Medical Office System
Chapter 3: Traversing the MOS

This chapter discusses

- the menu structure of the Medical Office System.

- the key strokes needed to move through menus, screens, and fields.

- special data entry options available.

Program and Menu Structure

The Medical Office System is menu-driven, in other words, all operations are displayed on a series of menus.

The MOS Main Menu

When you first start the MOS, the "Medical Office System Main Menu" is displayed. This menu leads to all other functions and menus of the **Medical Office System**. For more information about the Main Menu, see Chapter 4, "The MOS Main Menu."

Navigating Menus

Options and sub-menus can be selected in two ways. Press either the number or letter of your choice, or highlight your choice using the arrow keys then press ENTER .

When using our NEW SLIDING MENUS (List Boxes) highlight the choice by pressing the associated key or using the arrow keys and press ENTER   The box displays a list of insurance forms which are selected by highlighting.

Another example of a SLIDING MENU box is the one displayed with the invoice detail as seen in . Also the box displayed at the bottom of the patient screen with your selections such as "I-Invoicing Menu" is a SLIDING MENU box. These functions are selected by pressing the highlighted character, such as H for Hold Bills. Then press ENTER to execute your selection.
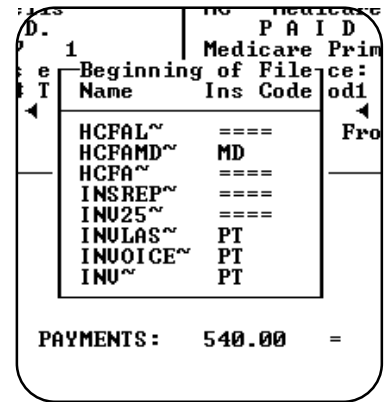

Figure 3-1: Insurance Form Sliding Menu
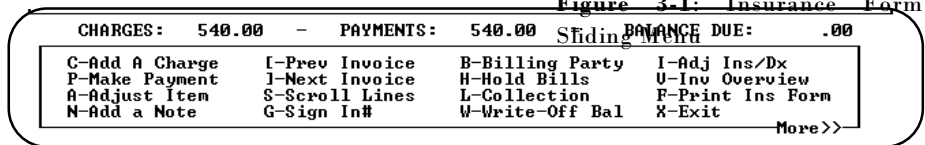

Figure 3-2: Invoice Detail Slidebox

When you see 'Press BREAK ' in a menu or a prompt, press the appropriate break key(s) on your computer. On an MSDOS system, hold the CTRL key down then press C to issue a break command (On most Unix/Xenix keyboards, press DEL).

Moving Through Fields

When a field is completely filled, the cursor will automatically move to the next field.

> *Note:* **This feature can be turned off to force the user to hit** `ENTER` **before leaving a field, to add this feature, call your dealer or Medical Office System support.**

If a field is not filled completely, move to the next field with these keys: `ENTER` , `TAB` , `→` or `↓` . To move to a previous field, use these keys: `SHIFT` `TAB` , `←` or `↑` .

Jumping over Sections

Use the `TAB` (TAB) key to jump over sections of common fields. Use `SHIFT` + `TAB` to move back through the tab points.

Easy entry　　Information can be typed in lowercase letters and the program will change the case as appropriate. For example, if you enter "sandi" as a first name, the program changes it to "Sandi."

For your keystrokes check the keyboard display by pressing `ESC` `?` . Get the keys for

Insert Characters	`F1`
Delete Characters	`F2`
Clear to End Field	`CTRL` + `END`
Duplicate Information	`F5`
Enter Print Code (Jump to end of field)	`F7`

These keys are your most fundamental editing keys when entering data.

Insert Characters　　(`F1`) will move the characters to the right and insert spaces at the cursor position.

Delete Characters　　(`F2`) will remove the character under the cursor and bring the rest of the characters left one position.

Clear to End of Field　　(`CTRL` + `END`) will erase all the characters from the cursor position to the end of the data field.

Duplicate Information　　(`F5`) This key will repeat information recorded on the last record during data entry. This function may not work on invoices and charge lines, but the support files all allow this feature and the patient demographics will allow this feature.

Jump to End of Field　　(`F7`) This key is called "Enter Print Code" on key screen and will jump to the position following the last character in the data field. This is really handy if when adding text to the end of a field. This is faster than pressing the arrow keys to move slowly across the data field.

Responding to Y/N Prompts

For a "Y"es response press `Y` . The "N"o response press `N` or `ENTER` . The default answer to a Y/N question is always "N". When typing `Y` or `N` in response to a prompt, the answers can be in either upper or lowercase.

Upper/lower case

Overall, uppercase and lowercase letters are interchangeable. There are exceptions, however. On DOS systems, case is significant for passwords. On UNIX/XENIX systems, case is significant for passwords and names (file names, selection set names, format names, menu names, etc.)

How to get help

Help is available throughout the Medical Office System program. At the bottom of the screen are help messages that pop-up as a data field is entered. By pressing the `F10` key, topics related to this data will appear in a window. Use the `PG DN` key to move to subsequent pages of text. When you are ready to return to the program, press the `ENTER` key to exit Help. While in many fields, browse help is available to list acceptable data. Many menu items also have help available. Each entry on the report menus includes a help screen that will list the selection/sort parameters for the report, paper size required, and purpose of the report.

Using Type-Ahead

Once you become familiar with the Medical Office System, you may find it convenient to use the Type-Ahead features of the program. With Type-Ahead, number of commands can be typed before the screens and prompts are displayed. In other words, if the correct sequences of commands for a given function are known, the sequence can be typed without waiting for the screen to be updated. It is important that `CTRL` + `BREAK` or `DEL` are not included in your key-ahead list. This can cause things to exit before the computer is finished writing your data. Always wait for the flashing cursor to be displayed before pressing `CTRL` + `BREAK` .

Default codes

The Medical Office System supplies the default provider code and location code setup in Chapter 5, the Practice File. Default entries can always be changed. However, to save entry time, we suggest coding your most likely provider and service location as the default codes. See "The General Information Screen" later in this chapter for details. In fields that have a default code supplied, the manual will show the source of that information so that it can be found and corrected, if necessary.

Hard Copies

To make a printed copy of the data entered, press `ESC` to save the record and then `H` for a hard copy from the "REDO?" question in most areas of MOS. In the support files, a choice to Hard Copy is displayed at the bottom of the screen when displaying a record before requesting the Update function.

Canceling Changes

In Update mode, use the `CTRL` + `BREAK` keys to cancel changes made and restore the record to its previous state. During other operations, `CTRL` + `BREAK` ends the current operation and returns to the previous menu. Some functions do not accept a cancel request. Wait until the current function is complete before making your request. This feature is for your protection. Please do not try to enforce your request by resetting the computer or turning off the power. This can result in data loss and damage to your Medical Office System. Remember this keystroke might vary, `DEL` `DEL` would be appropriate on many Unix/Linux keyboards. Some terminals will use `CTRL` `C` to send a cancel signal.

Saving Information

Press the `ESC` key to save any additions or changes made to a record. Unix / Xenix systems require `ESC` `ESC` to save a record.

Special Functions Available in Data Entry

In the manual the data entry fields that have these special functions attached have been labeled. The explanations of the data entry possibilities have not been repeated unless they vary from the

general function described. Notice the special features shown across from the name of the data field where available. For example:

Referring M.D.	Support File Browse, Add if Not Found

This is the default referring physician used when entering claims. It can be overwritten or eliminated on a claim-to-claim basis.

Referring MD Name	Fuzzy Browse

This will fill in automatically and you will skip this field if you supply a Referring MD code.

TABLE 1: Manual Sample

Notice to the right of the title, "Referring M.D.", are the special functions: "Support File Browse" and "Add if Not Found" and to the right of the title, "Referring MD Name", the function "Fuzzy Browse" is listed. Each function is described below. This will provide a quick reference when looking at the manual as to the special functions available in a field. Use the explanation below to define the functions and their general capabilities. These are so widely used that the explanation will not be repeated on each field where the function is used unless there is some variation in its use.

Browse

This function allows a display of a list of valid choices for this data field. Sometimes the list is for reference only and cannot be changed. Then, a choice from the list displayed must be selected. The **MOS®** will not allow a response that does not match the valid code list for this field.

Support File Browse

Usually, the supporting data is under your control and can be modified as needed. When a browse of a supporting file is selected, for example in the insurance carrier code or diagnosis code, etc., your choices with include "C" for changing data.

The choices are usually:

[ENTER] -Choose item [C] -Change Item [X] - Exit

Move the highlight bar with [PG UP] , [PG DN] , [↑] or [↓] keys. When your choice is highlighted, press [ENTER] . The field will be filled with the data from your selection. Press [X] , if none of the displayed choices should be selected.

Code File Browse

Many data elements are limited and must be selected from a list of options. To properly, report or print the claim, it is important that the correct codes be selected. To help make that selection simple, a Code File Browse is available to display the codes available and allow a selection to be made from that list. Just highlight your selection and press [ENTER] .

Fuzzy Browse

If you still cannot find the correct selection and the code has a description field, press [X] and clear the code field. Then move to the description field (i.e., Diagnosis code followed by Description of Diagnosis.) From the description field a fuzzy browse can be done. Type a description or partial description and press [F6] . A browse screen will appear showing the closest matches using a fuzzy search, highlight your choice and press [ENTER] . The code field and the description field will be filled automatically.

To add a new choice, press $\boxed{\text{X}}$ and the cursor will return to the code field. When in the code field, a new code can be typed, then press $\boxed{\text{ENTER}}$. The MOS will ask if the code should be added. A code must be added to the support file before it can be used. Be prepared to provide this information as needed.

If Not Found, Add

In many fields where a support file browse is available, the data needed is not on file yet. Now is the time to add it to the support file. When leaving certain fields the MOS checks to see if the data is valid, if not valid a prompt will ask if the code should be added. A "Y" response will normally bring up an input screen for that data file so the associated data can be added. Enter the data and press $\boxed{\text{ESC}}$ and continue with the original data entry field, and the support file is updated. The current file will be updated after pressing $\boxed{\text{ESC}}$. If the answer is $\boxed{\text{N}}$, a browse of the support file is usually displayed allow the data to be found.

Notes: