

**MODEL I/MODEL III**

# **MEDICAL OFFICE SYSTEM**

**CAT. NO.  
26-1568**

**Radio Shack**

**TRS-80**

**SOFTWARE**

TM

**CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.**

# Medical Office System

**Radio Shack®**



A DIVISION OF TANDY CORPORATION  
FORT WORTH, TEXAS 76102



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*Medical Office System Program:*  
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## Introduction

The Radio Shack Medical Office System is designed to streamline the business procedures in your medical practice. It consists of a set of programs which interact to help you maintain patient records and practice information.

To use the Medical Office System with a Model I you will need the following equipment:

- The TRS-80 16K Level II keyboard
- The TRS-80 32K Expansion Interface
- Four TRS-80 Disk Drives
- The TRS-80 Video Monitor
- A Radio Shack printer capable of 132 columns per line with Printer Cable

To use the Medical Office System with a Model III you will need the following equipment:

- The TRS-80 2-disk, 48K Model III Microcomputer
- One TRS-80 Disk Drive (catalog #26-1164)
- One TRS-80 Disk Drive (catalog #26-1161)
- A Radio Shack printer capable of 132 columns per line with Printer Cable

The Medical Office System consists of at least eight diskettes:

- MOS Program disk
- Patient Data disk
- Transaction disks #1 and #2
- Sorted Transaction disks #1 and #2
- Verification (or Verify) disk
- Alphanumeric Sort (or Alphasort) disk

# Introduction (continued)

## Features

1. Capacity to store 3960 patient accounts using Model I, or 4200 accounts with Model III.
2. Up to 3685 transactions per month using Model I, or 7700 transactions per month with Model III.
3. Insurance forms may be printed when the patient is seen, or may be printed later as needed.
4. Quick transaction entry and storing of all procedures performed and payments received.
5. Fully detailed billing statements printed at the end of each month.
6. Space for 200 different procedures and 200 different diagnoses.
7. Monthly procedural and diagnostic statistics available.
8. Optional password use to maintain confidentiality.
9. Aging of accounts receivable to 120 days.

## Before You Start

Disks can be damaged through exposure to magnetic fields, mishandling, etc. To insure against loss of the program, make a Backup copy of your program disk. Keep the original in a safe place. Never use the original, except to make "working copies", for actual operation of the program.

After you have made Backups of the Program disk, you must also Format blank data disks. If you are not familiar with Backup and Format functions, please read the procedures in your Disk Owner's Manual (Model I or III, whichever pertains) in the sections describing Utilities. A knowledge of these procedures is necessary before continuing.

**Note:** The formatted disks will become your Patient Data, Transaction #1 and #2, Sorted Transaction #1 and #2, Verification, and Alphanumeric Sort disks. When asked DISKETTE NAME, during the Formatting procedure, use these names for your Data diskettes.

SORTAN1	TRAN1	PDATA	ALPHSORT
SORTAN2	TRAN2	VERIFY	

## Setting Up the System

To get your system ready to use, you must first create the files to which each program will refer. This requires information from the files already in your office. It should not take a great deal of time to set up your system, though the time it takes will depend, of course, upon the size of your practice.

## How to Run the TRS-80

### Model I:

Follow these steps in this exact order:

1. Turn on everything in your TRS-80 system.
2. Insert the MOS Program disk in Drive 0 and close the door. (Notch should be up, label to the right.) Make sure the notch is not covered by a piece of tape.
3. Press the Reset button. (On a Model I system, the Reset button is located on the left rear apron of the keyboard).

The screen will show:

```
TRSDOS-DISK OPERATING SYSTEM-VERSION 2.3
DOS READY
```

Type **R** **U** **N** and press **ENTER**.

The screen will show:

```
DOS READY
BASIC
```

Then the screen will clear, and the following will flash for a moment:

```
HOW MANY FILES?
MEMORY SIZE?
RADIO SHACK DISK BASIC VERSION 2.2
READY
RUN"MENU
```

The next thing to appear on the screen will be a line asking you to enter the correct date. You may type in the month, day, and year, the computer will automatically add slashes to separate them. For example, to enter June 4, 1981 as the correct date, you would type: **0** **6** **0** **4** **8** **1** and press **ENTER**. The screen would show: 06/04/81.

## Setting Up the System (continued)

The screen will tell you what date you have set and ask you if this is correct. Press **(Y)** for Yes, **(N)** for No. If you made a mistake with the date, pressing **(N)** will allow you to go back and enter a new date, until you have the date you want appearing on the screen.

After you press **(Y)** for the correct date, the screen will show:

ENTER PASSWORD (PRESS <ENTER> IF NONE): .....

When you first set up your system, you will not use a password. Do not assign a Password at this time, simply press **(ENTER)**.

### Model III:

Follow these steps in this exact order:

1. Turn on the Model III computer (the power switch is located underneath the keyboard, on the right side of the computer, three inches back from the front edge of the keyboard).
2. Next, turn on the extra Disk Drives connected to your Model III (the power switches are located on the rear of the Disk Drives).
3. Turn on the printer connected to your Model III.
4. Insert your MOS Program disk in Drive 0 (the bottom built-in drive, closest to the keyboard).
5. Press the Reset button (in the upper-right corner of the keyboard).

Sample screen:

TRSDOS  
MODEL III

TRS-80 MODEL III TRSDOS VERSION 1.2 JAN 1, 1981  
48K SYSTEM, NUMBER OF DRIVES = 4 SERIAL #: 3  
(C) (P) 1980 TANDY CORPORATION. ALL RIGHTS  
RESERVED. UNAUTHORIZED REPRODUCTION OF  
THIS SOFTWARE IS PROHIBITED AND IS IN VIOLA-  
TION OF UNITED STATES COPYRIGHT LAWS.  
Enter Date (MM/DD/YY)?

Type today's date and press **(ENTER)**. For example, to enter the date January 1, 1981, you would type **01/01/81** and press **(ENTER)**.

Press **(ENTER)** when you are asked to enter the time.

The screen will show:

TRSDOS Ready

## Setting Up the System (continued)

Type **(R)(U)(N)** and press **(ENTER)**. The screen will clear and then display:

TRSDOS Ready  
BASIC

Underneath it will appear:

How Many Files?  
Memory Size?  
TRS-80 Model III Disk BASIC Rev. 1.2  
(c) (p) 1980 by Tandy Corp. All Rights Reserved.  
Created 05-Jul-80  
38628 Free Bytes      3 File  
READY  
➤ RUN"MENU

The screen will clear again and then display:

DATE IS SET TO MM/DD/YY. IS THIS CORRECT (Y/N)?

The date shown on the screen will be the date you entered in the computer earlier.  
Press **(Y)** for Yes. Pressing **(N)** will allow you to enter a new date.

After you press **(Y)** for the correct date, the screen will show:

ENTER PASSWORD (PRESS <ENTER> IF NONE):

When you first set up your system, you should not use a password. Press **(ENTER)**.

### Main Menu

The screen will show:

MEDICAL OFFICE SYSTEM

MAIN MENU

< 1> DAILY TRANSACTIONS	< 8> UPDATE PATIENT FILES
< 2> EDIT TRANSACTIONS	< 9> PROCED./DIAG. STAT.
< 3> DAILY JOURNAL	< 10> PRINT PROCED./DIAG.
< 4> FILE MAINTENANCE	< 11> PATIENT SORT/PRINT
< 5> MONTHLY SUMMARY	< 12> SORT MONTHLY TRANS.
< 6> INSURANCE FORMS	< 13> PRINT STATEMENTS
< 7> PRINT PATIENT LIST	< 14> SET UP SYSTEM DISKS

SELECT FUNCTION (OR <@> TO EXIT SYSTEM) :



## Setting Up the System (continued)

The Main Menu is like a table of contents. It gives you 14 options for use of the system. As we go further along, you'll learn about each option. Right now, you need to set up all the disks you'll be using, so type **14** (Option 14 — Set Up System Disks) and press **ENTER**.

### Setting Up the System Disks

The screen will tell you that it is loading the program. Then, the screen will show you the System Disk Setup Menu.

#### SYSTEM DISK SETUP

- < 1 > ALL SYSTEM DISKS
- < 2 > NEW TRANS./SORTED TRANS. DISKS ONLY
- < 3 > NEW PATIENT DISK
- < 4 > CHANGE PRACTICE NAME/PRINT OPTION
- < @ > TO EXIT TO MAIN MENU

ENTER SELECTION:

Since you need to set up all your disks, press **1**. This lets you create files to hold all your records and practice information.

The first thing you will do is assign a name to the practice, such as "Cardiac Associates" or "Knightsbridge Clinic". The program will ask for your practice's name. You may use up to 20 spaces for the name. After you type the practice name, press **ENTER**.

You also have the option of having the name and address of the practice printed on your monthly statements or not. The computer will ask you whether or not to print the name and address on the bills. Press either **Y** for Yes or **N** for No.

At this point, you may assign a password of 8 or less characters if you like. However, if you assign one, you will have to use that password each time you run the Medical Office System. If you do not want to use a password, press **ENTER**.

The first diskette you set up will be your Patient Data disk. The computer will ask you for your total number of patient disks. You may use up to 6 diskettes, each holding 660 accounts with a Model I system. With a Model III system, you may use up to 3 diskettes, each holding 1400 accounts. It would be best to start by setting up only one Patient Data disk and add more when you need them.

The computer will tell you to make sure that your first Patient Data disk is in Drive 1. It will also warn you that any information already stored on the disk will be destroyed when you set it up. Place the Patient Data disk in Drive 1. Close the drive door and press **ENTER**. The screen will show that the disk is being set up.

