

To celebrate the new year, **Hi-Tech Software** is launching the monthly **Hi-Tech Hi-Five** — five program features that HTS and our clients want everyone to know about to make our jobs easier. Please share these suggestions with your Accounting and Clinical staffs.

Submit your own suggestions to marti@hi-techsoftware.com

Hi-One All HTS Applications

Display HTS Users' Instructions manuals for the application you are using.



In the top left corner of the HTS menus is a blue question mark. After you select an application from the Main Menu, click the question mark to launch Adobe Acrobat Reader™ and display the Users' Instructions for that application.



You can also click the yellow question mark in the top left corner of a *program* screen.



When the instructions are displayed, search for a particular topic by clicking the binoculars icon, or select **Edit > Find**, and type in a word you want to find. When finished, return to the menu or program, by clicking **File > Exit** or the **X** in the top right corner.

NOTE: Current Users' Instructions are installed with each new Release of an application.

Hi-Two General Ledger

Use the GL Drill Down to view your accounts for the current period, YTD and prior year.

First, run **07 Month End Processing > 14 Drill Down Extract** and select the report that you want to make available to the Drill Down. Then select **02 Screen Inquiry > 02 Drill Down Display**.

For more information, see the General Ledger Users' Instructions manual. (See **Hi-One** above.)

Hi-Three Resident Accounting

Import Medicaid & Medicare receipts into cash receipts (requires one-time set up help from HTS).

From the Resident Accounting menu select **01 > 04 > 01 Enter Cash Receipts**.

Select either **MCR Electronic Remit** or **MCD Electronic Remit**. Click **Ok**.

On the **Pick 835 Electronic Payment File** screen, choose the file to be imported. Click **Process**.

This will extract the file and then display the **Enter Cash Receipts** screen.

Verify the amounts displayed at **Total Cash**, **Assess** and **Co-Ins**. Click **Ok**.

Hi-Four Clinical Records: Nursing Care

View MDS records at any time.

From the **Clinical: Nursing Care** menu select **01 > 03 > 02 > 03 View MDS Records**.

Hi-Five Clinical Records: Nursing Care

Add security to Edit MDS Records.

From the **Clinical: Nursing Care** menu select **12 > 04 Edit MDS Security**.

Enter a User ID. Select **All Sections**, specific sections: **Sec AA**, or specific questions: **AA1**.

To restrict a user from the entire MDS, save the record with *no* items checked.