

# MedicalWorks 2008 Feature List



## General Features

**These are features relating to facilities announcements, user private messages, and user pending tasks.**

- Creating an announcement
- Viewing announcements
- Deleting announcements
- Sending a private message
- Viewing private messages
- Replying to Private Messages
- Deleting private messages
- Scheduling task reminders
- Updating the status of a task
- Viewing pending tasks
- Deleting a pending task
- Editing User Profiles (For General users and Physician users)



## Scheduling Features

**These features enable users to manage various types of appointments for the facility.**

- Scheduling a patient appointment
- Updating an appointment (Move, Copy, Cut, Paste, Edit)
- Updating the status of an appointment
- Deleting an appointment
- Finding a scheduled appointment
- Viewing details of a scheduled appointment
- Viewing a list of today's appointment
- Finding available time slots
- Changing appointment view (Daily, Provider Daily, Weekly, & Monthly Views)
- Duplicating appointments
- Creating and managing wait lists
- Creating appointment labels



## Patient Management Features

**Patient Management features enable users to manage all patients' charts within the facility.**

- Creating patient charts
- Viewing and updating patient charts (Demographics)
  - General Demographics, Employment information, Emergency contacts, Next of Kin, Primary Care Physician, Insurance information, Claim filing information, Guarantor
- Viewing and Updating patient charts (Health Information)
  - General health information, Allergies, Conditions, Family Illnesses, Medications Rx, Vital Signs, Surgeries, Immunizations
- Viewing and Updating patient charts (Visits/Encounters)
  - Patient Cases, Patient encounters
- Deactivating patient charts
- Listing all currently admitted patients
- Viewing recently opened charts
- Creating encounters
- Viewing previous encounters
- Verifying insurance information electronically (Eligibility Benefit Inquiry – 270)
- Viewing insurance information responses (Eligibility Benefit Inquiry – 271)



## Accounting Features

**These features enable users to manage the financial aspects of the clinic – Claims, Patient balances, and Day Sheets.**

- Creating and managing claims
- Viewing claims (Keyed, Submitted, Unsubmitted, Rejected, Paid)
- Submitting Health Care Claim **(837)** electronically
- Saving claims in EDI format **(837)**
- Receiving Health Care Claim Payment/Advice electronically **(835)**
- Viewing the day sheet (by Dates)
- Printing the day sheet
- Adding payments, charges, and adjustments to patient account
- Viewing delinquent Patient accounts
- Viewing and updating Patient Bill Ledger (credits, debit, and adjustments on account)
- Printing patient bill, receipts, statements by dates, and account history



## Administrative Features

**These features enable the user to manage all administrative tasks such as setting up user accounts, facility information, diagnosis codes, procedure codes, security features, and much more.**

- Specify facility information
  - Facility name, facility ID, facility type, Services provided, facility address, and facility telephone and fax numbers.
- Deactivating and Reactivating patient charts
- Setting up diagnosis codes for the facility (ICD-9-CM, ICD-10-CM)
  - Import or export diagnosis codes from a file, add a diagnosis code, edit diagnosis codes, and delete diagnosis codes
  - Setup frequently used diagnosis codes
- Setting up procedure codes for the facility (CPT-4, CPT5, HPCPS, ICD-9-CM, ICD-10-CM)
  - Import or export procedure codes from a file, add a procedure code, edit procedure codes, and delete diagnosis codes, assign a default charge to a procedure code.
  - Setup frequently used procedure codes
- Setting up facility preferences
  - Specify patient ID formats, chart update inactivity timeout, application inactivity timeout
- Setting Security – Creating and managing user groups/roles (Admin, Billing Specialist, Nurses, Physician, Receptionist)
- Creating and managing Users
- Creating and managing Physicians
- Specifying supported insurers
- Viewing and managing audit trails
- Setting up electronic data interchange (EDI) information
- Creating and managing database backups – backup types, frequency & recurrence, and start times
- Restoring databases



MedicalWorks can easily create a credit-card sized patient information card called, MedCard. MedCard is easily carried in a patient's wallet. It can provide vital information to medical personnel that can save the patient's life in the case of an emergency. The MedCard is secured with 128-bit encryption and can only be accessed by authorized medical personnel. Patients can go to any medical facility equipped with MedicalWorks and have their information securely read from the card without having to go through the cumbersome task of filling out numerous admissions forms. MedCard stores vital patient information including.

- Patient Demographics (Name, Emergency Contact Information)
- Patient Existing Medical Conditions
- Patient Allergies
- Patient Family Illness History
- Patient Current and Previous Medication
- Patient Immunizations
- Patient Surgeries