

Global Information Systems, Inc.

# MDofficeManager

## User Manual



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## MDOfficeManager – Basic Instructions and Keyboard shortcuts

# Basic Instructions

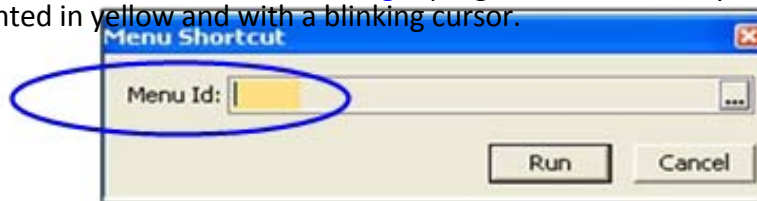
(These steps are performed the same way in each individual table)

**Always use the CAPS lock and per Medicare, the hyphen – may be used ONLY between two last names, NO commas (,), period's (.) or number symbol's (#).**

From the Table of Contents, locate the table which you are going to set up e.g., under [Financial Settings](#) you see (CCC) this is mnemonic shortcut menu Id: for Charge Classification Codes

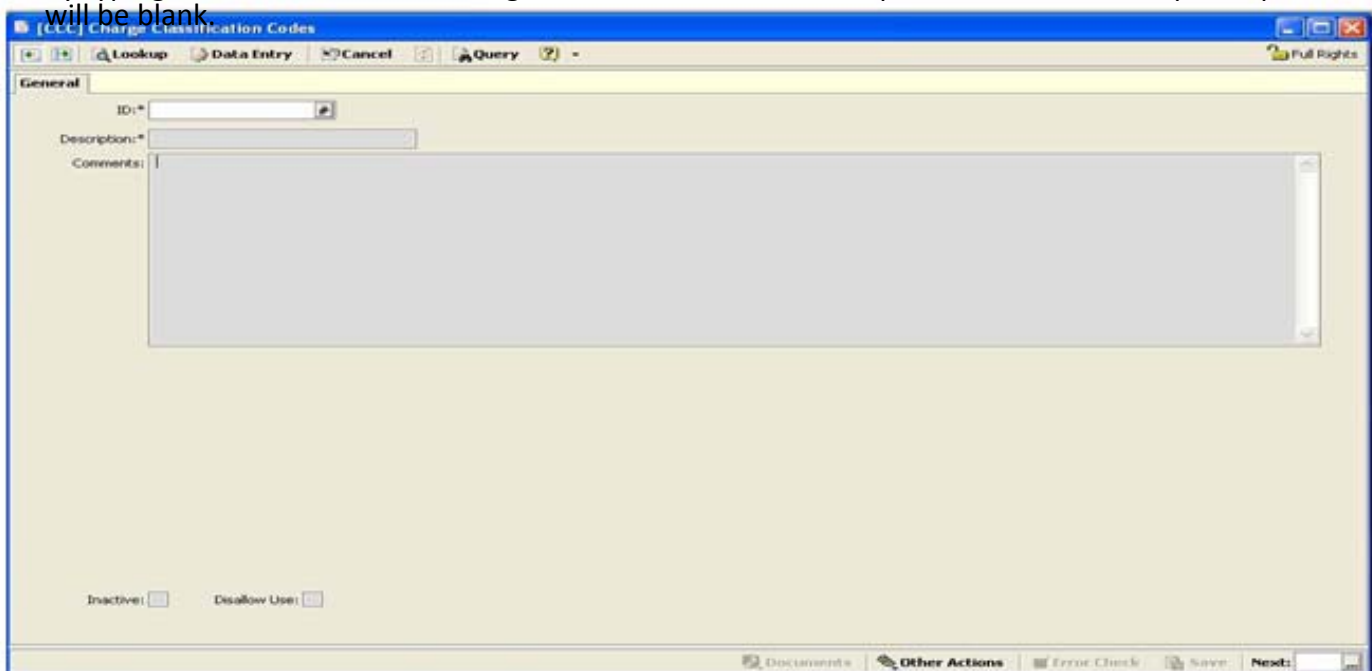
For each individual table you will use this same method.

- Once inside the [MDOfficeManager](#) program, Press F12 key; the box will appear as below highlighted in yellow and with a blinking cursor.



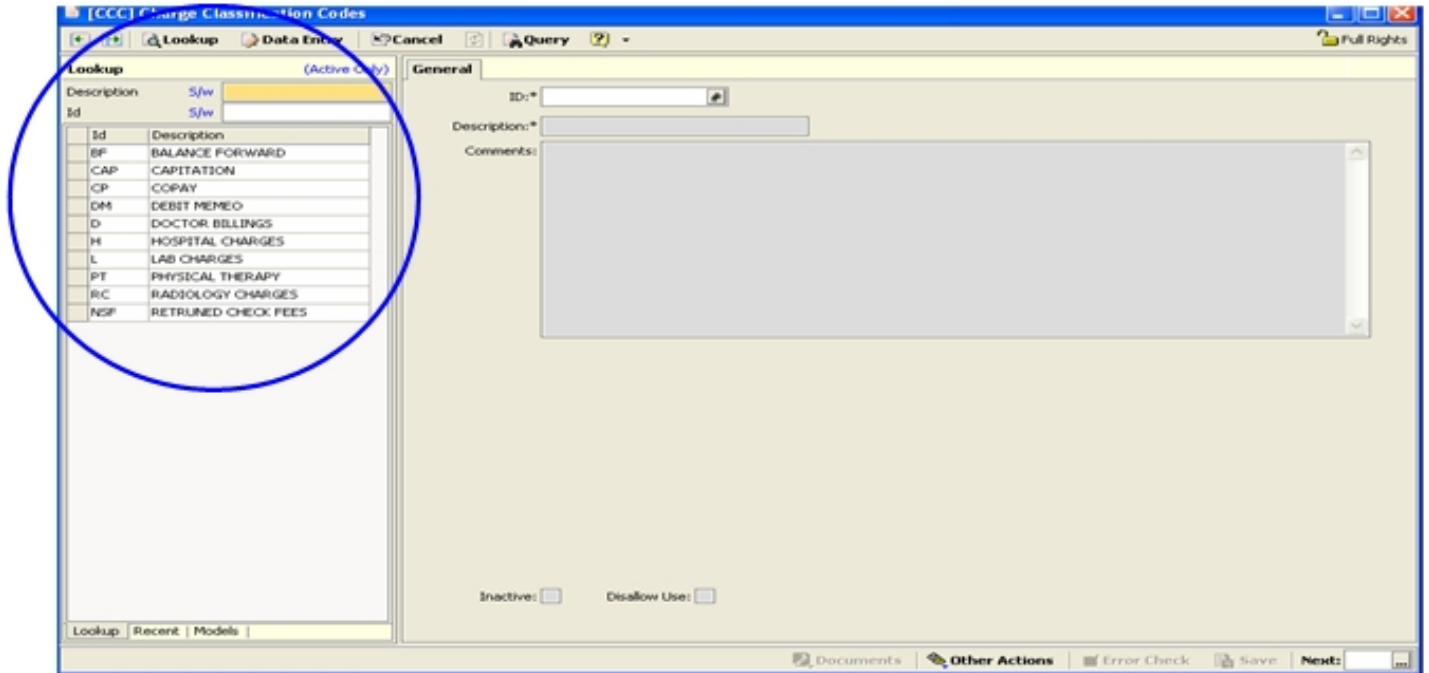
- Type in CCC or the shortcut menu ID of any table you want to go to.
- Press Enter

By typing in CCC, the table for Charge Classification Codes will open. When the table opens up, it will be blank.



## MOfficeManager User Manual – Basic Instructions and Keyboard shortcuts

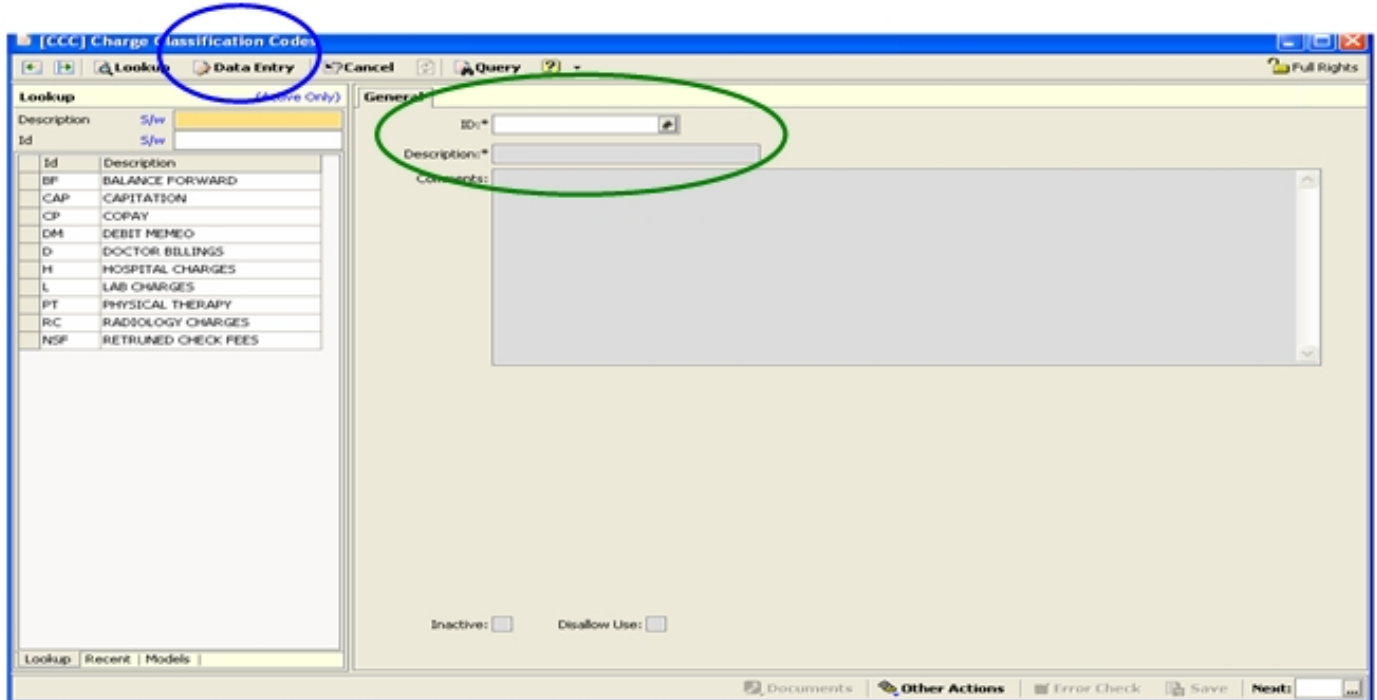
By hitting the short cut key F3, this will open the **Lookup** sidebar, allowing you to see what is added to the table. Under the [Lookup Sidebar](#), the cursor will be blinking on the Description. Type in the Description to see if the code has been entered.



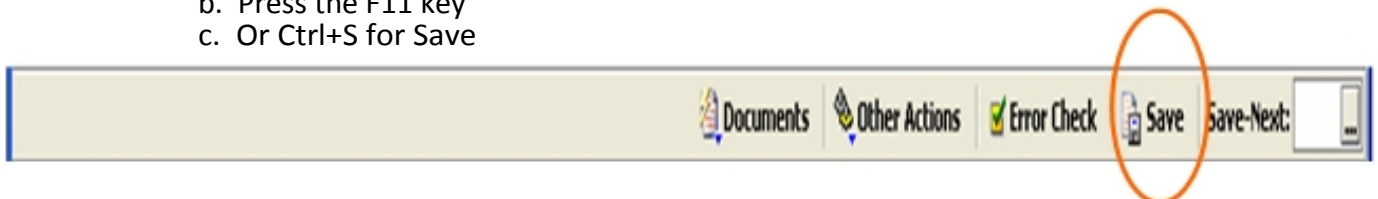
## Data Entry

### Entering in New ID and Description.

- There are three different ways to choose Data Entry
  - a. With your mouse double left click on **Data Entry**
  - b. Press the F4 key twice
  - c. Or Ctrl+E for Data Entry

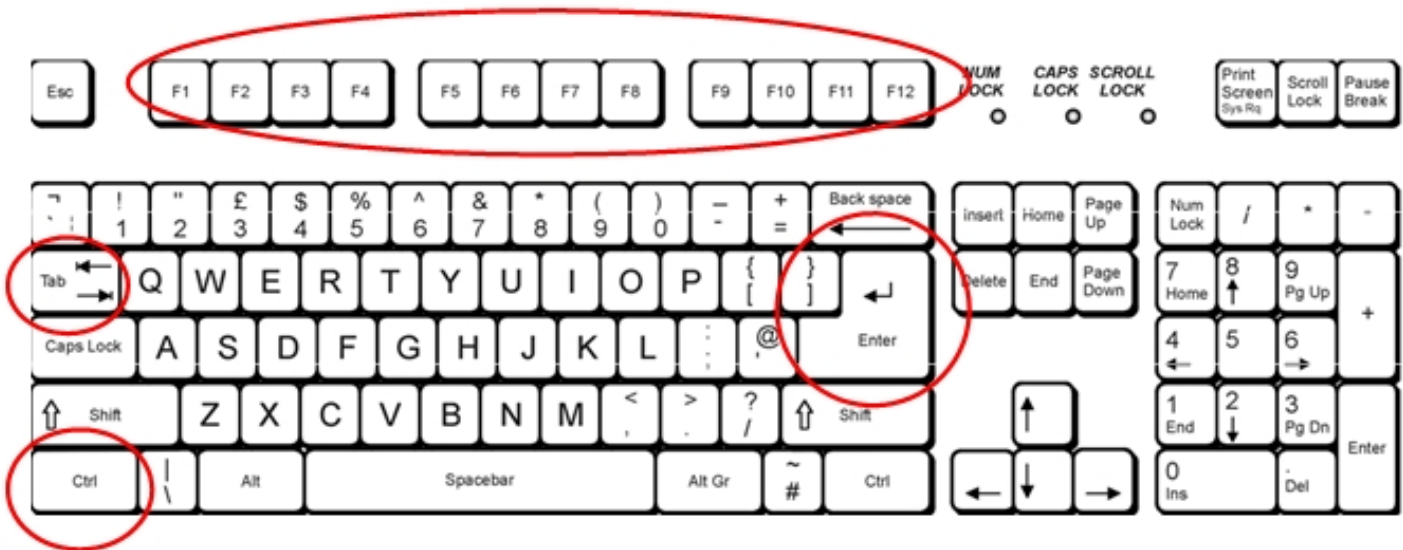


- The cursor will now be on the General Tab in the **ID\* field**
- This is where you will enter the ID (*You should have already determined whether you are using numbers or letters.*)
- After entering the ID, press Enter
- The cursor will be blinking in **Description field**
- Enter the description
- Press the Tab key, if you need to enter Comments, otherwise you are ready to Save
- There are three different ways to **Save**
  - a. With your mouse, left click on the **Save** button at the bottom right corner of the table (as shown below).
  - b. Press the F11 key
  - c. Or Ctrl+S for Save







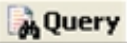
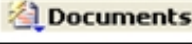
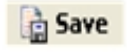




Left Mouse Click



## Function Keys

F1		
F2	#	Will create the next ID
	[ ...]	Will open the ellipsis
		Will open the drop down menu
	Same as left click of mouse on a field level button	
F3	Will open Lookup Mode Same as clicking on  button with mouse	
F4	Data Entry Mode Same as clicking on  button with mouse	
F5	Refresh Same as clicking on  button with mouse	
F6	Edit	
F7	Expand Data Portion of Window Same as clicking on the  Expand button with mouse	
F8	Expand Lookup Portion of Windows Same as clicking on the  Expand button with mouse	
F9	Will open the QE - Query Same as clicking on the  button with mouse	
F10	Will show a list of Mergeable Documents Same as clicking on the  button with mouse	
F11	Save Same as clicking on the  button with mouse	
F12	Menu Shortcut	

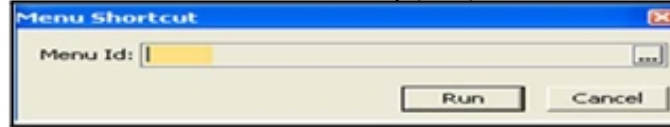


## Keystroke Combinations

<b>Cancel</b>	Escape
<b>Enter</b>	Takes you to the next most "logical" empty field.
<b>Tab</b>	Takes you the next field.
<b>Arrow Keys</b>	
	Guides you through the fields within a grid box
<b>Spacebar</b>	Add Checkmark in check boxes/Un-check if box is already checked
<b>Page Up</b>	
	Scrolls through tabs
<b>Page Down</b>	
	Scrolls through tabs
<b>CTRL</b>	
<b>CTRL + C</b>	Copy
<b>CTRL + D</b>	Will show a list of Mergeable Documents
<b>CTRL + E</b>	Data Entry Mode
<b>CTRL + Enter</b>	Exit out of the data grid box and to the next uncompleted field.
<b>CTRL + H</b>	Check for Errors or Warning
<b>CTRL + L</b>	Lookup
<b>CTRL + O</b>	Show additional options for record
<b>CTRL + (Plus Symbol)</b>	Will add an additional Procedure Line with the next date of service Will add additional tab. Same as clicking on blue + symbol
<b>CTRL + (Minus Symbol) CTRL</b>	Will delete a tab. Same as clicking on red X symbol
<b>+ Q</b>	Query
<b>CTRL + S</b>	Save
<b>CTRL + T</b>	Select
<b>CTRL + V</b>	Paste
<b>CTRL + X</b>	Cut
<b>CTRL + Z</b>	Undo
<b>CTRL + Tab</b>	Move between screens e.g. RI back to AS
<b>ALT</b>	
<b>ALT + X</b>	Save -Next
<b>ALT + F4</b>	Exit
<b>SHIFT</b>	
<b>Shift + Tab</b>	Return to the previous field
<b>Shift + F2</b>	Expand Ellipsis List
<b>Shift + F10</b>	Right Click
<b>Shift F2 + Shift C</b>	PE - Payment Entry Ins Co Field Will expand ellipsis and open Selection via Charge Lookup PE -
<b>Shift F2 + Shift P</b>	Payment Entry R/Party Field Will expand ellipsis and open Selection via Patient Lookup

## Commonly Used Mnemonics

Select Short Cut Key (F12)



AA	Account Administration
ADS	Appointment Day Sheet
AE	Appointment Entry
AR	Accounts Receivable Analysis
AS	Appointment Scheduler
ATH	Accounting Transaction Histories
ATJ	Accounting Transaction Journals
CE	Charge Entry
CI	Clinical Information
CNT	Contacts
CP	Claims Response Processing
CRAR	Charge Register and Transaction Reports
DC	Diagnosis Codes
DR	Providers
DTR	Deposit Transaction Reports
IC	Insurance Companies
OCR	Outstanding Claims Review
PA	Patient Administration
PC	Procedure Codes
PE	Payment Entry
PEF	Print Encounter Forms
PIR	Primary Insurance Re-flag
PRA	Provider Revenue Analysis
PRP	Print Registration Profile
RD	Referring Doctors
RI	Registration and Related Information
STM	Statements
TD	To Do

## System Navigation and Shortcuts

**Title Bar** - Located across the top of the window, it displays the Clinic/database name, user and application. Illustrated below



**Menu Bar** - Located below the title bar, lists available tasks or functions.



**Tool Bar** - Located below the menu bar, it provides quick access to some of the most commonly used tasks.



**Lookup** - Located below the tool bar to the left, it provides search options for each screen by name, date, id, etc.