

Medical Office System

Chapter 4: The MOS® Main Menu

This chapter discusses

- the Medical Office System flow and menu layouts.

The MOS® 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".

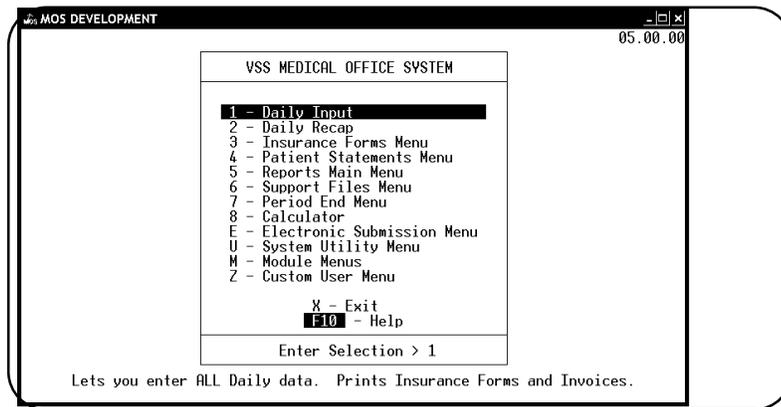


Figure 4-1: The Main Menu

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 inquiries; 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".

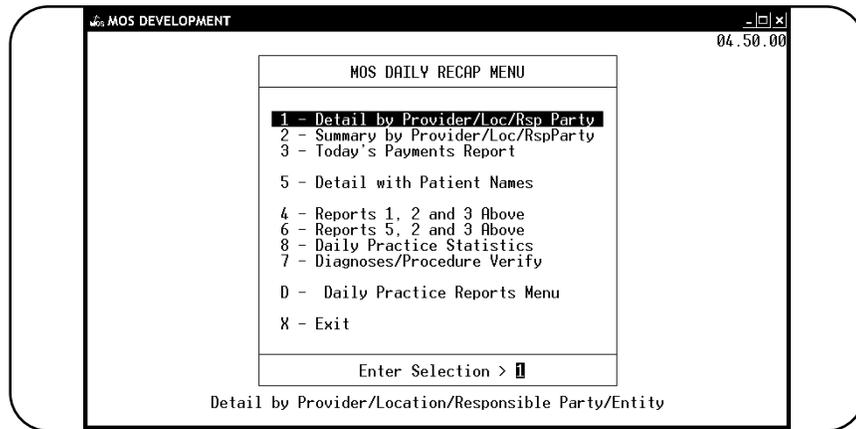


Figure 4-2: Recap Menu

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.

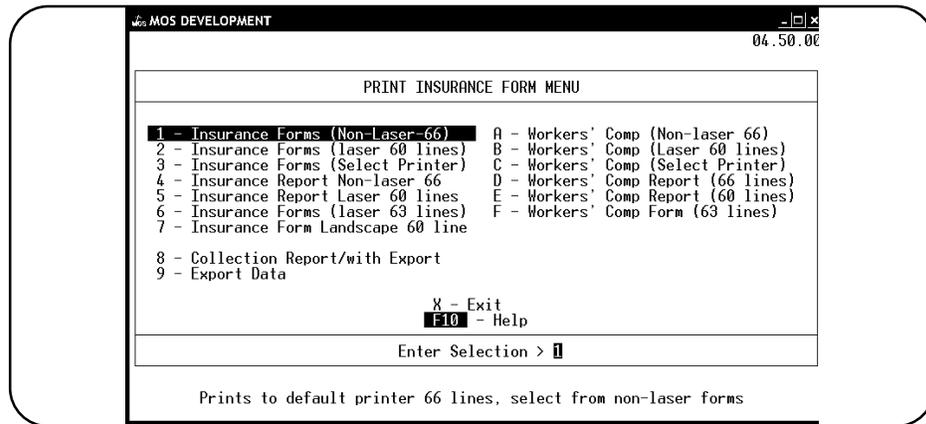


Figure 4-3 : Insurance Forms Menu

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.

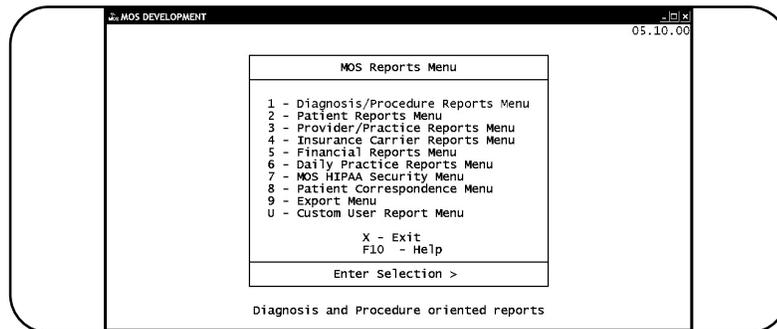


Figure 4-4: MOS Reports Menu

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

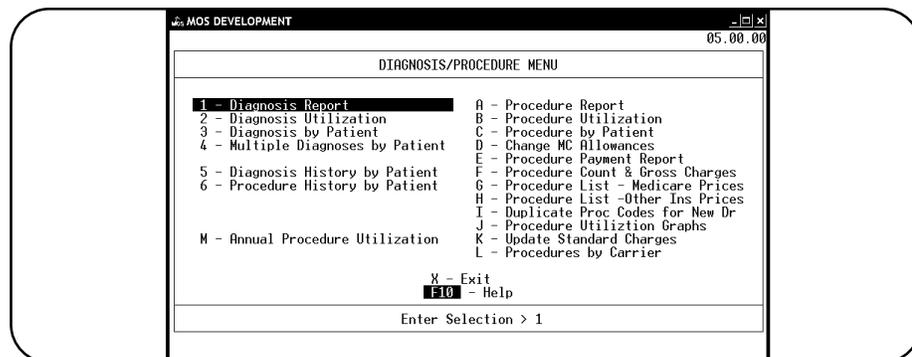


Figure 4-5 : MOS Diagnosis/Procedure Reports Menu

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

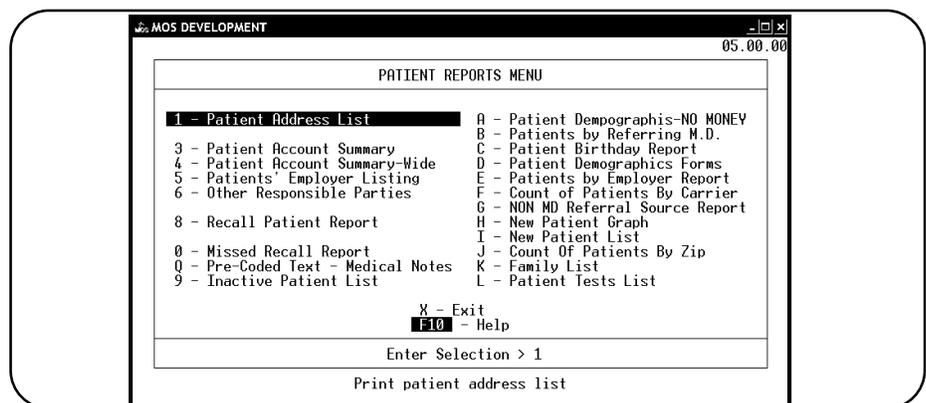


Figure 4-6: MOS Patient Reports Menu

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

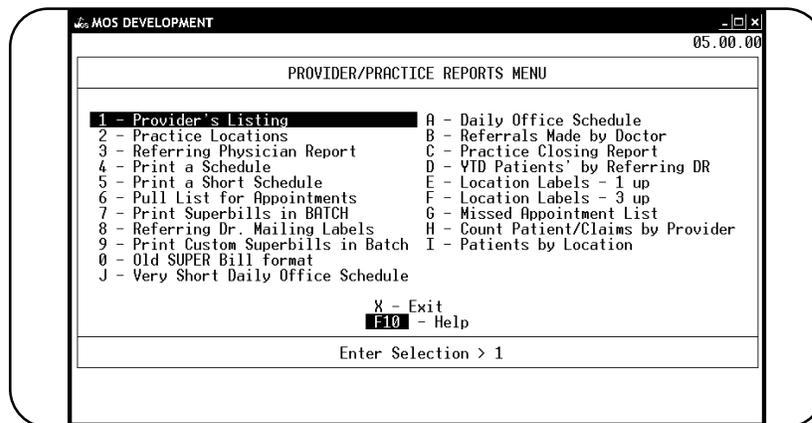


Figure 4-7 : Provider Practice Reports

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

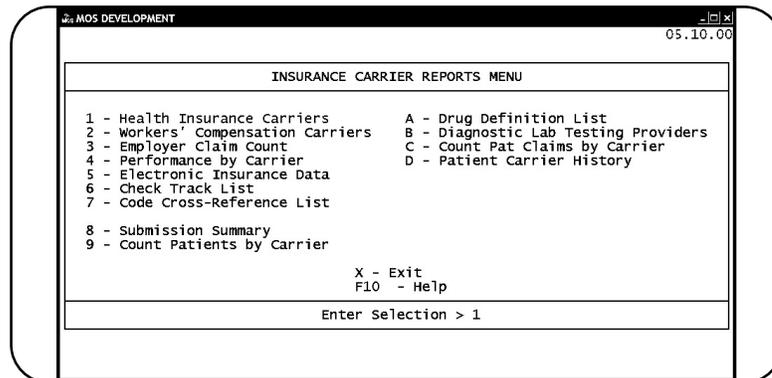


Figure 4-8: Insurance Carrier Reports Menu

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

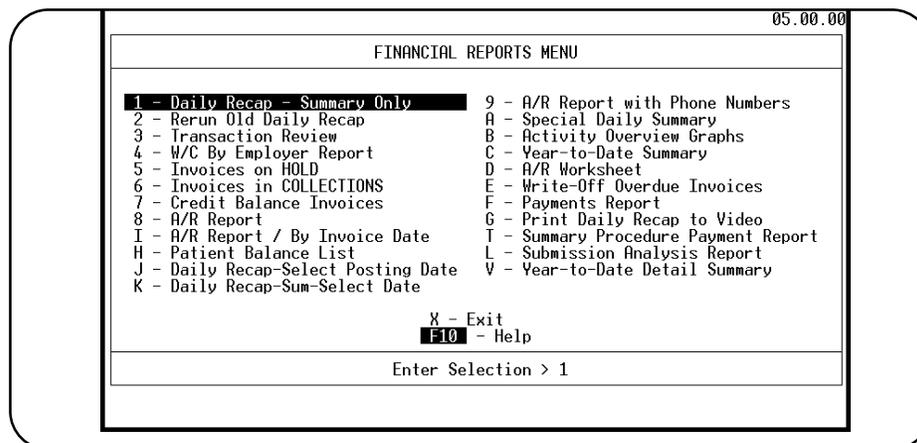


Figure 4-9 : Financial Reports Menu

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

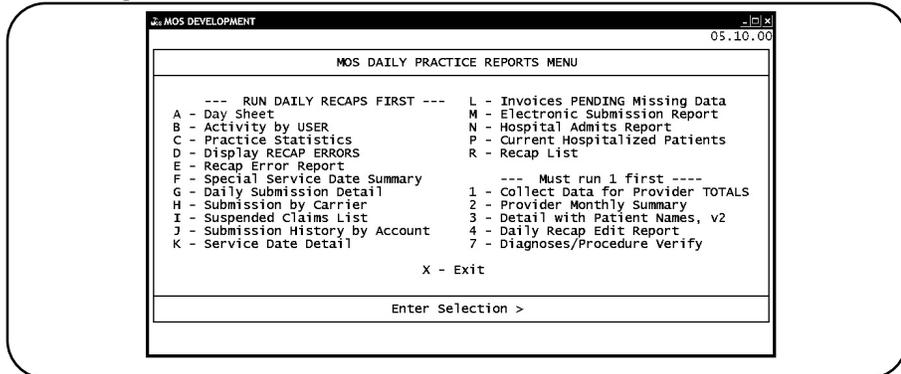


Figure 4-10: Daily Practice Reports Menu

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.

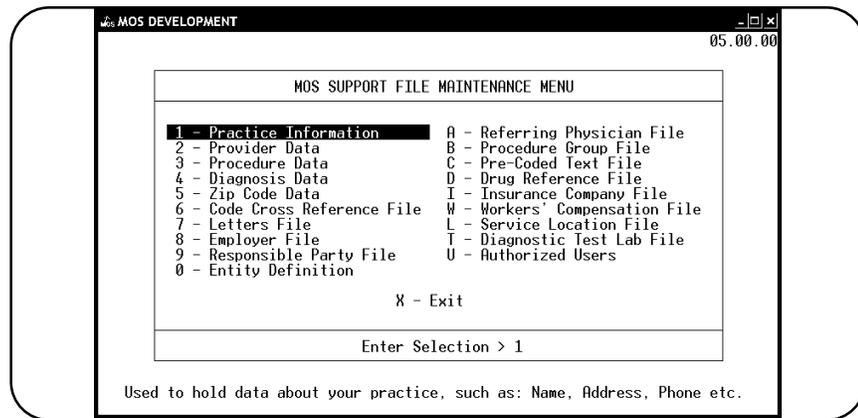


Figure 4-11 : Support Files Menu

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.

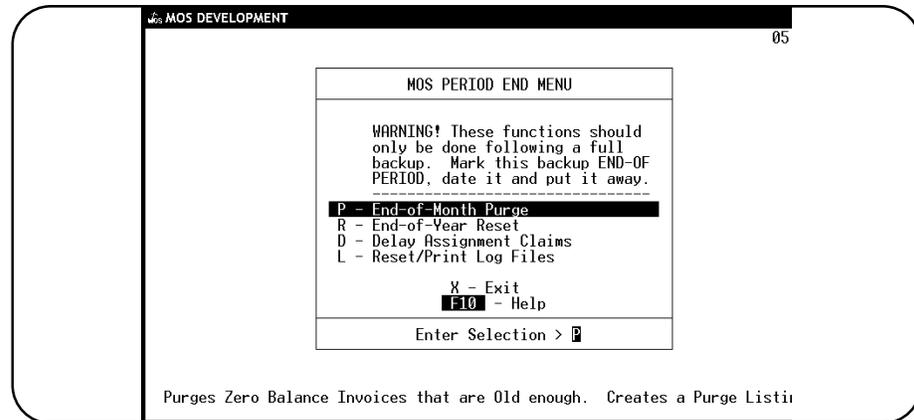


Figure 4-12 : Period End Menu

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.

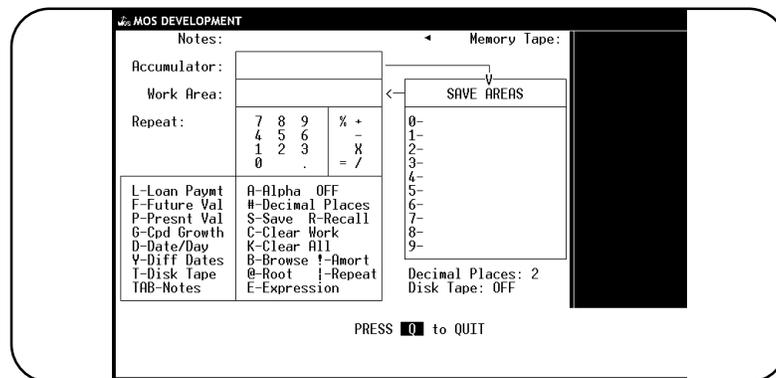


Figure 4-13: Calculator

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.

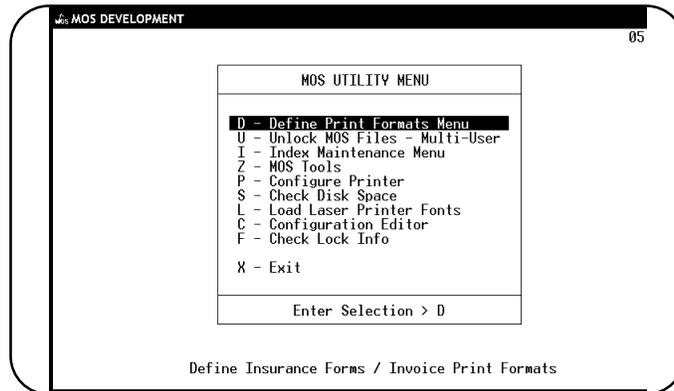


Figure 4-14 : MOS Utility Menu

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

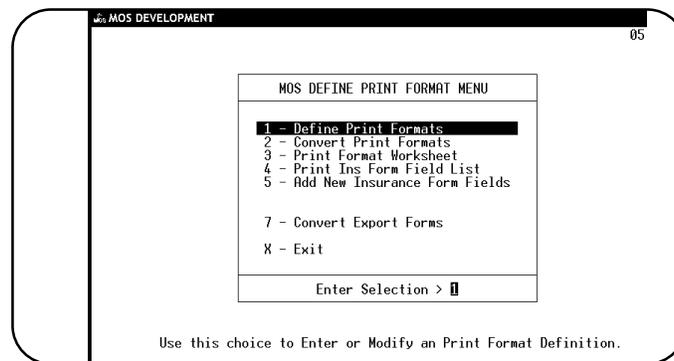


Figure 4-15: Define Print Format Menu

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.

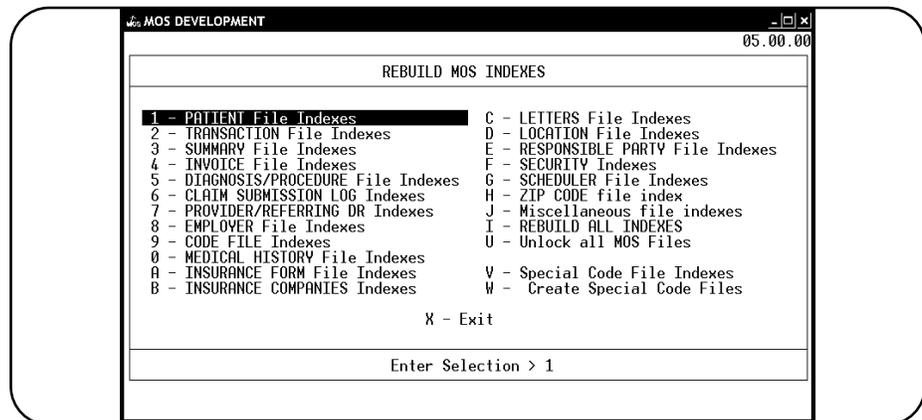


Figure 4-16: Index Maintenance Menu

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.

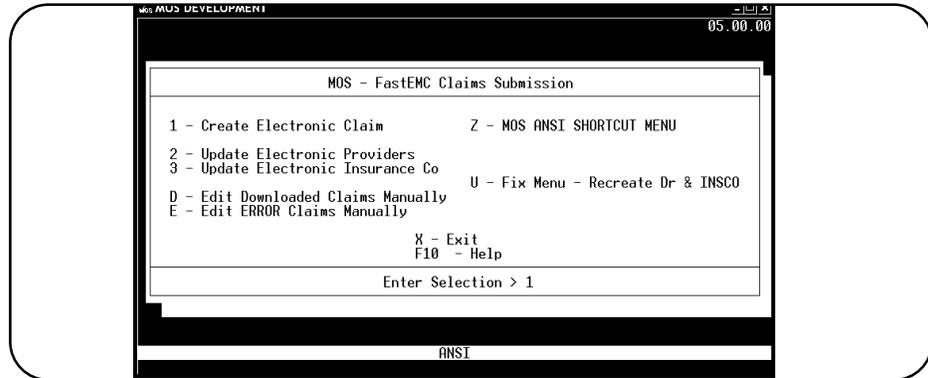


Figure 4-17 : Electronic Claims Submission

Use the Electronic Shortcut Menu with the MOS EDI System.

Shortcut Electronic Claims Menu

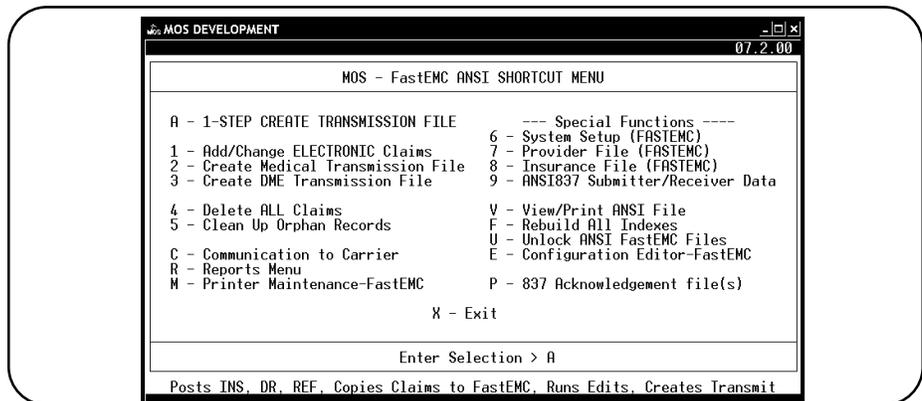


Figure 4-18: Electronic Claims Shortcut Menu

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".

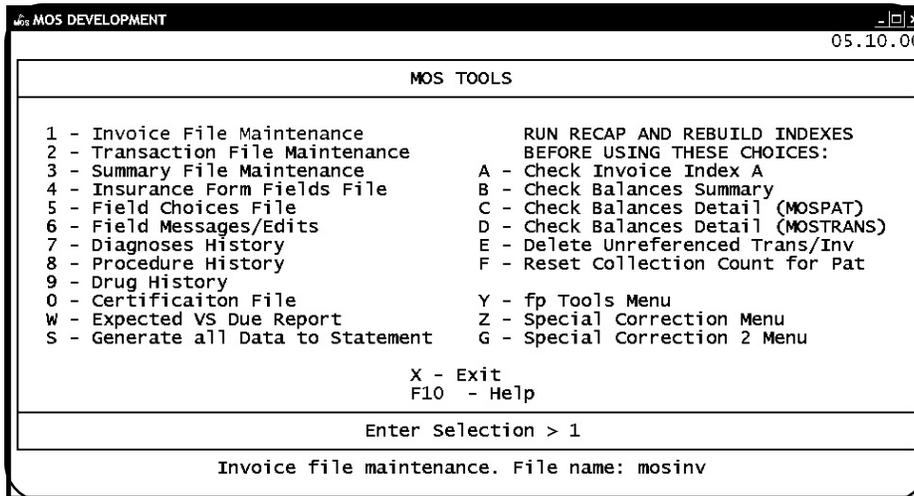


Figure 4-19 : MOS Tools Menu

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.

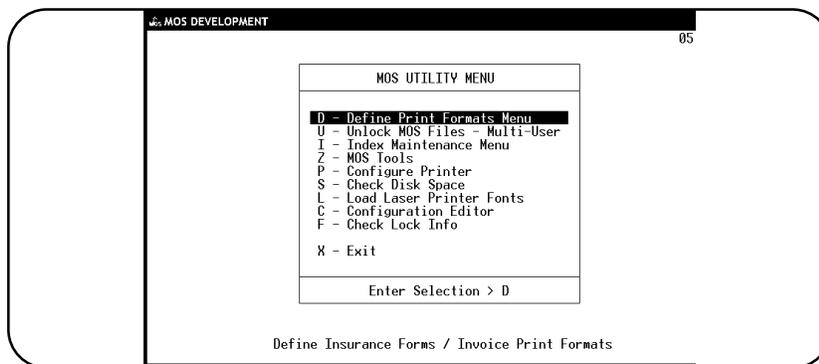


Figure 4-20: MOS Special Correction Menu

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

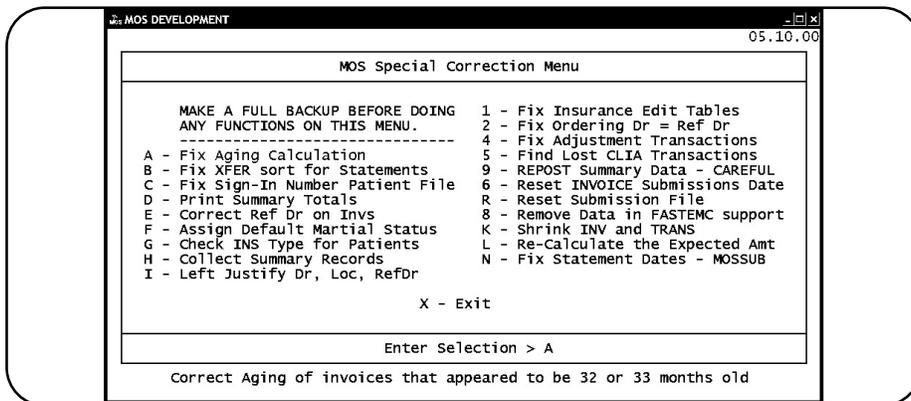


Figure 4-21: MOS Tools - FP Files

Notes: