# Medical Office System Chapter 4: The MOS<sup>®</sup> Main Menu

# This chapter discusses

the Medical Office System flow and menu layouts.

# The MOS<sup>®</sup> Main Menu

When you enter the Medical Office System, the Main Menu is displayed. The Main Menu provides access to other functions and menus of the **Medical Office System**.



Note: Before using the Medical Office System, read chapter 3, "Traversing The MOS".

Figure 4-1: The Main Menu

The Main Menu displays the following options:

### 1 - Daily Input

The DAILY INPUT option lets you run all the data-entry functions needed on a daily basis. Your options include: add or view patients; make inquires; add, view or change system support files; add, view or change appointments/recalls. In addition to the above, the Daily Input Menu, which is displayed at the bottom of each patient screen, provides access to invoice and transaction functions such as on-line printing of invoices, insurance forms and routing slips. To learn more about the Daily Input option, see Chapter 6, "Daily Input".

### 2 - Daily Recap

Prints financial/management reports and posts the day's activity. The Daily Recap option should be run at least once a day. After the Daily Recap report prints, the Daily Recap Menu will appear with three optional management reports (Figure 4.1). For more information about the Daily Recap Option see Chapter 8, "Daily Recap".



Figure 4-2: Recap Menu

#### **3 - Insurance Forms**

This menu allows you to produce insurance claim forms in a batch. The menu allows you to select various printer destinations or run the batch to the default printer.

	04.50.0
PRINT INSURA	ICE FORM MENU
<ol> <li>Insurance Forms (Non-Laser-66)</li> <li>Insurance Forms (laser 60 lines)</li> <li>Insurance Forms (Select Printer)</li> <li>Insurance Report Non-Laser 66</li> <li>Insurance Report Laser 60 lines</li> <li>Insurance Forms (laser 63 lines)</li> <li>Insurance Form Landscape 60 line</li> <li>Collection Report/with Export</li> <li>Export Data</li> </ol>	A - Workers' Comp (Non-laser 66) B - Workers' Comp (Laser 60 lines) C - Workers' Comp (Select Printer) D - Workers' Comp Report (66 lines) E - Workers' Comp Report (60 lines) F - Workers' Comp Form (63 lines)
X - F10	xit - Help
Enter Se	lection > 🛙

Figure 4-3 : Insurance Forms Menu

#### Note: Overdue assignments can be reprinted automatically.

For more information, see Chapter 9, "Printing Insurance Forms" or Chapter 22, "Printer Maintenance".

#### 4 - Patient Statements

Produce monthly patient statements. Statements can be sent either to the patient or to a separate billing party. You can print statements for an entire family, if desired. You can print statements as often as you like.

For more information, see Chapter 10, "Printing Patient Statements."

## 5 - Reports Main Menu

You can access reports, mailing labels, graphs, and form letters from the "Reports Main Menu". When this option is selected, the MOS Reports Menu is displayed. See Figure 4.1.



Figure 4-4: MOS Reports Menu

The "Reports Main Menu" contains the sub-menus which are organized by topic.

· · · · · · · · · · · · · · · · · · ·	05.00.00	
DIAGNOSIS/PF	ROCEDURE MENU	
<ol> <li>Diagnosis Report</li> <li>Diagnosis Utilization</li> <li>Diagnosis by Patient</li> <li>Multiple Diagnoses by Patient</li> <li>Diagnosis History by Patient</li> <li>Procedure History by Patient</li> <li>M - Annual Procedure Utilization</li> </ol>	A - Procedure Report B - Procedure Utilization C - Procedure by Patient D - Change MC Allowances E - Procedure Bayment Report F - Procedure List - Medicare Prices G - Procedure List - Medicare Prices H - Procedure List - Other Ins Prices J - Duplicate Proc Codes for New Dr J - Procedure Utilizion Graphs K - Update Standard Charges L - Procedures by Carrier	
X — E F10	xit - Help	
Enter Sel	lection $> 1$	

Figure 4-5 : MOS Diagnosis/Procedure Reports Menu

Diagnosis/Procedure Menu contains reports related to the diagnosis and procedure file data.

PATIENT REF	PORTS MENU	7
<ol> <li>Patient Address List</li> <li>Patient Account Summary</li> <li>Patient Account Summary-Hide</li> <li>Patients' Employer Listing</li> <li>Other Responsible Parties</li> <li>Recall Patient Report</li> <li>Pre-Coded Text - Medical Notes</li> <li>Inactive Patient List</li> </ol>	A - Patient Dempographis-NO MONEY B - Patients by Referring M.D. C - Patient Birthday Report D - Patient Demographics Forms E - Patients by Employer Report F - Count of Patients By Carrier G - NON MO Referral Source Report H - New Patient Graph I - New Patient Graph J - Count Of Patients By Zip K - Family List L - Patient Tests List	_
X - E× F10 -	kit - Help	
Enter Sold	ration > 1	

Figure 4-6: MOS Patient Reports Menu

Patient Reports & Letters Menu contains patient oriented reports and letters.



Figure 4-7 : Provider Practice Reports

Provider/Practice Reports Menu contains scheduling reports and general provider and practice reports.

INSURANCE CARF	LIER REPORTS MENU
<ol> <li>Health Insurance Carriers</li> <li>Workers' compensation Carriers</li> <li>Employer Claim Count</li> <li>Performance by Carrier</li> <li>Electronic Insurance Data</li> <li>Check Track List</li> <li>Code Cross-Reference List</li> <li>Submission Summary</li> <li>Count Patients by Carrier</li> </ol>	A - Drug Definition List B - Diagnostic Lab Testing Providers C - Count Pat Claims by Carrier D - Patient Carrier History
X - F10	Exit - Help
Enter Se	election > 1

Figure 4-8: Insurance Carrier Reports Menu

Insurance Carrier Reports Menu contains reports listing insurance carriers and workers' compensation carriers.

FINANCIAL	REPORTS MENU
<ol> <li>Daily Recap - Summary Only</li> <li>Rerun Old Daily Recap</li> <li>Transaction Review</li> <li>WC By Employer Report</li> <li>Invoices on HOLD</li> <li>Invoices in COLLECIIONS</li> <li>Credit Balance Invoices</li> <li>A/R Report / By Invoice Date</li> <li>Patient Balance List</li> <li>Daily Recap-Sum-Select Date</li> </ol>	9 - A/R Report with Phone Numbers A - Special Daily Summary B - Activity Overview Graphs C - Year-to-Date Summary D - A/R Worksheet E - Write-Off Overdue Invoices F - Payments Report G - Print Daily Recap to Video I - Summary Procedure Payment Report L - Submission Analysis Report V - Year-to-Date Detail Summary
X - F10 Enter So	Exit - Help

Figure 4-9 : Financial Reports Menu

Financial Reports Menu contains various financial analysis reports.

For more information about each menu and their options, see Chapter 11, "The Reports Main Menu".

Daily Practice Reports Menu



Figure 4-10: Daily Practice Reports Menu

For more information about this menu and its options, see Chapter 8, "Daily Recap Reports".

#### 6 - Support Files Menu

The Support Files Menu provides direct access to files and data for maintenance functions. Patient letters, practice/provider set up data, insurance carriers, responsible parties, procedure/diagnosis files and others can be managed directly from this menu.

MOS SUPPORT FILE MAINTENANCE MENU
1 - Practice InformationA - Referring Physician File2 - Provider DataB - Procedure Group File3 - Procedure DataC - Pre-Coded Text File4 - Diagnosis DataD - Drug Reference File5 - Zip Code DataI - Insurance Company File6 - Code Cross Reference FileW - Workers' Compensation File7 - Letters FileL - Service Location File8 - Employer FileT - Diagnostic Test Lab File9 - Responsible Party FileU - Authorized Users
X - Exit
Enter Selection > 1

Figure 4-11 : Support Files Menu

For more information, see Chapter 12, "The Support Files Maintenance Menu".

#### 7 - Period End Menu

This menu includes all period end options used to close and clean up data. The first is a function to purge old zero balance invoices and schedule records based on information in the practice file. The second option is a procedure to reset all month-to-date and year-to-date numbers in the procedure, diagnosis and master files. The third option lets you specify a location and/or insurance company for whom the insurance claims are to be delayed until a specified date.



Figure 4-12 : Period End Menu

For more information, see Chapter 16, "Periodic Operations".

#### 8 - Calculator

You can use the calculator function of the Medical Office System to perform complex or simple math functions including Amortization, Future Value, Present Value, among others.

Notes:		◄ Memory Tape:
Accumulator:		y
Work Area:		< SAVE ÅREAS
Repeat:	7 8 9 % + 4 5 6 - 1 2 3 X 0 . = /	0- 1- 2- 3- 4-
L-Loan Paymt F-Future Val P-Presnt Val G-Cpd Growth D-Date/Day Y-Diff Dates T-Disk Tape TAB-Notes	A-Alpha OFF #-Decimal Places S-Save R-Recall C-Clear Work K-Clear All B-Browse !-Amort @-Root iRepeat E-Expression	5- 6- 7- 8- 9- Decimal Places: 2 Disk Tape: OFF
	PRES	SS 🚺 to QUIT

Figure 4-13: Calculator

For more information, see Chapter 18, "Calculator Mode".

# U - Utility Menu

The Utility Menu includes options for backing up, unlocking, and reindexing MOS files and an option ("D") that provides access to a menu which lets you create, update, or view insurance form formats. Option "Z" is used by your dealer or Medical Office System support staff to correct or modify MOS files usually managed automatically.

·	WE MOS DEVELOPMENT	05
	MOS UTILITY MENU	
	D - Define Print Formats Menu U - Unlock MOS Files - Multi-User I - Index Maintenance Menu Z - MOS Tools P - Configure Printer S - Check Disk Space L - Load Laser Printer Fonts C - Configuration Editor F - Check Lock Info X - Exit	
	Enter Selection > D	
	Define Insurance Forms / Invoice Print Fo	mats

Figure 4-14 : MOS Utility Menu

On the Utility Menu, you can access the following menus:

$\bigcap$	IN MOS DEVELOPMENT 05
	MOS DEFINE PRINT FORMAT MENU
	<ul> <li>Define Print Formats</li> <li>Convert Print Formats</li> <li>Print Format Worksheet</li> <li>Print Ins Form Field List</li> <li>Find New Insurance Form Fields</li> <li>Convert Export Forms</li> <li>X - Exit</li> </ul>
	Enter Selection > 🚺
	Use this choice to Enter or Modify an Print Format Definition.

Figure 4-15: Define Print Format Menu

This menu will allow you to modify the insurance forms and patient invoices, moving and printing the information that is necessary for the insurance carrier forms.

REBUILD MOS	S INDEXES
1 - PhileNIFile Indexes 2 - TRANSACTION File Indexes 3 - SUMMARY File Indexes 4 - INVOICE File Indexes 5 - DIAGNOSIS/PROCEDURE File Indexes 6 - CLAIM SUBMISSION LOG Indexes 7 - PROVIDER/REFEREING DR Indexes 8 - EMPLOYER File Indexes 9 - CODE FILE Indexes 0 - MEDICAL HISIORY File Indexes 8 - INSURANCE FORM File Indexes 8 - INSURANCE COMPANIES Indexes	C - LETTERS File Indexes D - LOCATION File Indexes E - RESPONSIBLE PARTY File Indexes F - SECURITY Indexes H - ZIP CODE file index J - Miscellaneous file indexes I - REBUILD ALL INDEXES U - Unlock all MOS Files V - Special Code File Indexes W - Create Special Code Files
Х - E	kit
Enton Sold	votion > 1

Figure 4-16: Index Maintenance Menu

This menu is used to rebuild indexes in the event that the indexes become unbalanced. This can happen if the Medical Office System software is aborted abnormally, with a power interruption, reset or break, or operating system errors. The MOS has no control of these events and to allow you to get back to work as soon as possible, this menu was provided. If information seems missing that was entered, the index is probably at fault. Rebuild it and see if the information appears.

#### **E** - Electronic Submission

The menu will allow you to send your claims to the Electronic Claims Module. This is an optional add-on software package that will allow you to edit and format your insurance claims for electronic transmission. Call Medical Office System support to see if it is available in your state and to order. The menu will be displayed whether it has been installed or not.

MOS - FastEMC	Claims Submission
1 - Create Electronic Claim	Z - MOS ANSI SHORTCUT MENU
2 - Update Electronic Providers 3 - Update Electronic Insurance Co D - Edit Downloaded Claims Manuall E - Edit ERROR Claims Manually	U - Fix Menu - Recreate Dr & INSCO y
X - F10	Exit - Help
Enter S	election > 1

Figure 4-17 : Electronic Claims Submission

Use the Electronic Shortcut Menu with the MOS EDI System.

Shortcut Electronic Claims Menu

MOS - EastEMC ON	IST SHODTCHT MENH
	ST SHORTCOT MENO
A - 1-STEP CREATE TRANSMISSION FILE 1 - Add/Change ELECTRONIC Claims 2 - Create Medical Transmission File 3 - Create DME Transmission File 4 - Delete ALL Claims 5 - Clean Up Orphan Records C - Communication to Carrier R - Reports Menu M - Printer Maintenance-FastEMC	Special Functions 6 - System Setup (FASIENC) 7 - Provider File (FASIENC) 8 - Insurance File (FASIENC) 9 - ANSI837 Submitter/Receiver Data V - View/Print ANSI File F - Rebuild All Indexes U - Unlock ANSI FastEMC Files E - Configuration Editor-FastEMC P - 837 Acknowledgement file(s)
X - E	xit
X - E	xit

Figure 4-18: Electronic Claims Shortcut Menu

This menu summarizes the prompts used most often in the Electronic Claims Module. It should make the use of the electronic claims system more streamlined.

For more information, see Chapter 20, "Electronic Data Transmission".

မာ့ MOS DEVELOPMENT	× 05.10.00
MOS	TOOLS
<ol> <li>Invoice File Maintenance</li> <li>Transaction File Maintenance</li> <li>Summary File Maintenance</li> <li>Insurance Form Fields File</li> <li>Field Choices File</li> <li>Field Messages/Edits</li> <li>Procedure History</li> <li>Procedure History</li> <li>Drug History</li> <li>Certificaiton File</li> <li>Expected VS Due Report</li> <li>Generate all Data to Statement</li> </ol>	RUN RECAP AND REBUILD INDEXES BEFORE USING THESE CHOICES: A - Check Invoice Index A B - Check Balances Summary C - Check Balances Detail (MOSPAT) D - Check Balances Detail (MOSTRANS) E - Delete Unreferenced Trans/Inv F - Reset Collection Count for Pat Y - fp Tools Menu Z - Special Correction Menu G - Special Correction 2 Menu
X - Exit F10 - Help	
Enter Selection > 1	
Invoice file maintenance. File name: mosinv	

Figure 4-19 : MOS Tools Menu

MOS Tools Menu is also listed on the Utility Menu. This menu has a password assigned and will be given to you when the Medical Office System support staff ask you to use options on this menu. The information on this menu should not be changed without the guidance of our Support Staff. This access can help us locate a data inconsistency or repair a problem. Please do not make it your habit to change information from this menu.



Figure 4-20: MOS Special Correction Menu

This Menu has Tools used to repair and collect data in ways that are only there for use from MOS Support Personnel.



Figure 4-21: MOS Tools - FP Files

Notes: