



Hi-Tech Software's **Webinars** have been so successful that Hi-Tech has upgraded from **GoToMeeting** to **GoToWebinar**. **Hi-One** through **Three** describe some of the changes you will experience with GoToWebinar. **Hi-Four** outlines our MIHMS implementation time line. **Hi-Five** describes a new screen capture tool.

Hi-One Webinar Invitations Have Changed

When we open up a Webinar for registration:

1. Hi-Tech will send you an invitation identified by our Hi-Tech Software logo.
2. On the invitation click the **Register Now** button and complete the registration screen with your Name, Phone Number, Email Address**, Facility Name and any other information that we request. Click the **Register Now** button.
3. Shortly after you register you will receive a Confirmation email with a link to the Webinar. (You will also receive reminders one day and one hour before the scheduled Webinar.) When it is time to attend the Webinar, click the link to join the Webinar.

IMPORTANT -- IMPORTANT -- IMPORTANT -- IMPORTANT -- IMPORTANT -- IMPORTANT-- IMPORTANT

** When you register, you must provide a **correct Email Address** or you will **not** receive a Confirmation with the link to the Webinar. **Hi-Tech can not confirm the accuracy of the email address that you provide.**




After registering, your Confirmation will look like it comes from someone at Hi-Tech Software; for example: **From: SHARON WORTHLEY[GoToWebinar.Notifications@citrixonline.com]**

NOTE: Confirmations are sent from citrixonline.com, and might go to your SPAM folder. Check your SPAM folder for our Webinar confirmations, and ask your facility's technical support to have emails from **citrixonline.com** routed to your Inbox.

Hi-Two Hi-Tech Presenter Can Interact More with the Audience

When you register, Hi-Tech might ask you to provide information that will help the presenter tailor the Webinar to meet your needs; for example, "Are you a new or experienced user?"

During a Webinar the presenter might use the following tools:

-  Highlight and draw your attention to a specific area of the screen with the *Drawing Tool*.
-  Launch a simple *Poll* to gather information about how everyone uses a particular feature. After everyone selects and submits their answers, GoToWebinar can quickly tabulate the responses and display the results.
-  Allow you to *Raise your Hand* and ask a question that the presenter will then answer.

Hi-Three Webinars will End with a Survey

When the Webinar ends, even if you leave early, GoToWebinar will display a brief Survey for you to complete. Your answers will help us to determine if we have met your needs, and how we can improve the Webinar for a repeat presentation.

Survey Form

We would appreciate your feedback about our Webinar. Please complete the survey below.

Did you find this Webinar helpful?





Yes

No

Hi-Four **Hi-Tech Prepares for MIHMS**

The State of Maine has set August 1, 2010 as the implementation date for the *Maine Integrated Health Management Solutions* (MIHMS) for Medicaid billing.

To meet this deadline, Hi-Tech anticipates an update to your system in May. This Release will provide the programs you need to send test claims to MIHMS.

-  In June we will offer workshops and Webinars that outline testing procedures.
-  In late June you can begin sending test claims to receive approval before August 1.
-  Once approved, you can prepare to send “live” claims beginning with dates of service 08/01/2010.
-  For Nursing and Residential Care clients who will only submit once a month:
You can submit claims for discharged residents throughout August and verify that these claims are paid correctly. This will allow you, the State and Hi-Tech to resolve possible issues before you submit the entire batch of August claims in September.

MaineCare billing through MIHMS will require strong communication and coordination between your Clinical and Resident Billing staffs. This will ensure that MDS records are completed on time so that RUG scores are available to the Resident Accounting System. In May, Hi-Tech will present two Webinars on this topic. We strongly recommend that **MDS Coordinators** attend one of these Webinars to learn more about the completion of Medicare assessments for billing through MIHMS.

Completing MDS Assessments for MIHMS: Tuesday, May 4 at 2 pm
 Thursday, May 6 at 10 am

Hi-Five **Use Snipping Tool to Capture Screen Images**


If you use the Microsoft Vista or Windows 7 (64-bit) Operating Systems (OS), you will not be able to install **PrintScreen 2000** for capturing screen images; however, these two OS provide a similar program called the **Snipping Tool**.

Click the Start button  to display the Start menu.

At *Start Search* type “snipping.”

The system will find and display Snipping Tool under **Programs** at the top of the Start menu. (You can also select the Snipping Tool from **All Programs > Accessories**.)

Click **Snipping Tool**. This will display the Snipping Tool screen.

Click the question mark,  for instructions, or contact your IT support staff.

NOTE: Hi-Tech prefers that you email screen capture images to us as attachments.

