

# WELFORD CHART NOTES NEWSLETTER

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## **RECORD INSURANCE INFORMATION** (*User's Manual, pgs. 1026-1028*)

Version 5.3 lets you record information about your patients' health insurance. Let's give it a try:

1. Press Name\Edit and enter the patient's name, e.g. Kelly Erickson.

2. Click on the **Insurance** tab. Note that you can record up to 5 insurance policies on this screen.

3. Double-click the first box.

4. Press **ADD** to add a new Insurance Carrier to the list.

5. Enter the information about this Insurance Carrier (**Company Name, Address, Phone, etc.**).

6. Press **Ok** to store this information.

7. Back on the **Primary Insurance Policy for ERICKSON, KELLY** screen, select this **Insurance Carrier** from the list by clicking on it.

8. Enter Kelly's **Group No.** and **Policy No.** for her insurance with this carrier.

9. For **Insured**, enter the name of the person who carries this insurance (especially if different from Kelly, e.g. her husband's name if he is the insured person).

10. Indicate the insured's **Relation to patient**. For example, if Kelly's husband is the person carrying the insurance, then **Relation to patient** is spouse (he is her spouse).

11. Enter the **Insured ID** (the insurance company's identification number for the person carrying the insurance) and any optional **Comment**.

12. Press **Ok** to store this information.

13. Repeat steps 4-12 for any other insurance policies that Kelly has.

## **FIX YOUR MEDICATION EDITOR AND ORDERS** (*User's Manual, pgs. 1025 & 1028*)

Computers can occasionally malfunction. For example, a hard drive can have a bad spot on it which fails to record data; power can be unexpectedly interrupted; data can be lost while being transmitted over a network, etc. When these unexpected events occur, it is possible for the index to a database to become corrupt. When an index is corrupt, the program may fail to locate an item of data that is stored in the database.

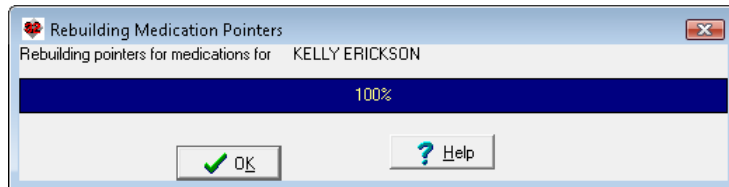
**Welford Chart Notes** contains many built-in sensors to automatically detect and repair any corrupt index files. However, on rare occasions, the program may fail to detect such corruption.

You can force the program to rebuild a corrupt index. You should do this **ONLY** if the program fails to display a data item that you are certain had been stored, and that you have set the program to display that item. (For example, if you are viewing a patient's Medication Editor and don't see all of the patient's medications listed, make sure you have pressed the **All** button to see all medications and the **Any** button to see non-vaccines before concluding that the index is corrupt). Rebuilding a corrupt index can take time, and is best run when other users are not using the program.

It is wisest to make a complete backup copy of your \CHART folder before running a fix program. Keep this copy in a safe place.

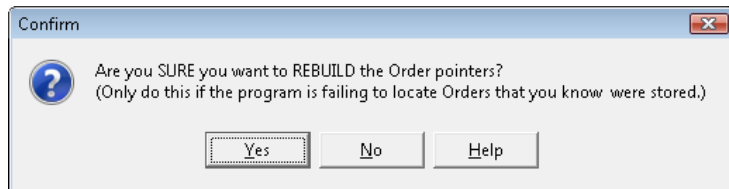
Let's rebuild the index for Kelly Erickson's Medication Editor:

1. Press Write\Medications.
2. Enter Kelly Erickson as the patient's name.
3. Press **UTILITY\Fix**.
4. Enter the Master Password and press **OK**.
5. The fix runs in a few seconds. Press **Ok** when it's completed. This fixes just the medications for this particular patient.



Now, let's rebuild the Order index:

1. Press View\Orders\**UTILITY\Fix**.
2. Enter the Master Password and press **OK**.
3. When asked if you are **SURE**, press **Yes**.
4. The fix may take many minutes, depending upon how many Orders are in the database. This fixes all of the Orders for all patients.



If, after running a fix program, the missing data still do not appear, contact MEDCOM Information Systems for further assistance.

## **APRIL QUARTERLY UPDATE RELEASED**

This month we are releasing the April, 2008 Quarterly Update. The update includes new medications, diagnostic terms, drug dosing information, spelling words, drug-disease Alerts, Web Links, algorithms, medication test reminders, cross-reacting allergies, indications, and dozens of new patient education brochures. This update has over 7500 drug interactions with over 2800 references, over 11,800 Alerts, over 9900 Web Links, over 7500 Indications, and over 1450 Brochures, including new or revised Brochures on acetohydroxamic acid, amlodipine-olmesartan, doripenem, eculizumab, exenatide, ixabepilone, lanreotide, levocetirizine, maraviroc, oseltamivir, raltegravir, samarium, sildenafil, sitagliptin, tadalafil, vardenafil, acromegaly, COPD, endometrial cancer, impotence, orthostatic hypotension, sinusitis, urinary tract infections, viral hepatitis, and others.

## **SEND US YOUR TIPS**

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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