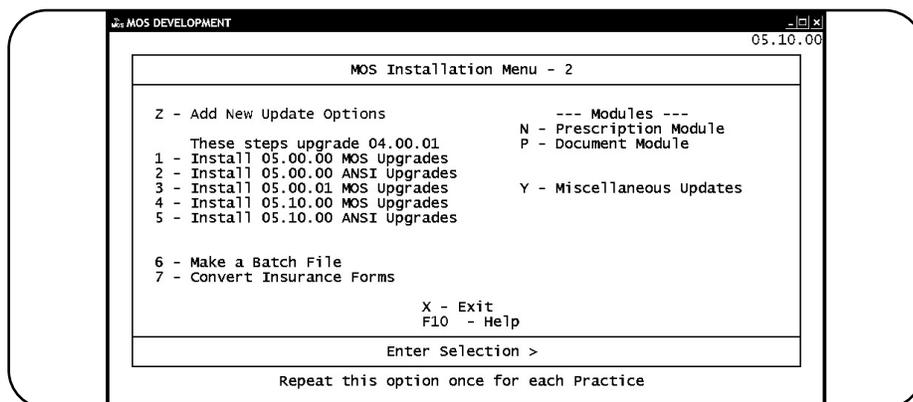


MOS INSTALLATION INSTRUCTIONS 05.10.00

Install the CD or downloaded file as usual. (On the Unix/Linux Version pick choice I on the First Setup Menu to display the menu below.) When the Setup Menu is displayed run the following options:



Installation and Setup Menu

Select **Z** - to add all new setup options. Run for M - Main, if you have additional practices, select **A** once for each practice. When you have finished, select **F** -Finished.

If you are behind any prior upgrades

Most customers have installed these upgrades. If you are not sure, it will not hurt to repeat. Select 1 & 2 & 3 for each practice. Answer the questions and run each step in turn.

New Version

To complete the current install, select option 4 once for each current practice. Then if you file electronically, select 5 only once to update the FastEMC data correctly..

Each required step will be executed, follow the on screen prompts. Read NOTES below before continuing with this option.

When you have completed the INSTALL 05.10.00 MOS Upgrades step for each practice, and INSTALL 05.10.00 ANSI Upgrades, exit the MOS Installation Menu.

On the Unix/Linux installations, a MOS Upgrade for FastEMC 8.2 menu is displayed. Just press **X** to exit this menu. It is not necessary to do any steps with the 05.10.00 installation.

NOTES:

Part of the upgrade steps will attempt to update information in the FastEMC.

If you are filing electronic claims, answer **Y** to reset the EDI Providers, **Y** to update the Providers, **Y** to update Insurance Companies.

Repeat for each Practice in your installation. If you are not filing electronic claims, answer **S** or **N** to skip each of these steps.

NPI numbers - These will be required for proper posting of the Providers to the Electronic module. Any providers without an NPI number will be deleted from electronic provider file. The medicare number and TaxID numbers are no longer required. To remove a provider from the electronic posting, just enter a termination date on the provider data. After that date, the provider is no longer tested for posting to the electronic file.

Additional Steps - To be done as needed.

From the main menu:

6 **1** -

Select screen E - Prov ID Defs and you will see the new fields to discontinue the legacy numbers for an entire line of business.

MOS DEVELOPMENT

Practice Name : Your Practice Name

Provider ID 1	Used To Hold:	TAX ID	Data
Provider ID 2	Used To Hold:	LICENSE#	Data
Provider ID 3	Used To Hold:	MEDICARE	Data
Provider ID 4	Used To Hold:	BC/BS ID	Data
Provider ID 5	Used To Hold:	MEDICAID	Data
Provider ID 6	Used To Hold:	CHAMPUS	Data
Provider ID 7	Used To Hold:	COMMERCL	Data
Provider ID 8	Used To Hold:	UPIN	Data

Discontinue Legacy Numbers for EDI as of this date

Medicare: 03/01/08 ◀ Champus: ▶▶▶

Blue Shield: ▶ DME: ▶▶▶

Medicaid: ▶ All Commercial: ▶▶▶

ALL Commercial will change every company to this date. Individual companies can be changed on the Insurance data.

PRESS: ESC to SAVE CHANGES, Ctrl-C to CANCEL, F10 for Help

If any individual carriers, must be updated it can be done from the Insurance carrier screens.

From the main menu:

6 **1** -

Locate the insurance company in question and press **E** to update the electronic data screen. Notice the Discontinue Legacy# at the bottom of the screen.

Your Practice Name

Medical Office System
INSURANCE COMPANY FILE

INSURANCE COMPANY Electronic Data

Code: MC Xmt Y ◀ CC N ◀ ID# Typ 1

Name: Medicare

Payor ID: 00630 ◀ Claim Office # ▶

Group Number: ▶

Carrier Type: BNC ◀

Medigap Number: ▶ SOP: C ◀

Download Edits Qualifier: ANS ◀

Download Edits Filename: AN-ANSI ◀

Plan Name: ▶

Prod Line: ▶ NAIC: ▶ - ▶

Network ID Required: Y ◀ INMCR

Discontinue Legacy#: 01/30/08 ◀

If you file electronically, it will be necessary to answer **Y** to the Update Insurance Company questions to insure that all the data is updated correctly. This step will take the dates and post them as appropriate to the electronic data, without this step, the legacy dates will not be posted.

As always, feel free to call if you have any questions about this upgrade.

Nancy Palmquist
(888) 593-8773

February 29, 2008

RE: CRITICAL UPDATE - MOS 05.10.00 - Released 2/29/2008

Dear MOS Client,

Windows Customers: Download the new version from the web site. Go to www.vss3.com and select the "ftp site" button. Then download the version appropriate for your installation. The VSSKEY and other current license information is included in this mailing. If you are unable to download from the web, please call and we will send a CD.

Unix/Linux Customers: A CD for installation is enclosed.

INCLUDED in this release:

1. Programming will allow the Legacy numbers to be retired as required by the Payers that receive your electronic claims. Logic will allow cut-off dates for each line of business and Commercial carriers individually, if necessary. As you are notified to retire the numbers, the dates will give you a way to put the option in play a week or so ahead to verify that all is fine before the deadline. This logic will also remove the Legacy numbers from insurance forms as appropriate. So this is vital for all practices, both electronic and paper, to install this upgrade.
2. Improved posting for Providers to FastEMC that will improve the ability to keep all the data correct.
3. An adjusted CMS-1500 is included in the forms IMPORT data. This is not required if you have installed and adjusted the prior CMS1500 form. Improvements include the logic which determines the correct information for box 33 to correctly select the address for a group.
4. Other modifications, less critical, can be found on the read me information.
5. Updates to the FastEMC that have been made over the last 6-8 months, including the NPI support, Drug submission corrections, Secondary payor corrections and more.

Nancy Palmquist
MOS - Virtual Software Systems