

MICRO-OFFICE SYSTEMS, INC.

AdminUtil: Configuration & Usage

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© 2009 Micro-Office Systems, Inc.
3825 Severn Road • Cleveland Heights, Ohio 44118
Phone 216-297-1240 • Fax 216-297-1241

Last Update: July 31, 2006

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Basic AdminUtil Configuration

Installation & Setup

For installation & setup, refer to the “MicroMD Utility” documentation that came with this application. This documentation will provide the application-specific features of the product.

Menu Tab

There are two options at the bottom. One adds a menu option and one adds a hot key. Since AdminUtil is only used occasionally, usually you do NOT want to check these options. Instead, AdminUtil should be called directly when it is needed.

The Concept Behind AdminUtil

AdminUtil is a single application that will allow for a number of different “minor operations” to be performed on the MicroMD database. The list of utilities in the AdminUtil application will grow over time.

Rename Procedure Codes

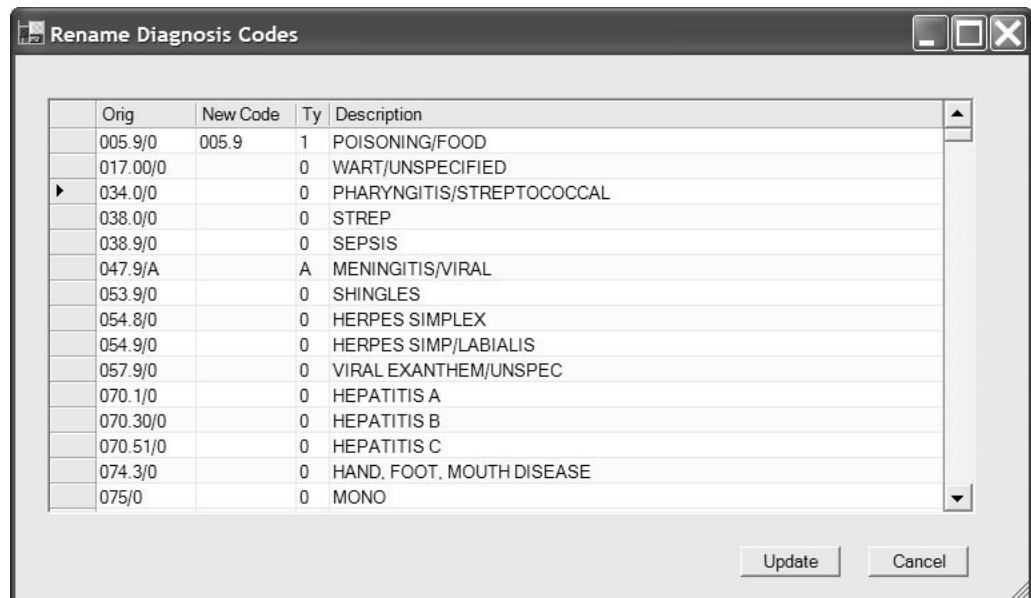
Orig	New	Description
00842	00842A	ANESTHESIA FOR AMNIOCENTESIS
00850		ANESTHESIA FOR CESAREAN SECTION
01214		ANESTHESIA FOR HIP REPLACEMENT, TOTAL
1		PAYMENT--CASH
10		PAYMENT COMMERCIAL
100		ADJ TO REFUND
10060		INC&DRAINAGE ABCESS SIMPLE
101		ADJ--REDUCE PAYMENT
10120X	10120R	INCISION/REMOVAL FOREIGN BODY, SIMPLE
102		ADJ--INCREASE CHARGE
103		REFUND
104		ADJ TO WRITEOFF
105		BALANCE FORWARD--DEBIT
107		FINANCE CHARGE
11		PAYMENT CIGNA CAPITATED

Update Cancel

When “Rename Procedure Codes” is selected, a list of all procedure codes in the system for the selected practice will be displayed. Note that this will include both practice-specific procedure codes as well shared procedure codes. If you wish to rename a procedure code, enter the new code in the “New” column. Remember that any 6th character entered will be the “procedure type” and will not appear on various medical forms.

If you rename a procedure code to an existing procedure code, you will be asked if you wish to merge the original procedure code into the new procedure code. If you answer ‘yes’, then the original procedure code, including its description, pricing information, etc... will all be removed, and all instances of the original code in MicroMD will be renamed to the existing code. **Once two codes are merged, this operation cannot be reversed!!**

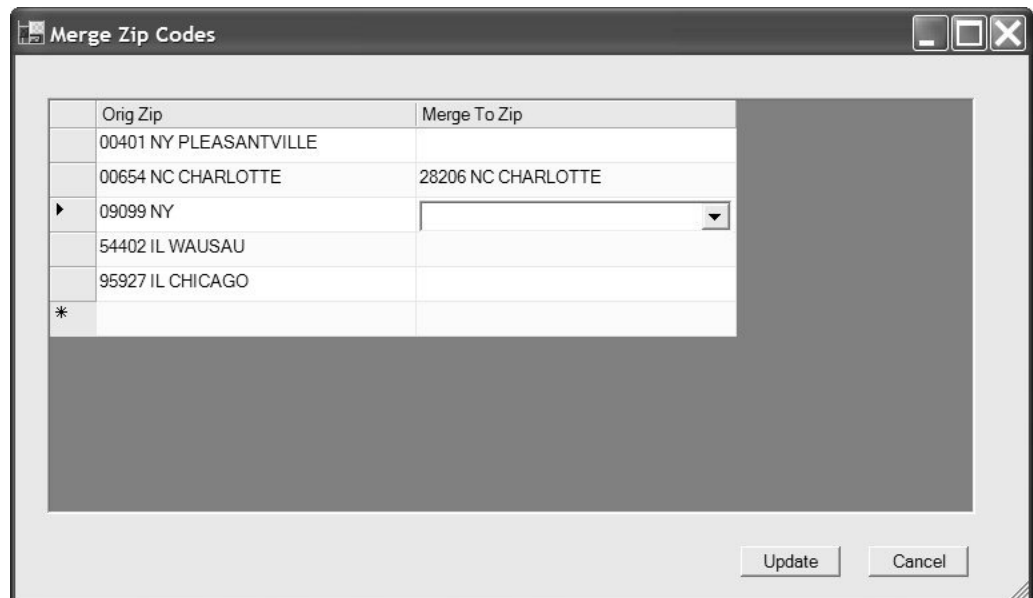
Rename Diagnosis Codes



When “Rename Diagnosis Codes” is selected, a list of all diagnosis codes in the system for the selected practice will be displayed. Note that this will include both practice-specific diagnosis codes as well as shared diagnosis codes. If you wish to rename a diagnosis code, enter the new diagnosis code and diagnosis type in the appropriate columns. The diagnosis type is a 1 character code that must be defined (i.e. not left blank).

If you rename a diagnosis code to an existing diagnosis code, you will be asked if you wish to merge the original diagnosis code into the new diagnosis code. If you answer ‘yes’, then the original diagnosis code, including its description, pricing information, etc... will all be removed, and all instances of the original code in MicroMD will be renamed to the existing code. **Once two codes are merged, this operation cannot be reversed!!**

Zip Code Merge



The “Zip Code Merge” utility is used to merge a MicroMD zip code entry into another existing zip code entry. For standard add / update / delete operations, use MicroMD.

This option may initially take a while to load, depending on how many zip codes are loaded into the system.

To merge a zip code into an existing value, select the original zip code from the dropdown on the left and then select the zip code to merge it into from the list on the right. When the “Update” button is selected, all of the merges will occur.

Dropdown Information

The dropdown will usually NOT contain every zip code in the system. The MicroMD database comes with a large number of pre-defined zip codes. The dropdown list will include all zip codes from states for which additional zip codes have been created. For example, for a practice in Kansas City, there may additional custom codes only from Missouri and Kansas. In that case, only those states will appear in the dropdown. There is no need to merge other state information, since all that is in MicroMD is the default information.

Pre-Loaded Information

When the Zip Code Merge utility initially comes up, you may see some data pre-defined. There are a few different algorithms used to determine which zip codes come up initially:

Invalid Zip Code Range

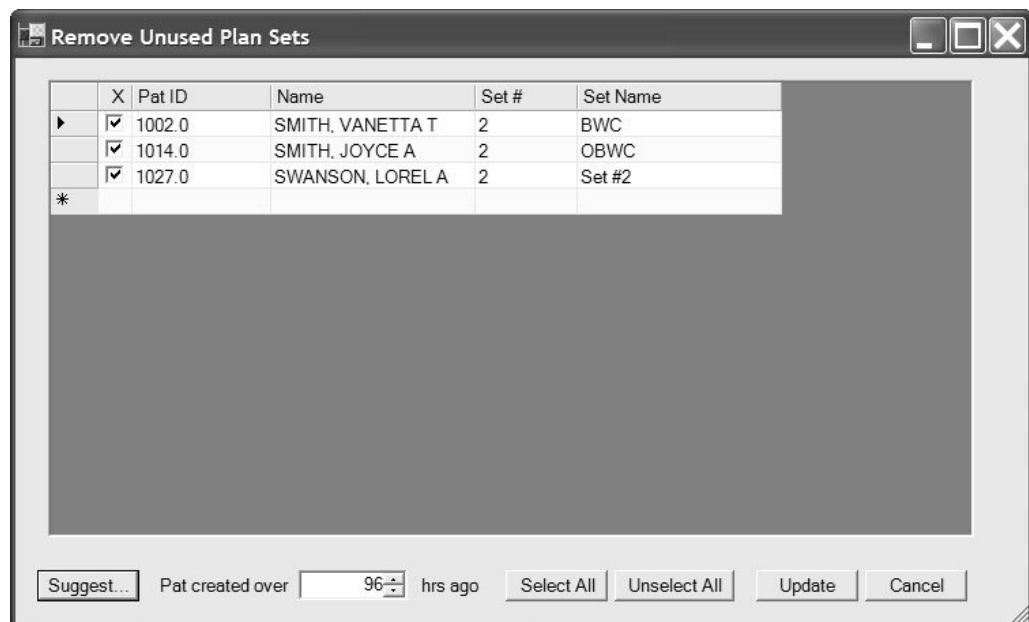
The zip code utility contains within it zip code ranges for each state. If the MicroMD zip code table contains inconsistent state and zip code information, then that city / state / zip combination will be listed in the zip code utility window by default, since it is almost certainly wrong and should be merged into a correct value. For example, if there were an entry in MicroMD for “New York, NY 98765”, this would certainly be an error, since 98765 is not a valid zip code for New York. Therefore, it would appear in the zip code listing. Of course, you do not HAVE to modify the value, but you will probably want to.

Similar Cities

Usually, when an operator enters a new patient or other information containing a zip code, they pick the city / state / zip from the list of predefined values, and so new codes are not added very often. However, if the practice was converted into MicroMD from another system, or if there is an import interface loading data into MicroMD, there could be many variations on the same zip code. This could be the result of either typos or abbreviations. For example, “Cleveland Heights, OH”, “Cleveland Hts, OH” and “Cleveland Hts., OH” could all be listed under 44118 due to variations in the word “Heights”. Similarly, “Cleveland Hts., OH”, “Cleaveland Hts., OH” and “Clevelnd Hts., OH” could all be listed separately due to typos.

The zip code merge utility uses a technology called “Soundex” to determine if two city names are similar. If there are two or more entries in the MicroMD zip code table with the same zip code and state and similar city names, then these will be displayed initially in the zip code merge utility for merging. The default value to merge into will be the version of the city name with the smallest internal ID. This way, if the similar cities match to a value from the provided list from MicroMD, the variants will merge into that value.

Plan Set Removal



The “Plan Set Removal” utility is used to remove **UNUSED** plan sets from MicroMD. A plan set is considered **USED** if the plan set appears in any of the following places:

- Superbill
- Sequence with insurance responsibility
- Plan Set #1 (the default plan set)

The list of plan sets cannot be manually modified.

Listing the Unused Plan Sets

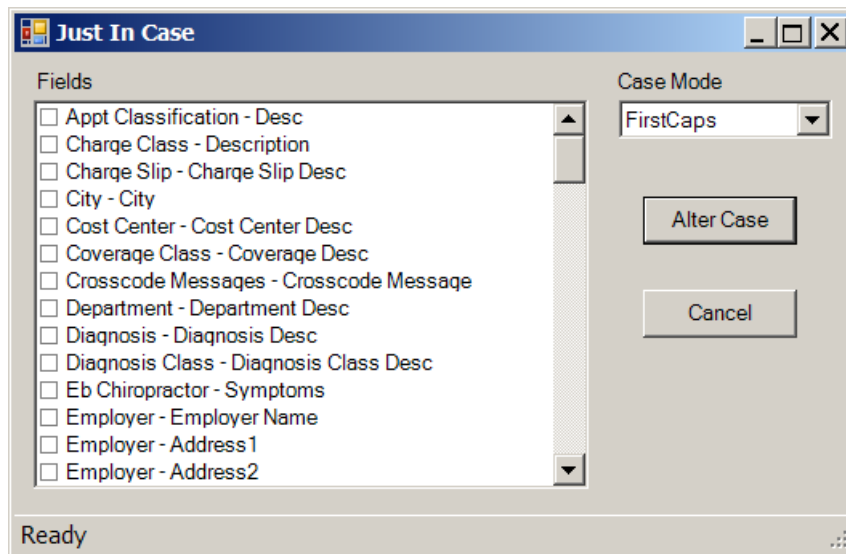
To get a list of unused plan sets, first set the “Patient created over ___ hrs ago” field. This is useful in keeping insurance information for patients who have registered over the phone (or in person) but not had a claim filed yet. Then, hit the “Suggest...” button to get a list of all unused plan sets in the system. Then, check and/or uncheck the appropriate rows to determine which plan sets you wish to remove. Then click on the “Update” button to actually complete the removal process. Keep in mind that once removed, these plan sets cannot be brought back.

The Plan Set Removal Process

When a plan set is removed, the following side-effect actions occur:

- Any appointments associated with the plan set will have the association removed.
- Any wait list entries associated with the plan set will have the association removed.
- Any patient cases associated with the plan set will be set to plan set #1.
- (Version 5.0 and higher) Any pending charge sequences associated with the plan set will have the association removed.

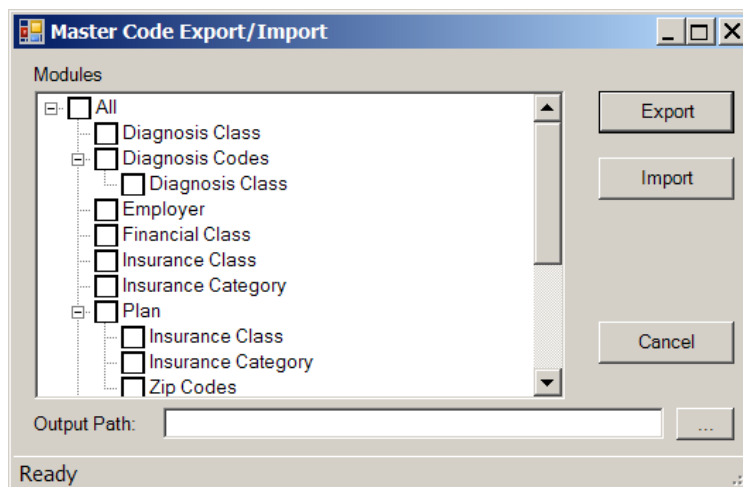
Just In Case...



The “Just In Case” utility is used to alter the case of fields in MicroMD. There are three options: “UpperCase”, which converts the field to all uppercase, “LowerCase”, which converts the field to all lowercase, and “FirstCaps”, which converts the first letter of each word to a capital letter. **Note that due to abbreviations and other naming conventions, FirstCaps will not always provide the exact capitalization that you are looking for.** However, it should suffice in most cases to convert the data to properly formatted text.

To use the utility, check all of the fields that you would like to alter, select the appropriate Case Mode in the upper right, and then click on the “Alter Case” button.

Master Code Export and Import



This utility is used to dump information out of one MicroMD database and import it into another. It is primarily designed for importing data into new MicroMD installations, since it will overwrite existing data with the data provided from the export, but it can also be used to provide simple CSV-style dumps of the various MicroMD master code tables.

To export data, first select a directory in the “Output Path” field at the bottom. All the data will be written into that directory. Then, select the modules that you wish to export. Note that some modules have sub-modules associated with them. That is because the module depends on data in the sub-modules. **When exporting modules containing submodules, it is strongly recommended that all submodules be exported as well.** Finally, click on “Export” to export the data.

To import data, first select the directory in the “Output Path” field at the bottom where the data had been written via the export. Then, select the modules to load. Finally, hit the “Import” button to load the data. If data already exists in a module being loaded, a dialog box will appear confirming that the data should be overwritten.