **Assign Form Titles to Various Flow Sheets** **Coming in 2010**

If you use the Hi-Tech Order Entry and MAR printing, you can print MARs for different types of orders on different forms. For example, print Routine, Licensed, PRN Medications and Treatments on separate MARs clearly labeled for that type of order. Hi-Tech provides a library of pre-defined form labels, which your facility can change; and it is easy to create new forms.

With a *future* update Hi-Tech will extend this capability to **Residents' Flow Sheets**. You will be able to print separate Flow Sheet forms for different types of resident care activities, such as Nutrition, Dehydration, or Restorative. Hi-Tech will provide a library of pre-defined form labels. Your facility will be able to change and create new form labels.

We have posted our December schedule at:
www.hi-techsoftware.com > [Hi-Tech Clients](#) > [View Webinar Schedule](#).