

## System Maintenance And Review Tests

(S. M. A. R. T.)

### Did you know...

- Most computing issues are due to lack of regular system maintenance
- 73% of all support calls are in some way hardware related
- That regular system maintenance can avoid data disasters

### If you have...

- Not checked your virus software is working efficiently
- Not checked your backup is ready to restore in a disaster
- Computers that have not been maintained and checked for over 6 months

### Then...

Your computers need JAM's S. M. A. R. T. Check-Up

### What you get

- Solution advice to system issues
- Maintenance schedule
- Assessment of JAM's product efficiencies
- Report on system problems
- Timely results to prevent data disasters



Book a visit to your practice with our Technicians or call us for more info!

Practice Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cost: \$99 per visit including GST in Sydney & Melbourne Other regions will incur travel charges. In some circumstances this service may also be performed remotely.

Please *return fax completed form to 02 9799 4042.*

If you have further questions, please call us on 02 9799 1888.

Thank you for your continued support in JAM.



# M.E.D. Newsletter

March 2004 Edition

## In this edition...

### *Something for Everyone...*

We have something for everyone in this edition. The new feature list outlines what's new in the 2004 Release for both MAC and PC users. Check out pp. 5-6 for a brief overview of this.

### *New Service for Subscribers*

The **JAM Temp Secretary Database** is now reactivated. See page 4.

**S.M.A.R.T.** a new service on computer system maintenance and review Tests - see page 8.

### *Download Website Updated*

Check out <http://www.jamsoft.com.au> and go to the *download section* to see the new improved look and function of the download. Please note the new download password. Subscribers only: see enclosed flyer for more information!!

### *Medicare Claim Form PC1*

This form has been changed by the HIC. Those practices which print this form for patients at the same time as their accounts will need to *order the new paper stock from the HIC stationers before* loading this new MED Billing from the 2004 CD.

### *Form Customisations Performed*

Mac:

- Melanoma data sheet & linked letter - p.3
- Aged Health Assessment for GP - p.3
- Multi-disciplinary care form
- New MBS item numbers 700-900

Windows:

- Vascular Laboratory templates enable conversion to complete digital records, including ultrasound images - p.4

### *JAM 2004 CD Now Released!*

Now with not only better updates and new features, but also with much improved design and packaging. You should receive it with this newsletter. If not, please check your subscription status with JAM on 02 9799 1888. RENEW TODAY and take advantage of the subscription's benefits.



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## From M.A.'s Desk

Dear MED User

The last 12 months has seen alot of expansion at JAM. While continuing to maintain existing products we have also commenced MED X coding. MED X can best be described as our all in one integrated MED solution for the new millenium. Attendees at last years MED Users Meeting got a small preview of one of our interface designs and their comments have been incorporated in our developments since. I know there are many of you for whom this development is perhaps not going fast enough, and we send our apologies to these people, however we felt that the maintenance of existing systems was in the best interests of all users.

And so we see quite a number of new features in this year's CD's to refine our electronic billing methods and modules functionalities. For Mac Users we have upgraded the Waiting room facilities to work with MacOSX and so enable full functionality on the new range of machines that no longer have an OS9 startup facility. The release of Mac OSX 10.3 has cleared up a number of previous access/security issues that existed in previous OSX versions. On the PC side of things, the current releases are also Windows 2003 Server and MS Office 2003 compatible.

In this edition's newsletter I have included a small sample of some of the dozens of MED customisations that exist among JAM users. One of our central philosophy has been to make software that is tailorable by you, the end user. We feel this is an important issue in making great information technology suitable to individual needs. The downside is it takes us longer to create these engines.

We thank you for your patience and continuation in supporting JAM Software in its endeavours.

# Special Article for GPs

## Health Assessment Templates Now Available on M.E.D. Software

New approaches to increase work quality and efficiency for General Practitioners (GPs) in Australia have recently resulted in a range of new item numbers on the Medical Benefits Schedule to cover certain situations. Please refer to Items (#700s - 900s) MBS Nov 2003

At a request from our long term MED User, Dr. Guy Herron, JAM Software has produced the first in what could be a set of Health Assessment & other templates for primary care. The two templates that have been developed are the "Aged >75 Assessment" & the "Multi-Disciplinary Care". These are for our MacMED Patient users. We are also offering Fully Subscribed MED Users the chance to suggest other templates that you are interested in. While this service is available free to Full subscribers, they are available to all other other MED User but at a charge.

Pricing is as follows:

- Full subscribers: **FREE** as part of your subscription
- Upgrades only subscribers: **\$250 + GST**
- Non-subscribers: **\$500 + GST**

What you will for this price is a CD with MED Maker tool, the MED Checklist file and instructions of how to copy these templates into your own MED checklist file. These templates are made as example to help GPs achieve better efficiency & accuracy in filling out forms. The forms display relevant flagged & demographic data from your patient's history automatically and also use pre-flagged items to make entering new data simpler. They also help by giving you solid backup documentation to verify your claiming of money for these new items. The forms can be modified using MED Maker if you wish and are but one example of using practice protocols.



## JAM LATEST NEWS

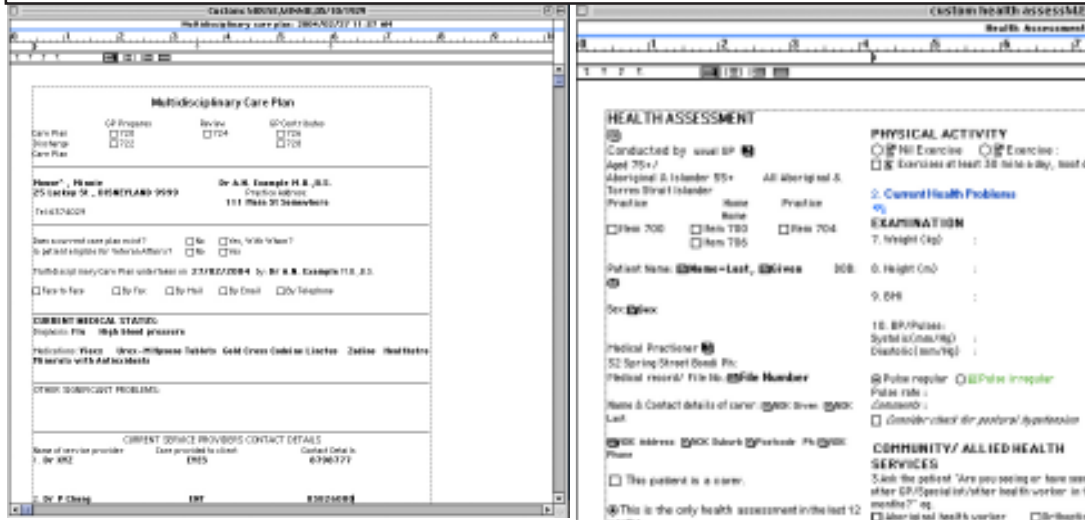
### A Returning Face in JAM Team

Murray comes back to us with a wealth of experience in both Hardware and software; sales service and support. Having been involved in computers since 1986, he certainly gives us the edge on the competition.

He has been apart of the business management of JAM and now returns in the roll of Business Development and Sales.

Having been a small business owner for 20 plus years, Murray truly understands the needs of our current and prospective clients.

All Jammers welcome Murray back to the team.



Call us now to receive the password to un-stuff the M.E.D. Checklist file on the "Health Assessment Template Pack" CD or download it from <http://www.JAMSoft.com.au/medsubscribers.asp> . We need your feedback and guidance in developing these further. Therefore, please send us your comments. Let us know what you think and if there are others you wish to have just send us the details.

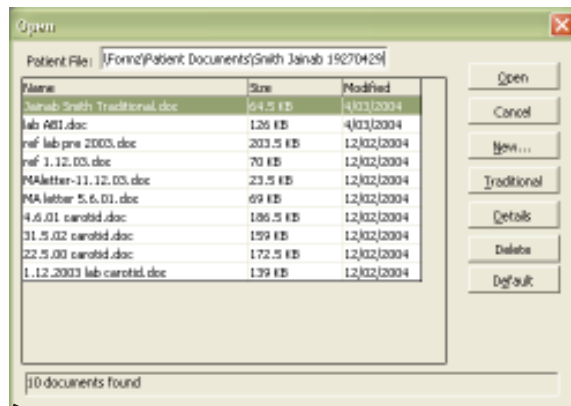
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New MED Formz functionality includes

- Default template for quicker access
- New & Delete button from Open screen
- Link from JAM Custom Diaries to Patient documents (please note that this function already exists for Mac Users with MED Patient/ Word)

-New in MED Tools 1.08 an Archive function for Patient Documents for heavy MED Formz users

- Read only access provision into the MED billing data file (.mdb) for users that want to use Microsoft Access to link their custom databases or reports directly



What's new for Mac Users

- Waiting rooms for Mac OSX
- Improved automation for Medclaims receipting
- DVA specification to overcome different naming methods for this guarantor
- New options under Patient Defaults
  - to alert when changing recalls
  - to always (automatically) update MED Patient files form any change MED Billing

PIT\_Pathol 1.1.1 handles all types of ASCII text files whether they be in DOS Unix or Mac format

Also creates a log files not found during the upload process

Smart AlarmsX

New import function from under the goodies menu

Improved memory management

# Tailoring your MacMED Patient in a Specialist Practice

## A Melanoma Cover Sheet & Linked Letter/Report with special thanks to Dr Jonathan Stretch, Mosman NSW



There are two templates in this example. The first is a Cover Sheet which is set to open automatically on opening a patient file and is filled out by the doctor and/ or practice nurse through the course of their initial visit and treatment and post-op follow-up.

A letter automatically displaying all the collected data elements is selected from under the Letters in the Notes Menu. It is addressed to the referring doctor and is simply opened to display the collected information. Modifications can be added if required for any particular individual and then printed, giving your referrer a very comprehensive report without requiring dictation.

Further, if desired, this data is also captured to the external MED Audit file and can then be imported into statistical packages, spreadsheet or database for further analysis.

Over the years JAM has shown many MED Users how to create these resources for themselves or quickly created such forms to their specification. If you are customising your clinical records, just drop us a line with your needs or give M.A. a call to arrange an appointment.

Date: 09/03/2004 Patient: **Mouse^ Minnie** DOB: 05/10/1939 aged 64

**Medical History:**  No Past H/o melanoma  1 melanoma  2 melanoma  3 melanoma  
 Sunburn with blistering  
 If there is other significant Medical History type here, select and flag Control 0 (zero) :

**Family History:**  No Family h/o melanoma :Other family history, Type here and flag Control 1 :  
 Mother melanoma  Father melanoma  Sibling melanoma

**General Medical Health**  
 Heart Disease  Cerebro-Vascular Disease  Diabetes  Anti-coagulation

**HISTOLOGY**  
 Melanoma left arm (Enter Site, Select & flag Control 4)  
 Breslow 1mm (Enter Size, Select & flag Control 4)  
 Preliminary Biopsy (Flag Result Cntl 3)  
 Clark Level 1  Clark Level 2  Clark Level 3  Clark Level 4  Clark Level 5  
 Clark level NS  
 Ulceration Present

**TREATMENT PLANS**  
 Wide Excision  Flap repair  Skin Graft Repair  Sentinel Node Mapping  
 Sentinel Node Biopsy  Completion Node Dissection  
 If there are other treatment plans, type here select and flag Control 6:

**SURGERY Performed** Enter date of Surgery, select and flag Control 6 :  
 Wide Excision  Flap repair  Skin Graft Repair  Sentinel Node Mapping  
 Sentinel Node Biopsy  Completion Node Dissection  
 Excision Margin :  
 Sentinel Nodes harvested :

**OUTCOMES & Post Operative results :**  
 Sentinel Node - Positive  Sentinel Node - Negative  Sentinel Node Biopsy Not Performed  
 Perioperative course uncomplicated  Perioperative course complicated  
 If there are outcomes type here, select and flag Control 7 :

**Recommended Followup Protocol:**  
 6 weeks  3 months  4 months  6 months  12 months

**FOLLOW UP EXAMINATION**  
 evidence of regional lymphadenopathy  
 no evidence of regional lymphadenopathy  
 no other cutaneous lesions of concern  
 If there are examination findings type here, select and flag Control 5:

**JONATHAN STRETCH** 117 Awanua Road, Mosman 2088  
 P. PATH/ONCOLOGY PRAC 1 Newland St, Bondi Junction 2022  
 PLASTIC SURGEON Tel: 9968-4600  
 Senior Lecturer University of Sydney Facsimile: 9968-2755  
 Sydney Melanoma Unit mail@jstretch.net

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09032004  
 Ref. ee

Dr. H EDMUNDS  
 Mt Drutt Hospital  
 Railway St  
 MT DRUITT 2770

Dear Henry,

**RE: Minnie Mouse^ DOB: 05/10/1939**

Breslow 1mm  
 Melanoma left arm Clark Level 1  
**Date of Surgery:** 9/3/2004 Skin Graft Repair  
 Perioperative course uncomplicated

I reviewed Minnie today and pleased to note that there was no clinical evidence of locoregional melanoma recurrence. In particular, examination of the relevant lymph node basins failed to identify any lymphadenopathy.

I also took this opportunity to review the skin and neck generally and was satisfied that there were no evidence of regional lymphadenopathy.

I have explained that clinical follow-up is directed to monitor the region of the original tumor together with the skin generally because of the appreciably increased incidence of further subsequent primary melanoma. I have indicated that review by myself in 6 weeks would be appropriate.

**JONATHAN STRETCH**  
 Senior Lecturer in Surgery  
 University of Sydney

cc:

## JAM Temp Secretary Database Reactivated

JAM is often requested to help find tempory administrative staff to cover during periods of staff illness or vacation. To help you all in this plight we are re-opening our Temp Secretary database. This database was initiated over ten years ago but has not been kept up to date in recent years. If you are in a part-time position and would like extra hours or know others that may have retired and wish to return to "active duty" please send us your name, contact details, phone in and out of hours, email address and most importantly which region you are in.

Currently there is a 6-week position being offered in a specialist practice in the Sydney North Shore region while a receptionist is on extended vacation.

Please call and give your details to Vanessa on the JAM reception desk

## Vascular Laboratory MED Formz customisation

with special thanks to Fiona Sarode, Chief Sonographer NSVL

In the last half of 2003, JAM Software took on the challenge to convert North Shore Vascular Laboratoy to digital records and prove that it can be done on a modest budget. Working together with their chief sonographer, Fiona Sarode, we did careful planning and trialling in computerising & digitally integrating various aspects of their existing paper and imaging systems. The central component or enabling technology was the development of Vascular reporting templates for use by the sonographers in MED Formz & the downloading of ultrasound images to the Patient's Document folder to enable the vascular surgeon to report from remote locations over broadband.

The templates developed include: ABI, Arterial, Cartoid, DVT, DVT normal, Evg, Renal, Venous Insufficiency and many others to cover placement of scanned paper documents, referring doctor letters, stocking orders and of course Traditional chronological notes. The MED Formz Templates include pop up selections, checkbox items, embedded spreadsheets that graph output automatically & more.

"We showed Fiona how to use MS office and MED Formz and off she went producing the fabulous customisation," says MA Zahra-Newman, MD of JAM Software.

Of course, now that it is all functional, the JAM team will be continuing to streamline the system to include document tracking, research & statistical modules and other improvements planned for 2004.

JAM invites other Vascular Labs to join us in this endeavour and to also help cover cost of further development of this very specific customisation.



## From the Programmers' Desks

### WHAT'S NEW IN 2004?



Another year and much has happened, with some great new features and many enhancements. This release is a must have.

For those die hard Mac users gone PC, we now have just for you:

- Reverse and Modify
- Show Receipts from Accounts
- Alert on OK for Held Accounts
- On the find windows, if only one record is found it will open it automatically.
- Data Purge now requests date to purge to and purges receipts and accounts only.

What's new for everyone:

- Now you can search for patients by the month of birth and you can print patients address labels from the patient list.
- LSPN: A new field on the Doctors for LSPN is now available. This field is printed on accounts and receipts where applicable. It is also sent via MEDClaims for specialist claim types for both Medicare and DVA.
- Transfer & link of up to 5 linked doctors/ referrer between Billing records and MEDPatient/Formz
- Print options to show Patient's Medicare number, file number address and DOB on account to streamline Private Insurance Direct Billing
- JAM Custom Diaries extended to 2007

What's new just for you PC Users:

- The Medicare DB4 form now prints complete item description for accounts with 4 or less items.
- New NSW Area Service Health Report - Accessible from the Reports menu, Billed by Dr/Services (a new check box "NSW Area Health Services")
- New option in Services Billed report to include Held Accounts.
- New under Utilities->Optimise Billing Data --> Compact and Repair menu option
- Merge/ Purge functions as well as an updated Data Integrity
- The schedules list is now sorted alphabetically in accounts & patients
- Enhanced Patient printout
- Improved MED Scriptor
- Smart Schedules Address book now automatically reads the Referrers details from the MED Billing database and includes a copy & paste function to quickly transfer Referring Doctors' names and address details to other documents. *Continued to the next page*

### New Version Numbers

#### WINDOWS

M.E.D. BILLING..... v3.7.884  
 M.E.D. FORMZ..... v1.7.1622  
 M.E.D. P.M.I.....v3.7.884  
 M.E.D. SCRIPTOR..... v1.0.25  
 SMART SCHEDULES..... v2.0.153  
 SMART ALARMS X..... v2.1.105  
 JAM CUSTOM DIARIES..... v1.4

#### MACINTOSH

M.E.D. BILLING..... v3.7.38  
 M.E.D.PATIENT..... v2.9.106  
 M.E.D. P.M.I..... v3.7.884  
 M.E.D. SCRIPTOR..... v1.3.31  
 SMART ALARMS X..... v10.1  
 JAM CUSTOM DIARIES..... v1.4