## Setting Up the System (continued)

After your Patient Data disk has been set up, remove it from Drive 1. The system will then set up your Procedure, Diagnosis, and Practice Files on the backup MOS Program disk. This disk should already be in Drive 0, with the write-protect notch uncovered.

When the files have been set up on your Program disk, the computer will ask you to place all your remaining disks in Drive 1, one at a time. The disks will be set up in the order below:

1. Verification (or Verify) disk
2. Alphanumeric Sort (or Alphasort) disk
3. #1 Transaction disk
4. #2 Transaction disk
5. #1 Sorted Transaction disk
6. #2 Sorted Transaction disk

Be sure to follow the instructions on the screen. Take out each disk after it has been set up, and place the next disk in Drive 1. Label each disk appropriately.

Once all your disks are set up, the screen will return to the System Disk Setup Menu. Notice that there are four other options available to you on this menu:

< 2 > NEW TRANS./SORTED TRANS. DISKS ONLY — You must make new Transaction and Sorted Transaction disks each month. Use this option to set up the disks without having to set up the entire system each month.

< 3 > NEW PATIENT DISK — You must make a new Patient Data disk for each 660 accounts, up to a maximum of 6 diskettes (or 3960 accounts) on a Model I, or for each 1400 accounts, up to a maximum of 3 diskettes (or 4200 accounts) on a Model III. Choosing this option lets you set up new Patient Data disks as you need them.

< 4 > CHANGE PRACTICE NAME/PRINT OPTION — This option lets you change the name of your practice. You can also change your preference of having the practice name appear on statements sent to patients.

If you press **(4)**, the screen will ask you for your practice's new name. You may use up to 20 spaces for the name. After you type the name, press **(ENTER)**.

The next choice the screen will give you is:

PRINT PRACTICE NAME/ADDRESS ON BILLS (Y/N)

Press **(Y)** if you want the name and address of the practice to appear on your billing statements, **(N)** if you do not. You will automatically be returned to the System Disk Setup Menu.

< 5 > < @ > TO RETURN TO MAIN MENU — This lets you exit the Setup function and return to the Main Menu.



## Entering File Information

You are now ready to start storing information on your disks. When the Main Menu appears on the screen, type **4** and press **ENTER**. All of your setup information will be entered through the File Maintenance function.

The screen will show:

### FILE MENU

- < 1 > PATIENT DATA FILE
- < 2 > PROCEDURE FILE
- < 3 > DIAGNOSTIC FILE
- < 4 > PRACTICE FILE
- < @ > TO RETURN TO MAIN MENU

UPDATE WHICH FILE?

## Entering Information About Your Practice

The Practice file is unique in that it only contains one record, listing the address of the practice with the names and license numbers of each physician. This information is used in printing insurance forms and reports. Information concerning a total of four physicians may be held in the Practice File. To start the Practice File, press **4**. The Function Menu will appear as follows:

### FUNCTION MENU

- < 1 > ADD NEW RECORD
- < 2 > MODIFY EXISTING RECORD
- < 3 > DELETE RECORD
- < @ > TO RETURN TO FILE MENU

SELECT FUNCTION:

Press **1** to establish your Practice Record.

## Entering File Information (continued)

The screen will show:

1. STREET ADDRESS .....
2. CITY, STATE, ZIP
3. PHONE #
4. EMPLOYER NO.
5. NO. OF PHYSICIANS
6. PHYSICIAN 1 – NAME
7. PHYSICIAN 1 – LISC. #
8. PHYSICIAN 2 – NAME
9. PHYSICIAN 2 – LISC. #
10. PHYSICIAN 3 – NAME
11. PHYSICIAN 3 – LISC. #
12. PHYSICIAN 4 – NAME
13. PHYSICIAN 4 – LISC. #

Type the information for the lines, pressing **(ENTER)** after completing each line. If there are less than four physicians in your practice, press **(ENTER)** to skip unused lines. When you have finished, you will automatically be returned to the Function Menu.

Below is an example of a completed Practice Record.

1. STREET ADDRESS	1234 BOULEVARD A
2. CITY, STATE, ZIP	FT. WORTH, TX 76666
3. PHONE #	222-0011
4. EMPLOYER NO.	06-0112234
5. NO. OF PHYSICIANS	4
6. PHYSICIAN 1 – NAME	MEL SANDBORN, M.D.
7. PHYSICIAN 1 – LISC. #	98765
8. PHYSICIAN 2 – NAME	DONALD FOWLER, M.D.
9. PHYSICIAN 2 – LISC. #	43210
10. PHYSICIAN 3 – NAME	A. NARKIOWICZ, M.D.
11. PHYSICIAN 3 – LISC. #	56789
12. PHYSICIAN 4 – NAME	CHARLES BALLY, M.D.
13. PHYSICIAN 4 – LISC. #	34567

### Modifying an Existing Practice Record

Once the Practice Record has been set up, you must follow specific procedures for adding and deleting physicians or changing information.

In the Function Menu, press **(2)** (Modify Existing Record). The Practice Record will be displayed, with a line at the bottom asking you which line you want to change. Type the line number and press **(ENTER)**. The cursor will move directly to that line.

You can type the new information (for example, a new address) into the line, or simply press **(ENTER)** to clear the line of any information (such as deleting a physician from the practice). To add a new physician, go to the first blank line and type in the information. Note that when you add or delete a physician from the practice, line 5 (NO. OF PHYSICIANS) is not automatically updated. You must change this number to correspond to the number of physicians on file. Pressing **(ENTER)** after a line is completed will return you to the bottom of the screen.

When you have finished making changes, additions, or deletions to the Practice Record, press **@**. This will return you to the Function Menu. Press **@** to return to the File Menu and start entering information for your next file.

# Entering File Information (continued)

## Entering Patient Information

Insert your Patient Data disk in Drive 3 with the write protect-notch uncovered.

At the File Menu, press **(1)** to start your Patient File. The Function Menu will be displayed. The first time you enter patient information, every patient will be considered a new record, so press **(1)**. The computer will ask you which account number you'll use. Account numbers should be issued to each family or patient in numerical order, starting with account #1. Type **(1)** and press **(ENTER)**.

The screen will show:

```
ACCOUNT:  1
  1. NAME
  2. STREET
  3. CITY
  4. STATE, ZIP
  5. DATE OF LAST PAYMENT
  6. BILL CODE (Y/N)
  7. PHONE NUMBER
  8. BALANCE
  9. PREVIOUS BALANCE
10. PHYSICIAN
11. CURR      12. 30    13. 60    14. 90    15. 120
```

As you did with the Practice Record, type the information requested, pressing **(ENTER)** after each line is completed.

Some hints about entering patient information:

1. When typing the patient's **name**, use the last name followed by a comma, a space, then the first name. If you wish to make notations concerning the patient (such as noting that the patient is covered by Medicare), pressing **(C)** after the name will let you enter the note so that it will appear only on your office records.
2. Item 6, BILL CODE, should be entered as **(M)** statement at the end of the month. If you end billing on the account.
3. New patients will not require any entry for items 5, 8, and 9. Since items 11-15 are used for aging account status, new patients will not need an entry for those items, either. Press **(ENTER)** to skip unwanted items.
4. Existing patients may have a balance (item 8) to be entered from their old ledger cards. If you wish, you may leave items 9, 12, 13, 14, and 15 blank, entering the total owed under item 11, CURR., agreeing with item 8, BALANCE. The system will automatically age these accounts over the next four months.

## Entering File Information (continued)

5. Item 10, PHYSICIAN, is used to assign a patient to a particular physician (if there is more than one in the practice). You may use the numbers 1-4 to specify the physician to whom you are assigning a patient.
6. Pressing **(ENTER)** (or supplying information through item 15) will automatically display the next account record on the screen, ready to be filled in.

Below is an example of a completed Patient Record for a patient with an outstanding balance of \$50.00.

ACCOUNT: 1

1. NAME	RICHARDS, NOEL<MEDI				
2. STREET	9898 HAMILTON STREET				
3. CITY	FT. WORTH				
4. STATE, ZIP	TX 76099				
5. DATE OF LAST PAYMENT	12/14/80				
6. BILL CODE (Y/N)	Y				
7. PHONE NUMBER	987-6543				
8. BALANCE	50.00				
9. PREVIOUS BALANCE	25.00				
10. PHYSICIAN	3				
11. CURR	12. 30	13. 60	14. 90	15. 120	
25.00	25.00	0 .00	0.00	0.00	0.00

When you have finished entering information for all your patients and the screen is displaying the next blank record, press **@** to return to the Function Menu.

You may change information already entered by pressing **(2)** in the Function Menu. First you will be asked for the account number to be modified. Type that number and press **(ENTER)**. The patient record for that number will appear on the screen, with a line at the bottom asking you which line you want to change. Type the line number to be changed and press **(ENTER)**. The cursor will move to that line. Once you have typed the corrected information, press **(ENTER)**. The cursor will return to the bottom of the screen. You may change as many lines in a record as you need to. When you have finished with the changes, pressing **@** will return you to the Function Menu.

To delete a patient record, press **(3)** in the Function Menu. Once again, you will be asked for the account number. Type the number of the account you wish to delete and press **(ENTER)**. That account will appear on the screen. At the bottom of the screen will be a question — OK TO DELETE (Y/N)? Press **(Y)** to delete the patient record. That account number may then be used again for a new patient record. You will automatically return to the Function Menu. Press **@** to return to the File Menu, and remove the Patient Data disk from Drive 3.



## Entering File Information (continued)

**Note:** Periodically, (daily, when frequent additions or changes are made) as you accumulate patient records, as well as when 659 patient records (on a Model I) or 1400 records (on a Model III) have been entered on your first Patient Data disk, you will need to make a Backup of it, in case of an accident. To backup a Patient Data disk (or any of your other data disks), see your Disk Owner's Manual (Model I or III, whichever pertains) in the sections describing Utilities. You will also need to make your second Patient Data disk, using the Setup function (14) in the Main Menu.

### Entering Standard Procedures

Up to 200 standard procedures can be stored on the MOS Program disk. Press **(2)** at the File Menu to start your Procedure File. At the Function Menu, press **(1)** to add new records. You will be asked for the record number. As with your patient records, use 1 as the first procedure number. Type **(1)** and press **ENTER**.

The screen will show:

```
RECORD:  1
1.  PROCEDURE NAME .....
2.  PROCEDURE CODE
3.  CHARGE
4.  LOCATION
```

Type the procedure name, CPT code\*, fee and location for each commonly performed procedure in your practice. In line 4, LOCATION, you may type in any two-character combination of the locations at which your practice performs procedures — for example IH (inpatient, hospital), H (home), or ER (emergency room). An example of a completed procedure record is below.

```
RECORD:  1
1.  PROCEDURE NAME          OFFICE VISIT
2.  PROCEDURE CODE          9006
3.  CHARGE                   20.00
4.  LOCATION                 O
```

As each procedure record is finished, the next record will appear on the screen. To stop entering procedures, press **@**. You will return to the Function Menu.

Once procedures have been entered, you may change or delete them by selecting **(2)** or **(3)** from the Function Menu. They are changed or deleted in the same way as Patient Records.

Press **@** when your changes have been made to return to the Function Menu.  
Press **@** again to return to the File Menu.

**Note:** The CPT (Common Procedural Terminology) codes are published by the American Medical Association. You may use any other coding system suitable for your practice.

### Entering Diagnostic Information

The Diagnostic Records, like the Procedure Records, are stored on your Medical Office System Program disk. Each is a record of the diagnoses most commonly used in your practice. Press **(3)** at the File Menu to start your Diagnosis File.

At the Function Menu, press **(1)** to add new records. Start with record #1 when you are asked for the record number.

The screen will show:

```
RECORD:  1
1.  DIAGNOSIS NAME      .....
2.  ICDA CODE
```

Type in your diagnostic information, pressing **(ENTER)** after completing each line. When you have finished, pressing the **(@)** key will return you to the Function Menu. Below is an example of a completed Diagnostic Record.

```
RECORD:  1
1.  DIAGNOSIS NAME      ABSCESS
2.  ICDA CODE*          682.9
```

You may change or delete records in the same way as your other records by pressing either **(2)** or **(3)** at the Function Menu. After changes have been made, pressing **(@)** will return you to the Function Menu. To return to the File Menu, press **(@)** again. Since all your files are now set up, press **(@)** one more time. The computer will tell you that it is returning to the Main Menu, after which the Main Menu will appear on the screen.

**Note:** The ICDA (International Classification of Disease) codes are the official diagnostic codes recognized by the World Health Organization. You may use any diagnostic coding system which is suitable for your practice.



## Printing Procedure and Diagnostic Lists

Before you start using your system on a day-to-day basis, it would be a good idea to print a list of your procedures and diagnoses. You will be able to have the list as a quick reference during the day. To do this, type **10** at the Main Menu and press **ENTER**.

The screen will show:

<1> PRINT PROCEDURES  
<2> PRINT DIAGNOSES

ENTER SELECTION:

You may press either **1** or **2** to print the list you need. After printing one list, the screen will return to the Main Menu. Type **10** and press **ENTER** again to print your remaining list.

Your list of procedures will contain the assigned procedure number, the CPT code, procedure name, charge and location at which the procedure is performed.

Your list of diagnoses will contain the assigned diagnosis number, diagnosis name, and ICDA code.

For samples of what your lists might look like, see Appendix A — Sample Printouts on pages 45 and 46.



# Transferring Information to the Verify and Alphasort Disks

## Transferring Information to the Verify and Alphasort Disks

The Medical Office System includes a feature that doublechecks accounts and patient names to match them either by alphabetical order or by order of account number. This feature uses your Verify and Alphasort disks.

The Verify disk will contain a list of your patients in order of account number. It is used during daily transactions to make sure the correct account number is used.

The Alphasort disk will contain a list of your patients in alphabetical order. It is used in printing patient names in alphabetical order to help you find a specific account number.

Getting these disks ready to use is done by using the Patient Sort/Print function in the Main Menu.

To use the Patient Sort/Print function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. Verify disk in Drive 1
3. Alphasort disk in Drive 2
4. Patient Data disks (1-6) in Drive 3 (1-3 for Model III)

At the Main Menu, type **11** and press **ENTER**. The screen will give you three choices:

PATIENT SORT/PRINT

- < 1 > SORT AND PRINT LISTING
- < 2 > PRINT CURRENT LISTING
- < 3 > UPDATE VERIFY DISK ONLY

ENTER SELECTION:

Since this is the first time you **have** used the Verify and Alphasort disks, press **1**. We'll discuss the other two options later in the manual.

The screen will show you that the computer is PROCESSING, followed by an account number. The computer will **transfer all of your patients'** names to the Verify disk, then look at each account and sort it alphabetically. When it is sorting, the computer will tell you so.

The computer will ask you to insert your next Patient Data disk as it finishes transferring information from the first one. Depending on how many patients you have, the processing and sorting routine could take quite a while.

When the computer has finished its job, a list of your patients will be printed out in alphabetical order, with each patient's account number beside the name. For a sample of what your patient list might look like, see Appendix A — Sample Print-outs on page 49. The program will automatically return to the Main Menu. Remove the Verify, Alphasort, and Patient Data disks from Drives 1, 2, and 3.

## Running Daily Functions

You are now ready to run your Medical Office System. The next section of this manual will take you step-by-step through all the uses of the system.

To start using your system, follow the directions under How to Run the TRS-80, located on page 3 of the manual. When the Main Menu appears on the screen you may choose from 14 functions. We'll go through each one to let you see exactly what it does.

## Daily Transactions

This function lets you store all procedures performed and all payments received for a given date on the Transaction disk.

You might want to enter information in the computer from "Charge Slips" you may already be using.

To use the Daily Transaction function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2
4. Verify disk in Drive 3

At the Main Menu, type **(1)** and press **(ENTER)**. As you can see, the screen says LOADING PROGRAM and then SETTING UP . . . PLEASE WAIT. If any of the necessary disks are not in place, you will be asked to insert them.

If all the disks are in place, the screen will ask you to enter the account number for which you wish to post a transaction, or to press **(@)** to exit the program. Type the account number and press **(ENTER)**. You will be shown the name for the account number you just typed, along with the question, IS THIS CORRECT (Y/N)? Press **(Y)** or **(N)**. Each time you enter an account number, it is checked by showing the account name and asking you to verify that the name is correct.

You may now assign your patient to a particular physician. Although you assigned the patient to a physician when you set up your Patient File, this lets you assign a physician this particular day for this patient. It is of use when the patient's regular physician is out of the office on the day of the appointment, or other similar situations.



## Running Daily Functions (continued)

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The screen will show you a list with each physician in your practice and ask you to enter the number of the one your patient has seen. Type the code number for the physician to whom you have assigned the patient and press **(ENTER)**.

The next screen display will be ENTER PATIENT'S NAME. This lets you use the same account number for each member of a family. If the patient is the one under whose name the account is listed, you will not have to type the name. Press **(ENTER)** and the name will automatically be recorded.

If the patient is another member of the same family, you may type the name before pressing **(ENTER)**. Remember to type the last name first. When statements are sent at the end of the month, that patient's first name will appear on the statement, along with the name under which the account is listed.

### Entering Diagnoses

Now you will record the particular information about this patient's transaction.

The screen will show:

ENTER DIAGNOSIS 1 (Ø - MISC)

You will type in a number from your list of diagnoses in the Diagnostic File and press **(ENTER)**.

You may find that you have more than one diagnosis for a patient. You may enter up to three diagnoses. If you have more than one diagnosis, the computer will keep asking you for diagnosis numbers until you have entered three or until you have finished. If there are less than three diagnoses, press **(ENTER)** to skip over the lines you do not need.

There may be times when you will have an unusual diagnosis not in your Diagnostic File, or when more than three diagnoses are required for a patient. Notice that when you are entering diagnosis numbers, you may use "Ø" as a miscellaneous number. By typing **(Ø)** you can enter the diagnosis by hand. Below is a sample entry of a miscellaneous diagnosis, a myeloma:

The screen would show:

ENTER DIAGNOSIS 1 (Ø - MISC)  
ENTER DIAGNOSIS  
ENTER DIAGNOSIS 2 (Ø - MISC)

You would type:

**(Ø)** press **(ENTER)**  
**(M)(Y)(E)(L)(O)(M)(A)** press **(ENTER)**  
Press **(ENTER)**

For more than three diagnoses, type **(Ø)** and manually enter the multiple diagnoses on one line. After you have entered all diagnoses for a patient, the screen will display the diagnoses and their ICDA codes and ask you if these are correct. If you press **(N)**, the screen will ask you for diagnosis 1 again, and the entire process will be repeated. If you press **(Y)**, the screen will show:

TOTAL CHARGES      Ø.ØØ      TOTAL PAYMENTS      Ø.ØØ

- <1> PROCEDURE
- <2> PAYMENT – CASH
- <3> PAYMENT – CHECK

ENTER SELECTION:

As you can see, you have three choices: Procedures, Payments of Cash, or Payments by Check. To enter information concerning a procedure performed, you would press **(1)**. The computer will ask you to enter the procedure number. Again, you may use "Ø" as a miscellaneous number, just as you might for a diagnosis. After you type the procedure number and press **(ENTER)**, the screen will show the description for the procedure and ask you if this is correct. Press **(Y)** or **(N)**.

## Running Daily Functions (continued)

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Enter as many procedures as you need for a patient. When you finish, press **(ENTER)** when you are asked for the next procedure number.

As you enter procedures, you should see the charges for each procedure add up in the top left corner of the screen, beside TOTAL CHARGES. The computer automatically keeps track of how much the charge will be for this patient's visit.

When all procedures have been entered, the screen will ask you:

ANY MORE TRANSACTIONS FOR THIS PATIENT (Y/N)?

If there is a payment to be entered, you would answer the question by pressing **(Y)**. If no payment is to be made at this time, press **(N)**.

If you answer **(Y)**, the screen will return to the menu for procedures and payments. You can then press either **(2)**, PAYMENT – CASH or **(3)**, PAYMENT – CHECK.

The screen will show the total charges for the visit and ask you to enter the amount of payment. You will type in the amount received and press **(ENTER)**. The screen will show the total charge, the total payment, and ask if there are any more transactions for the patient. If you have no more transactions for your patient, press **(N)**.

Next the screen will ask: PRINT INSURANCE FORM (Y/N)? You may print insurance forms for patients now, or wait until later and print out a group of forms. If you would like to print an insurance form for the patient, insert a standard American Medical Association Insurance Form into your printer. Align the print head on the perforation line of the form. Press **(Y)** to print the form.

If you do not wish to print the form, you may press **(N)** to answer the question. In that case, the computer will ask for the next account number for which you wish to post a transaction.

When entering office procedures, we suggest that you print an insurance form at this time. The system will store only the first diagnosis entered for future reference.

### Receiving Payments by Mail

There will be cases in which you receive payments in the mail for services performed in the past. To enter this type of transaction, you will start by entering the account number, just as you would for a patient in the office. When the screen asks you for a diagnosis, simply press **(ENTER)**. The screen will then display the menu for procedures and payments. You may then choose either **(2)** or **(3)** for the type of payment you are receiving. Do not print an insurance claim form when entering payments received or when recording daily visits to patients in hospital.

Attach the insurance claim form to the patient's own claim form already filled out with name, address, and insurance numbers, and signed by the patient. The claim forms are now ready to be signed by the physician and submitted to the appropriate Insurance Company.

When you have finished posting transactions, the screen will ask for the next account number. To exit the Daily Transactions function, press **@**. The screen will show that the computer is returning to the Main Menu. When the Main Menu is displayed, take the Transaction disks and the Verify disk out of Drives 1, 2, and 3.

## Running Daily Functions (continued)

### Editing Daily Transactions

This function edits entries made in your Transaction File. It is used at the end of the day to correct any errors you might have made in entering procedures performed or payments received.

To use the Edit Transactions function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2

At the Main Menu, type **(2)** and press **(ENTER)**. The screen will look like this:

EDITOR

- < 1 > TRANSACTIONS
- < 2 > SORTED TRANSACTIONS
- < 3 > EXIT TO MAIN MENU

ENTER SELECTION:

Right now, we are concerned with your daily business. Since editing sorted transactions is a month-end job, don't worry about it right now. We'll cover it later on. To edit your daily transactions, press **(1)**.

After loading the program, the screen will show:

EDITOR

WHICH DATE (OR 'A' FOR ALL)? . . . . .

You may choose a particular date from the Transaction File to review for editing. After typing the date you wish to review, or **(A)** for All Dates in the file, press **(ENTER)**. Another line will appear on the screen:

WHAT ACCOUNT NUMBER (OR 'ALL')? . . .

You also have a choice between reviewing all transactions for a particular day, or a specific account. Type the account number or **(A)(L)(L)** and press **(ENTER)**.

## Running Daily Functions (continued)

If you type in a particular date and **(ALL)** for the account number, the file for the entire day will be searched, account by account. Each record will be shown on the screen. An example of the record for a particular account is shown below:

ACCOUNT:	1	DATE:	11/04/80	NAME:	NOEL RICHARDS
1	CH O/A	1	9004		12.00
2	PY CHK	0	0		12.00

IS THIS THE CORRECT RECORD (Y/N) ?

The example shows one procedure and one payment for patient Noel Richards entered on November 4, 1980. By pressing **(N)** to answer IS THIS THE CORRECT RECORD (Y/N)?, the program will keep searching the Transaction File for any other records that fit the date and account number you entered.

If you press **(Y)** in answer to the question, the screen will ask you to enter the line number to modify (or **(@)** to End). Line 2 shows a payment by check of \$12.00. Let's say you wanted to change that line to show a payment of \$6.00 by cash instead of the \$12.00 check payment now on record. You would type **(2)** and press **(ENTER)**. The screen would now look something like this:

ACCOUNT:	1	DATE:	11/04/80	NAME:	NOEL RICHARDS
1	CH O/A	1	9004		12.00
2	PY CHK	0	0		12.00

ENTER LINE TO MODIFY OR <@> TO END 2  
< 1 > PROCEDURE  
< 2 > PAYMENT - CASH  
< 3 > PAYMENT - CHECK

WHAT TYPE OF TRANSACTION?

The program is giving you three choices. You can change line 2 to reflect another procedure, a payment of cash, or a payment by check. You want to change the record to show payment by cash, so press **(2)**.

The screen will clear and then display:

ENTER AMOUNT OF PAYMENT . . . . .

To change the record, type **(6)** and press **(ENTER)**. Immediately after this, the screen will display the patient's transaction record, with your change reflected.

If you need to change a procedure performed, type the procedure's line number and press **(ENTER)**. When you are asked for the type of transaction, press **(1)**, PROCEDURE. The screen will clear and then display:

PROCEDURE CODE: (0 - MISC) . . .

## Running Daily Functions (continued)

Type the code for the new procedure and press **ENTER**. A line will appear:

LOCATION:

Type the location at which the procedure is performed, and press **ENTER**. The record will reappear on the screen, with your changes reflected.

To delete a patient's transaction from the records (so that no charge or payment will appear on the patient's statement) change all entries in the transaction to 0 as follows. Get the particular transaction on the screen. When you are given the choices of lines to modify:

1. Press the line number on which the Procedure is described.
2. Press **1** to modify the Procedure.
3. Type **0** for the Procedure Code and press **ENTER**.
4. Type **0** and press **ENTER** when asked for the procedure's number and charge.

The record will reappear, showing the charged on account changed. Next, change the amount of payment received to 0. When you are given the choices of lines to modify:

1. Press the line number on which the payment is described.
2. Press **2** or **3**, depending on the type of payment you received.
3. Type **0** and press **ENTER** for ENTER AMOUNT OF PAYMENT.

The transaction will reappear with your changes reflected and all entries reading 0.

When all changes have been made to one transaction record, the screen will still ask you which line number you want to change. Press **@** to end changes on that account.

The computer will ask you if you would like to edit another account. If you press **Y**, the screen will return to the beginning of the Edit Transaction function by asking you which date you wish to edit. If you press **N**, you will return to the Main Menu. Remove your Transaction disks from Drives 1 and 2.

### Daily Journal

The Daily Journal function prints a list of all entries made on a particular date. The list includes all procedures and charges for the day, as well as all payments received. This will help you reconcile the actual money you receive day-to-day with what you have entered in the computer.

To use the Daily Journal function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2

At the Main Menu, type **(3)** and press **(ENTER)**. After loading the program, the screen will show:

DAY TO LIST (OR 'A' FOR ALL)? . . . . .

You have the option of running journals for either one particular date, or for all dates in your Transaction File. If you wish to list all days, type **(A)** and press **(ENTER)**. If you wish to list just one day, type the date and press **(ENTER)**. The computer will automatically add slashes between the month, day, and year.

After you specify which list you want to print, the computer will ask:

ACCOUNT TO LIST (OR 'A' FOR ALL) ? . . . .

You may print daily journals for a specific patient account, or for all accounts. To print a Daily Journal for one account only, type the account number and press **(ENTER)**. To print a Daily Journal for all transactions on a date, type **(A)** and press **(ENTER)**.

The screen will show that your Daily Journal is printing, and you will be returned to the Main Menu. An example of a Daily Journal can be found in Appendix A — Sample Printouts on page 47. Yours, of course, will be a longer list and contain more transactions.

When the Main Menu appears on your screen again, remove the Transaction disks from Drives 1 and 2.



## Running Daily Functions (continued)

### Printing Insurance Forms

The Insurance Forms function is used to print insurance claim forms at a time other than when the patient is seen (usually when the patient is in the hospital). By waiting until the patient is discharged, all procedures and visits will be combined on one form, instead of printing claim forms every day during the Daily Transactions function.

The function scans your Transaction File for procedures and charges relating to a particular account and prints the information on a standard American Medical Association Insurance Claim Form.

To use the Insurance Forms function, insert the following disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2

Type **6** at the Main Menu and press **ENTER**. The computer will ask you to insert the insurance forms in your printer and align them. Make sure you align the print head on the perforation line on the form. When the form has been aligned, press **ENTER**.

Next, the screen will show that it is SETTING UP, and ask you to wait, after which it will show:

ENTER LOCATION TYPE (OR ALL): . . .

The location type may be used to limit the forms to procedures performed at a particular location, such as the hospital or office. Type the location and press **ENTER**.

After you have entered the location type, the screen will ask:

HOW MANY ACCOUNTS? . . .

The computer is asking you how many claim forms you will be printing. We suggest that you print forms for no more than 25 accounts at one time. Type the total number of forms to be printed and press **ENTER**.

The screen will show:

ENTER ACCOUNT NUMBER . . . .

Type in the first account number for which you will print a claim form.

## Running Daily Functions (continued)

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Next, the screen will ask you for the patient's name. Type the patient's name, last name first, and press **ENTER**.

The computer will ask you for the diagnosis. This should look familiar to you from your Daily Transactions function. It is entered in the same way. After you have typed and entered all the diagnoses for the patient, the screen will list them and ask you if they are correct. Press **(Y)** or **(N)**.

You will follow this procedure of entering account numbers, patient names, and diagnoses until you have completed information for the number of accounts you told the computer to print.

The computer will begin printing the claim forms, inserting the correct information in the appropriate spaces on the forms. When it has finished, the program will automatically return to the Main Menu. Remove your #1 and #2 Transaction disks out of Drives 1 and 2. An example of a completed insurance form can be found in Appendix A — Sample Printouts on page 48.

Attach the insurance claim form to the patient's own claim form already filled out with name, address, and insurance numbers, and signed by the patient. The claim forms are now ready to be signed by the physician and submitted to the appropriate Insurance Company.

### Patient Sort/Print

As you add new patients, you will want to update your disks to show these additions. The Patient Sort/Print function lets you:

1. Update the Verify File from your Patient Data File
2. Sort and print patient names in alphabetical order with account number for easy reference.

To use the Patient Sort/Print function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. Verify disk in Drive 1
3. Alphasort disk in Drive 2
4. Patient disks (1-6) in Drive 3 (1-3 for Model III)

At the Main Menu, type **11** and press **ENTER**. The screen will give you three choices:

**<1> SORT AND PRINT LISTING** — Updates your Verify File and then sorts the patient names alphabetically, transfers them to the Alphasort File, and prints a list of your patients.

**<2> PRINT CURRENT LISTING** — Prints the alphabetical list of patients without updating the Verify File.

**<3> UPDATE VERIFY DISK ONLY** — Adds new patients to your Verify disk, without sorting them alphabetically or printing a list of patients.

Press the key for the option you choose, and the computer will start its job.

#### Option 1 – Sort and Print Listing

If you choose Option #1, the first thing you will notice is that the screen says **PROCESSING**: followed by an account number. The computer will update your Verify disk, then go through all the accounts and sort them alphabetically. Sorting can be a lengthy process, depending upon the number of patients you have. Remember, the computer must look at each account and put it in alphabetical order.

When the computer finishes sorting, the list of patient names will be printed out in alphabetical order, with each patient's account number beside the name. See Appendix A — Sample Printouts on page 49 for a sample patient list. After the list has printed, you will return to the Main Menu.

### **Option 2 – Print Current Listing**

If you choose this option, the computer will immediately start printing the alphabetical list of your patients, as it stands at the moment. It will not update the Verify disk or sort patients. After the list has printed, you will return to the Main Menu.

### **Option 3 – Update Verify Disk Only**

If you like, you may update your Verify disk without printing a list of patients or sorting alphabetically. This option will simply take all the names from your Patient Data disks and process them onto the Verify disk. After the disk is updated, you will return to the Main Menu.

After you have finished the Patient Sort/Print function, remove the Verify, Alphasort, and Patient disks from Drives 1, 2, and 3.



## Running Monthly Functions

The Medical Office System will help you at the end of each month with your bookkeeping and billing. There are several functions in the system designed for monthly use only. These will be explained in the order of usage.

## Monthly Summary

The Monthly Summary function is similar to your Daily Journal, in fact, it is a summary of all Daily Journal totals.

To use the Monthly Summary function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2

At the Main Menu, type **(5)** and press **(ENTER)** to start the function. The computer will give you two choices:

MONTHLY SUMMARY

- <1> COMBINED MONTHLY SUMMARY
- <2> SEPARATED BY PHYSICIAN

ENTER SELECTION . .

The Combined Monthly Summary will print a summary of the month's activity for the entire practice. It lists the total charged, total payments by cash, and total payments by check for each day of business for all physicians combined. It also prints the monthly total for the above categories, then combines all payments received, giving the total charges and total receipts for the month. Press **(1)** to print this summary.

The Separated by Physician option will print a summary of each physician's activity for the month. Press **(2)** to print this summary.

If you choose Option 2, the screen will show:

- <1> FULL REPORT
- <2> ABBREVIATED REPORT

ENTER SELECTION:

## Running Monthly Functions (continued)

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The Full Report shows each day's total charges, total payments by cash, and total payments by check for each physician. It also shows a monthly total for each category and then combines all payments received to show total charges and total receipts for the month. Press **(1)** to print this report.

The Abbreviated Report shows monthly totals for all charges, payments by cash, and payments by check for each physician. The totals are not broken down to a day-by-day recap. It also shows the month's total charges and total receipts. Press **(2)** to print this report.

After the Monthly Summary has printed, the screen will automatically return to the Main Menu. Remember to remove the Transaction disks from Drives 1 and 2. For samples of the various types of monthly summaries, see Appendix A — Sample Printouts on page 50.

### Sorting Monthly Transactions

This function scans your Transaction disks, then sorts all procedures and payments under each account number. It stores this sorted information on the Sorted Transaction disks, which will form the basis for aging your patients' accounts and printing statements.

To use the function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2
4. #1 Sorted Transaction disk in Drive 3

To start the monthly sort, type **1 2** at the Main Menu and press **ENTER**. The screen will show: **PROCESSING**, followed by an account number. It then transfers the processed accounts to the Sorted Transaction disks.

When the transfer process is completed, you will be asked to insert the #2 Sorted Transaction disk in Drive 1. Go ahead and remove the #1 Transaction disk, and place the new disk in the drive. Press **ENTER** to continue.

The screen will then collate the account numbers and finish its job. When the monthly sorting routine is completed, the program will return to the Main Menu. Be sure to remove all the disks from Drives 1, 2, and 3.



### Editing Sorted Transactions

Remember the Edit Transaction function you used to correct errors made in Daily Transactions? At the end of each month, the same function may be used to correct any errors in the Sorted Transaction File, before aging accounts and printing statements. Be sure to edit your monthly transactions **before** you age your accounts.

To use the Edit Transactions function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Sorted Transaction disk in Drive 1
3. #2 Sorted Transaction disk in Drive 2

At the Main Menu, type **(2)** and press **(ENTER)**.

The screen will show:

EDITOR

< 1 > TRANSACTIONS  
< 2 > SORTED TRANSACTIONS  
< @ > EXIT TO MAIN MENU

ENTER SELECTION:

There is only one difference between editing Daily Transactions and Sorted Transactions. You will press **(2)** (Sorted Transactions) instead of 1 (Transactions). After you have pressed **(2)**, the instructions for editing are exactly the same as Editing Daily Transactions. Those instructions may be found on page 26 of this manual.

### Updating Patient Records

This function updates your Patient Data records by:

- A. Aging the accounts receivable;
- B. Changing the balance due from information in the Sorted Transaction File; and
- C. Recording the date on which a last payment was made on each account.

To use the Update Patient Files function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Sorted Transaction disk in Drive 1
3. #2 Sorted Transaction disk in Drive 2
4. Patient Data disks (1-6) in Drive 3 (1-3 for Model III)

Type **(8)** at the Main Menu and press **(ENTER)**. The only thing you will see on the screen is a message telling you that the computer is PROCESSING each account. After this, the program will return to the Main Menu. You may then remove the disks from Drives 1, 2, and 3.

Several things, however, have happened to your patient information. As you know, Patient Data records contain financial information such as:

1. Present balance due.
2. Balance due aged to 120 days.
3. Previous balance due.

When you have aged the Patient Data records and are ending the month:

1. The present balance becomes the new previous balance.
2. The month's current charges become the new 30-days old balance; the 30-days old balance becomes the new 60-days old balance, etc.
3. Any payments received during the month are credited to the oldest balance first.
4. Any new charges from the month become the current balance.
5. The present balance owed is updated to reflect any payments received this month and any new charges.
6. The date of last payment is updated.

## Running Monthly Functions (continued)

### Printing Patient Lists

Before you print your statements, you might want to see how your patients' accounts stand. The Print Patient List function will print three types of lists:

1. Patients listed with aged account status for the entire practice.
2. A master list of all patient names with addresses and telephone numbers.
3. Patients listed with aged account status separated for each physician.

To use this function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. Patient Data disks (1-6) in Drive 3 (1-3 for Model III)

**Note:** You must use 132-column paper in your printer to print these patient lists.

Type **(7)** at the Main Menu and press **(ENTER)**.

The screen will show:

#### REPORT OPTIONS

- < 1 > PRINT AGED ACCOUNTS
- < 2 > PRINT PATIENT MASTER LIST
- < 3 > PRINT AGED ACCOUNTS BY PHYSICIAN

ENTER SELECTION:

Press the key for the list you wish to print. If you choose options **(1)** or **(3)**, the screen will show:

#### PRINT OPTIONS

- < 1 > PRINT ALL ACCOUNTS
- < 2 > ONLY ACCOUNTS WITH + BALANCES

ENTER SELECTION:

**Option 1 — PRINT ALL ACCOUNTS —** Will print ALL aged accounts, regardless of the balance owed.

## Running Monthly Functions (continued)

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Option 2 — ONLY ACCOUNTS WITH + BALANCES — Will print only aged accounts with outstanding balances.

While your list is being printed, the screen will display the word PRINTING. When printing is completed, the program will return to the Main Menu. Remember to remove your Patient Data disk from Drive 3. For samples of the different types of patient lists available from this function, see Appendix A — Sample Printouts on pages 51-53.

## Running Monthly Functions (continued)

### Printing Statements

You are now ready to print your monthly statements. The Print Statements function will print a detailed statement of account for each of your patients.

To use the Print Statement function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Sorted Transaction disk in Drive 1
3. #2 Sorted Transaction disk in Drive 2
4. Patient Data disks (1-6) in Drive 3 (1-3 for Model III)

Before you select the function from the Main Menu, load your statement forms in the printer. Align the print head to the very top of the statement form. For ordering blank statement forms, see Appendix B — Forms Ordering Information.

At the Main Menu, type **13** and press **ENTER** to start the function.

The screen will show:

ENTER START ACCOUNT . . . .

Usually, you will start printing with account #1. However, you may start printing at any point in the sequence of accounts by typing the account number at which you wish to start, and pressing **ENTER**. The function will print a statement for that account and for all accounts following it. After you have told the computer the starting account number, the screen will give you three options:

- < 1> BILL PRINT
- < 2> BILL COPY ( ALL ACCOUNTS)
- < 3> BILL COPY (BILLED ACCOUNTS ONLY)

SELECT OPTION:

**Option 1 — BILL PRINT** — Prints the full statement on the bill form which is mailed to the patient. It does not print statements for patients with balances of 0 or with bill codes of "N" in their Patient Data records.

**Option 2 — BILL COPY (ALL ACCOUNTS)** — Prints copies of all statements on plain paper for office use. It prints statement copies for all patients, regardless of balance due or bill code.

## Running Monthly Functions (continued)

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Option 3 — BILL COPY (BILLED ACCOUNTS ONLY) —Prints the same statements as Option 1 on plain paper for office use.

Press the key for the type of statements you wish to print. When statement printing is complete, you will be returned to the Main Menu. Remove the Transaction disks and the Patient Data disks from Drives 1, 2, and 3.

**Note:** If you wish to stop printing at any time, press @ . Printing will stop and you will return to the Main Menu.

An example of a printed statement may be found in Appendix A — Sample Printouts on page 54.

### Procedural and Diagnostic Statistics

This function scans your Transaction File and prints a list of procedures performed or a list showing the number of patients seen for each diagnosis. You may use this function at any time to check the number of procedures or diagnoses occurring so far in the current month.

To use the Procedure and Diagnostic Statistics function, insert these disks in the indicated drives:

1. MOS Program disk in Drive 0
2. #1 Transaction disk in Drive 1
3. #2 Transaction disk in Drive 2

Type **(9)** at the Main Menu and press **(ENTER)**.

The screen will show:

- <1> PROCEDURE STATISTICS
- <2> DIAGNOSTIC STATISTICS

ENTER SELECTION:

Press the key for the list you wish to print. The computer will tell you that it is **LOADING DATA**, after which your list of statistics will be printed. After the list has printed, the program will return to the Main Menu. Remove the Transaction disks from Drives 1 and 2.

At the Main Menu, you may exit the Medical Office System by pressing **(a)**. When the program has ended, remove your MOS Program disk from Drive 0.

Don't forget to set up new Transaction and Sorted Transaction disks at the beginning of each new month, and label the disks with the appropriate month and year.

Examples of procedure and diagnostic statistic lists can be found in Appendix A — Sample Printouts on pages 55 and 56.

# Appendix A—Sample Printouts

## 1—Standard Procedures

01/06/81

### STANDARD PROCEDURES

NO.	CODE	PROCEDURE	CHARGE	LOCATION
1	9004	OFFICE VISIT	12.00	0
2	9004	PA OFFICE VISIT	12.00	0
3	9002	1ST VISIT MAJOR ILL	40.00	0
4	9001	COMP.H&P EXAM EST.PT	30.00	0
5	9005	O.V. DRESSING CHANGE	15.00	0
6	9007	EXTENDED OV	20.00	0
7	9073	AFTER HRS VST / E.C.	15.00	0
8	9022	HOSPITAL ADMISSION	35.00	IH
9	9025	HOSPITAL DISCHARGE	25.00	IH
10	9024	HOSPITAL ROUTINE VST	15.00	IH
11	9003	BRIEF VISIT/CONSULT	6.00	0
12	5	FILED INS. FORM	2.00	0
13	412	LONG DIST.PHONE CALL	2.00	0
14	8628	CBC	9.35	0
15	8624	WBC	3.30	0
16	8681	HMT	5.23	0
17	8624	WBC	3.30	0
18	8623	DIFFERENTIAL	3.30	0
19	8718	ESR	3.30	0
20	8640	CRP	6.60	0
21	8709	POTASSIUM	7.70	0
22	8721	SODIUM	7.70	0
23	8747	URIC ACID	6.05	0
24	8722	BLOOD SUGAR	5.50	0
25	8736	TRANSAMINASE	13.20	0
26	8745	BUN	5.50	0
27	8765	TRIGLYCERIDES	8.25	0
28	8652	CHOL	5.50	0
29	8770	LIPID PROFILE	8.25	0
30	8712	PROTHROMBIN TIME	7.04	0
31	2	PREP. FOR PROFILE	8.25	0
32	8801	OCCULT BLOOD	5.50	0
33	8475	SMEAR, STAIN	3.30	0
34	8457	CULTURE	3.30	0
35	8459	CULTURE/SENSITIVITY	13.75	0
36	8692	LATEX IMMOBILIZATION	5.50	0
37	1	PREGNOSTICON DRI-DOT	8.25	0
38	8911	PAP SMEAR	5.50	0
39	4610	PAP & ENDO. SMEAR	8.25	0
40	8936	URINALYSIS	3.30	0
41	9214	PULMONARY FUNCTION	25.00	0
42	9215	TIMED VITAL CAPACITY	10.00	0
43	5408	VISUAL ACUITY	5.00	0
44	5409	OCULAR PRESSURE	5.00	0
45	9340	AUDIOGRAM AIR	10.00	0
46	9341	AUDIOGRAM AIR & BONE	15.00	0
47	9101	EKG	15.00	0
48	9114	GRAD. EXERCISE TEST	100.00	0
49	3310	SIGMOIDOSCOPY	15.00	0
50	9300	ALLERGY SCR. TO 60	60.00	0



## Appendix A—Sample Printouts (continued)

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### 2—Standard Diagnoses

01/05/81      STANDARD DIAGNOSES

NO.	DIAGNOSIS	CODE
1	ABSCCESS	682.9
2	DERMATITIS	692
3	ECZEMA	692.9
4	WARTS	078.1
5	CATARACTS	366.9
6	RETINOPATHY	362.9
7	CONJUNCTIVITIS	372.0
8	CORNEAL ULCER	918.1
9	FOREIGN BODY EYE	930
10	CYSTIC MASTITIS	367.9
11	VIRAL INFECTION	524.6
12	GLAUCOMA	365.9
13	CERUMEN IMPACTION	380.4
14	OTITIS EXTERNA	380.1
15	OTITIS MEDIA	382.0

## Appendix A—Sample Printouts (continued)

### 3—Daily Journal

DAILY JOURNAL FOR 01/01/81

ACCOUNT	NAME	PROCEDURE CODE	CHARGES	CASH	CHECKS
50	MILTON COLLINS	9004	12.00		10.00
122	PATRICIA AUBUR	9004	12.00		
		9043	6.00		
138	LOUISE HAMPTON	9024	15.00		
74	GUNTHER LATIME	9004	12.00		
		8747	6.05		
		8936	3.30	21.35	
35	RON PENROSE	9004	12.00		
		8624	3.30		
		9043	6.00		
123	LELAND HOLCOMB				20.00
85	ANNETTE WRIGHT	9004	12.00		
		8652	5.50		
		8709	7.70		
		9101	15.00		20.00
18	KESTER HOPE	9004	12.00		
		5408	5.00		
		5409	5.00		
				22.00	
TOTALS:			149.85	43.35	50.00
TOTAL RECEIPTS:		93.35			
TOTAL CHARGES:		149.85			



## Appendix A—Sample Printouts (continued)

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### 5—Patient Sort/Print Function

01/06/81

#### ALPHABETIC PATIENT LISTING

ACCT	NAME	ACCT	NAME	ACCT	NAME
1	ABBEVILLE, BRIAN	33	ABBOTT, BENJAMIN	100	ABERDEEN, CARROLL
125	ANDERSON, BIRCH	132	ANSLEY, BEN	144	ATHENS, MERLE
122	AUBURN, PATRICIA	60	BAKER, FREDERICK J.	38	BANNING, WILSON
62	BARRINGTON, CARL	13	BARROW, WENDELL	114	BECKER, RALPH
26	BENSON, FINLEY	39	BISHOP, DANIEL	141	CERILLOS, JOSE
104	CHATHAM, HENRY	56	CLARK, FLOYD T.	27	CLIFTON, FRANKLIN
50	COLLINS, MILTON	81	CULVER, ANTHONY P.	51	DAVENPORT, GEORGE
120	DE LEON, WARD	63	DE WITT, FORREST	126	DEXTER, CLARENCE
133	DONOVAN, GRANT	14	DOUGLAS, RICHARD	95	DRESDEN, PHILLIP
145	DRYDEN, ROBERT F.	2	DUNCAN, CHARLES	68	DUPONT, GLORIA
82	EASTMAN, ARNOLD	146	ELMONT, HERMAN	28	ELROY, JOSEPH
15	FAIRBANKS, MARK	115	FAIRMONT, DELANEY	73	FAULKNER, DANA
90	FISHER, BERTRAND	3	FOLEY, ARNOLD	86	FRANKLIN, CHARLES
101	FROST, NORTON	29	GILBERT, CORNELIUS	118	GORDON, FRANKLIN
130	GRANT, CLANCY	4	GUINN, GUNTHER	138	HAMPTON, JAMES

## Appendix A—Sample Printouts (continued)

### 6—Monthly Summary for Entire Practice

#### MONTHLY SUMMARY FOR JAN

DATE	CHARGES	CASH	CHECKS
01/01/81	149.85	43.35	50.00
01/02/81	200.55	10.00	112.90
01/06/81	96.35	0.00	98.00
TOTALS:	446.75	53.35	260.90
TOTAL RECEIPTS:	314.25		
TOTAL CHARGES:	446.75		

### 7—Full Activity Report Separated by Physician

DOCTOR: CHARLES F. BRUSSELS      ACTIVITY DURING JAN

DATE	CHARGES	CASH	CHECKS
01/01/81	34.00	22.00	10.00
01/02/81	76.00	0.00	50.00
01/06/81	24.35	0.00	0.00
TOTALS:	134.35	22.00	60.00
TOTAL RECEIPTS:	82.00		
TOTAL CHARGES:	134.35		

### 8—Abbreviated Activity Report Separated by Physician

DOCTOR: CHARLES F. BRUSSELS      ACTIVITY DURING JAN

DATE	CHARGES	CASH	CHECKS
TOTALS:	134.35	22.00	60.00
TOTAL RECEIPTS:	82.00		
TOTAL CHARGES:	134.35		

# Appendix A—Sample Printouts (continued)

## 9—Aged Accounts Separated by Physician

01/30/81

ACCOUNT STATUS

PHYSICIAN: CHARLES F. BRUSSELS

ACCOUNT	NAME	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE	LAST PAID	PHONE NO.
5	INVERNESS, BETSY	0.00	48.50	466.50	0.00	0.00	515.00	06/30/80	817-345-6789
9	RANDOLPH, JAMES	0.00	0.00	47.00	0.00	0.00	47.00	5/8/80	817-567-8901
15	FAIRBANKS, MARK	0.00	0.00	76.00	0.00	0.00	76.00	07/17/80	
18	HOPE, KESTER	22.00	0.00	856.79	0.00	0.00	878.79	01/01/81	
22	PALMER, CAMPBELL	0.00	0.00	11.20	0.00	0.00	11.20	12/4/79	
26	BENSON, FINLEY	0.00	14.30	79.80	0.00	0.00	94.10	07/17/80	
30	HORNE, THOMPSON	0.00	59.00	16.00	0.00	0.00	75.00	01/02/81	
32	SOLOMON, WINSLOW	0.00	0.00	25.65	0.00	0.00	25.65	2/25/80	
35	PENROSE, GUY	21.30	0.00	946.46	0.00	0.00	967.76	08/25/80	
40	HAWTHORNE, FLORENCE	0.00	203.40	331.72	0.00	0.00	535.12	05/03/80	
51	DAVENPORT, GEORGE	0.00	0.00	780.62	0.00	0.00	780.62	01/06/81	
53	LEE, SAMUEL	0.00	50.35	402.45	0.00	0.00	452.80	07/11/80	
59	HANNA, WAYNE H.	0.00	0.00	121.08	0.00	0.00	121.08	05/19/80	817-987-6543
62	BARRINGTON, CARL	0.00	4.00	2493.81	0.00	0.00	2497.81	4/12/80	817-876-5432
63	DE WITT, FORREST	0.00	0.00	140.60	0.00	0.00	140.60	4/16/80	817-765-4321
67	SMITH, WELDON J.	76.00	0.00	162.50	0.00	0.00	238.50	01/02/81	
70	ST. RENEAU, HARLEY	0.00	34.65	0.00	0.00	0.00	34.65	8/28/80	817-654-3210
72	WHEELER, ANDREW B.	0.00	0.00	93.84	0.00	0.00	93.84	4/7/80	817-543-2109
74	LATIMER, GUNTHER	21.35	0.00	2.30	0.00	0.00	23.65	01/01/81	
76	WEBSTER, TRACY	0.00	0.00	80.65	0.00	0.00	80.65	07/04/80	817-432-1098
81	CULVER, ANTHONY P.	0.00	0.00	12.00	0.00	0.00	12.00	04/03/80	
87	HYDEN, ROBERT	0.00	5.80	179.10	0.00	0.00	184.90	05/28/80	
90	FISHER, BERTRAND	18.00	59.00	104.90	0.00	0.00	181.90	01/06/81	817-321-0987
91	JEFFERSON, PETER C.	0.00	26.57	228.69	0.00	0.00	255.26	2/11/80	
94	WEEKS, SIMPSON<MEDI	0.00	0.00	75.00	0.00	0.00	75.00	12/22/80	817-210-9876
95	DRESDEN, PHILLIP W.	0.00	0.00	4.00	0.00	0.00	4.00	07/14/80	
100	ABERDEEN, CARROLL	0.00	0.00	544.43	0.00	0.00	544.43	09/30/80	
101	FROST, NORTON	0.00	27.00	831.90	0.00	0.00	858.90	07/26/80	
104	CHATHAM, HENRY	0.00	0.00	280.00	0.00	0.00	280.00	10/24/80	
113	WELLS, ALEX R.	0.00	20.90	1154.89	0.00	0.00	1175.79	09/12/80	
115	FAIRMONT, DELANEY	0.00	11.00	136.97	0.00	0.00	147.97	07/15/80	
118	GORDON, FRANKLIN	0.00	0.00	211.40	0.00	0.00	211.40	10/30/80	
119	MONTGOMERY, PORTER	0.00	55.53	219.05	0.00	0.00	274.58	11/16/80	817-222-3456
120	DE LEON, WARD	0.00	0.00	56.50	0.00	0.00	56.50		
122	AUBURN, PATRICIA	18.00	0.00	0.00	0.00	0.00	18.00	05/22/80	817-223-4999
126	DEXTER, CLARENCE	0.00	15.80	0.00	0.00	0.00	15.80	07/07/80	
128	LEE, MARION	0.00	0.00	183.10	0.00	0.00	183.10	01/06/81	817-466-9999
129	SEYMOUR, THELMA	0.00	0.00	60.00	0.00	0.00	60.00	07/18/80	817-333-7777
130	GRANT, CLANCY	0.00	22.00	496.60	0.00	0.00	518.60	11/17/80	
131	OPPERHEIM, KIRBY	0.00	0.00	19.00	0.00	0.00	19.00	07/31/80	
133	DONOVAN, GRANT	0.00	0.00	57.48	0.00	0.00	57.48	07/14/80	817-888-1111
135	WINSLOW, BENJAMIN F.	24.35	0.00	341.37	0.00	0.00	365.72	12/18/80	817-777-2234
136	KONKFIELD, ALICIA	0.00	0.00	237.78	0.00	0.00	237.78	11/19/80	
137	WOLFE, TROY	0.00	0.00	13.50	0.00	0.00	13.50	05/16/80	817-278-4378
138	HAMPTON, JAMES	15.00	0.00	58.30	0.00	0.00	73.30	11/22/80	

# Appendix A—Sample Printouts (continued)

## 10—Patient Master List

01/30/81

### PATIENT MASTER LIST

ACCOUNT	NAME	STREET	CITY	STATE, ZIP	PHONE	BILL	DR.
1	ABBEVILLE, BRIAN	1234 CURRY STREET	FT. WORTH	TX 76000	817-123-4567	Y	1
2	DUNCAN, CHARLES	2345 ELDRIDGE AVENUE	FT. WORTH	TX 76001	NONE	Y	2
3	FOLEY, ARNOLD	3456 GARLAND STREET	FT. WORTH	TX 76002	817-234-5678	Y	1
4	GUINN, GUNTHER	4567 HATTON DRIVE	FT. WORTH	TX 76004		Y	1
5	INVERNESS, BETSY	5678 JACKSON PLACE	FT. WORTH	TX 76005	817-345-6789	Y	1
6	LINWOOD, ARTHUR	6789 KENT	FT. WORTH	TX 76000	817-456-7890	Y	1
7	MALONE, WILLIAM	7890 NORMAL STREET	FT. WORTH	TX 76009		Y	1
8	OAKMAN, RONALD	8901 POPE AVENUE	FT. WORTH	TX 76002		Y	1
9	RANDOLPH, JAMES	9012 STROUD STREET	FT. WORTH	TX 76033	817-567-8901	Y	1
10	TAYLOR, TERRY	9876 URIAH	FT. WORTH	TX 76000		Y	1
11	VERNON, LAWRENCE	8765 WOODSTOCK DRIVE	FT. WORTH	TX 76222	817-678-9012	Y	1
12	YORK, THOMAS	6543 AMBLER LANE	FT. WORTH	TX	817-789-0123	Y	1
13	BARROW, WENDELL	5432 COLLEGE STREET	FT. WORTH	TX 76110	817-890-1234	N	1
14	DOUGLAS, RICHARD	4321 EDNA	FT. WORTH	TX 76011		Y	2
15	FAIRBANKS, MARK	1029 GARNER BLVD.	FT. WORTH	TX 76333		Y	1
18	HOPE, KESTER	3847 LIAMNA STREET	FT. WORTH	TX 76222		Y	1
19	JOHNS, GARY	1000 KING COVE DRIVE	FT. WORTH	TX 76922		Y	1
20	LORING, JOSHUA	2299 MARSHALL AVENUE	FT. WORTH	TX 76100		Y	1
21	NOLAN, ALLEN	4455 OLNES STREET	FT. WORTH	TX 76107		Y	1
22	PALMER, CAMPBELL	9984 QUINTON DRIVE	FT. WORTH	TX 76234		Y	1
23	SEWARD, ALEXANDER	1023 RAMPART STREET	FT. WORTH	TX 76100		Y	2
24	TELLER, MOSES	1000 VALDEZ COURT	FT. WORTH	TX 76230		Y	1
25	WHITTIER, JOHN	9300 ALPINE DRIVE	FT. WORTH	TX 78922		Y	1
26	BENSON, FINLEY	134 CENTRAL STREET	FT. WORTH	TX 76000		Y	1
27	CLIFTON, FRANKLIN	4444 DRAKE STREET	FT. WORTH	TX 76444		Y	1
28	ELROY, JOSEPH	5692 FLORENCE DRIVE	FT. WORTH	TX 76433	817-901-2345	Y	1
29	GILBERT, CORNELIUS	7623 HOLBROOK CIRCLE	FT. WORTH	TX 76423		Y	1
30	HORNE, THOMPSON	34 INDUSTRY ROAD	FT. WORTH	TX 76330		Y	1
31	JEROME, REUBEN	3434 PINE NEEDLE DR.	FT. WORTH	TX 76102		Y	1
32	SOLOMON, WINSLOW	3390 LAKESIDE DRIVE	FT. WORTH	TX 76440		Y	1
33	ABBOTT, BENJAMIN	4400 EARLE STREET	FT. WORTH	TX 78891		Y	2
34	JOHNSON, GARLAND	7308 LADELLE DRIVE	FT. WORTH	TX 76922		Y	2
35	PENROSE, GUY	6623 SWAIN STREET	HURST	TX 76041		Y	1
37	STORY, PERRY	9800 THORNTON DRIVE	FT. WORTH	TX 76551		Y	1
38	BANNING, WILSON	5400 ANTIOCH	ARLINGTON	TX 76041		Y	1
39	BISHOP, DANIEL	390 CANYON TRAIL	FT. WORTH	TX 76140		Y	1
40	HAWTHORNE, FLORENCE	3300-C DOYLE	FT. WORTH	TX 76500		Y	1
41	LYNWOOD, CHESTER	5500 IMPERIAL DRIVE	FT. WORTH	TX 76034		Y	1
42	MONTAGUE, OREN	7800 PIEDMONT AVENUE	HURST	TX 76091		Y	1
43	SHERIDAN, REED	599 SALADA CIRCLE	FT. WORTH	TX 76192		Y	1
44	WILLIAMS, SUSAN	5399 VINE GROVE ST.	HURST	TX 76033		Y	1
45	WINTON, JAMES	4500 BUCKINGHAM CT.	GRAPEVINE	TX 76330		Y	1
46	KIRK, RALPH	1900 DELORES STREET	FT. WORTH	TX 76409		Y	1
48	MOLINO, VICTOR	9494 WALDEN DRIVE	FT. WORTH	TX 76440		Y	1
49	KENT, CHESTER	2322 VERNON STREET	FT. WORTH	TX 76220		Y	1
50	COLLINS, MILTON	4395 BOCA RATON	FT. WORTH	TX 76228		Y	2
51	DAVENPORT, GEORGE	7120 CLEVELAND AVE.	FT. WORTH	TX 76012		Y	1

# Appendix A—Sample Printouts (continued)

## 11—Aged Accounts for Entire Practice

01/30/81

ACCOUNT STATUS

ACCOUNT	NAME	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE	LAST PAID	PHONE NO.
1	ABBEVILLE, BRIAN	0.00	0.00	0.00	0.00	0.00	0.00	07/15/80	817-123-4567
2	DUNCAN, CHARLES	0.00	0.00	100.00	0.00	0.00	100.00	08/04/80	NONE
3	FOLEY, ARNOLD	0.00	10.00	0.00	0.00	0.00	0.00		817-234-5678
4	GUINN, GUNTHER	0.00	77.00	0.00	0.00	0.00	77.00	08/19/80	
5	INVERNESS, BETSY	0.00	48.50	466.50	0.00	0.00	515.00	06/30/80	817-345-6789
6	LINWOOD, ARTHUR	0.00	0.00	0.00	0.00	0.00	0.00	07/23/80	817-456-7890
7	MALONE, WILLIAM	0.00	0.00	0.00	0.00	0.00	0.00	08/22/80	
8	OAKMAN, RONALD	0.00	0.00	0.00	0.00	0.00	0.00	5/1/80	
9	RANDOLPH, JAMES	0.00	0.00	47.00	0.00	0.00	47.00	5/8/80	817-567-8901
10	TAYLOR, TERRY	0.00	0.00	0.00	0.00	0.00	0.00	10/16/79	
11	VERNON, LAWRENCE	0.00	0.00	64.00	0.00	0.00	64.00		817-678-9012
12	YORK, THOMAS	0.00	0.00	44.00	0.00	0.00	44.00		817-789-0123
13	BARROW, WENDELL	27.00	0.00	42.50	0.00	0.00	69.50	01/02/81	817-890-1234
14	DOUGLAS, RICHARD	0.00	0.00	123.50	0.00	0.00	123.50	01/02/81	
15	FAIRBANKS, MARK	0.00	0.00	76.00	0.00	0.00	76.00	07/17/80	
18	HOPE, KESTER	22.00	0.00	856.79	0.00	0.00	878.79	01/01/81	
19	JOHNS, GARY	0.00	0.00	0.00	0.00	0.00	0.00	09/22/80	
20	LORING, JOSHUA	0.00	18.50	78.95	0.00	0.00	97.45	07/18/80	
21	NOLAN, ALLEN	0.00	0.00	245.56	0.00	0.00	245.56	2/6/79	
22	PALMER, CAMPBELL	0.00	0.00	11.20	0.00	0.00	11.20	12/4/79	
23	SEWARD, ALEXANDER	54.00	0.00	34.25	0.00	0.00	88.25	01/06/81	
24	TELLER, MOSES	0.00	0.00	0.00	0.00	0.00	0.00	06/12/80	
25	WHITTIER, JOHN	0.00	13.00	1014.75	0.00	0.00	1027.75	4/18/80	
26	BENSON, FINLEY	0.00	14.30	79.00	0.00	0.00	94.10	07/17/80	
27	CLIFTON, FRANKLIN	0.00	0.00	61.00	0.00	0.00	61.00	08/30/79	
28	ELROY, JOSEPH	0.00	0.00	1274.45	0.00	0.00	1274.45	01/06/81	817-901-2345
29	GILBERT, CORNELIUS	0.00	0.00	0.00	0.00	0.00	0.00	11/10/79	
30	HORNE, THOMPSON	0.00	59.00	16.00	0.00	0.00	75.00	01/02/81	
31	JEROME, REUBEN	0.00	49.35	7.00	0.00	0.00	56.35	5/8/80	
32	SOLOMON, WINSLOW	0.00	0.00	25.65	0.00	0.00	25.65	2/25/80	
33	ABBOTT, BENJAMIN	0.00	0.00	183.45	0.00	0.00	183.45	01/29/80	
34	JOHNSON, GARLAND	0.00	0.00	17.83	0.00	0.00	17.83	04/01/80	
35	PENROSE, GUY	21.30	0.00	946.46	0.00	0.00	967.76	08/25/80	
37	STORY, PERRY	0.00	0.00	0.00	0.00	0.00	0.00	07/14/80	
38	BANNING, WILSON	0.00	0.00	0.00	0.00	0.00	0.00	07/28/80	
39	BISHOP, DANIEL	0.00	38.15	348.50	0.00	0.00	386.65	4/12/80	
40	HAWTHORNE, FLORENCE	0.00	203.40	331.72	0.00	0.00	535.12	05/03/80	
41	LYNWOOD, CHESTER	0.00	0.00	446.75	0.00	0.00	446.75	05/19/80	
42	MONTAGUE, OREN	0.00	0.00	0.00	0.00	0.00	0.00	3/10/80	
43	SHERIDAN, REED	0.00	0.00	0.00	0.00	0.00	0.00	01/22/80	
44	WILLIAMS, SUSAN	0.00	0.00	0.00	0.00	0.00	0.00	01/02/81	
45	WINTON, JAMES	0.00	0.00	81.95	0.00	0.00	81.95	06/24/80	
46	KIRK, RALPH	0.00	0.00	0.00	0.00	0.00	0.00	3/4/80	
48	MOLINO, VICTOR	64.65	0.00	380.76	0.00	0.00	445.41	10/02/80	
49	KENT, CHESTER	0.00	0.00	0.00	0.00	0.00	0.00	12/18/80	
50	COLLINS, MILTON	12.00	0.00	27.83	0.00	0.00	39.83	01/01/81	
51	DAVENPORT, GEORGE	0.00	0.00	780.62	0.00	0.00	780.62	01/06/81	



# Appendix A—Sample Printouts (continued)

## 12—Statement

MOD II IS-1-3 PART

CARDIAC ASSOCIATES  
3470 WIMBLETON WAY  
FT. WORTH, TX 76111  
555-1212

BRIAN ABBEVILLE  
1234 CURRY STREET  
FT. WORTH  
TX 76000

DATE	NAME	CODE	DESCRIPTION	AMOUNT
			BALANCE FORWARD:	0.00
01/06/81	BRIAN	1	OFFICE VISIT	12.00
01/06/81	JAMES	1	OFFICE VISIT	12.00
01/06/81	BRIAN		PAYMENT: THANK YOU	20.00
ACCOUNT BALANCE:				4.00

36320 TRINITY FORMS CO. CARROLLTON, TEXAS 0718 742732

FOLD HERE TO FIT DOUBLE WINDOW ENVELOPE

## Appendix A—Sample Printouts (continued)

### 13—Procedure Statistics

01/06/81

#### PROCEDURE STATISTICS

	DESCRIPTION	CODE	CHARGE	COUNT	MTD
1	OFFICE VISIT	9004	12.00	11	132.00
8	HOSPITAL ADMISSION	9022	35.00	1	35.00
10	HOSPITAL ROUTINE VST	9024	15.00	2	30.00
11	BRIEF VISIT/CONSULT	9003	6.00	1	6.00
14	CBC	8628	9.35	3	28.05
15	WBC	8624	3.30	2	6.60
21	POTASSIUM	8709	7.70	2	15.40
23	URIC ACID	8747	6.05	1	6.05
28	CHOL	8652	5.50	1	5.50
39	PAP & ENDO. SMEAR	4610	8.25	1	8.25
40	URINALYSIS	8936	3.30	3	9.90
43	VISUAL ACUITY	5408	5.00	1	5.00
44	OCULAR PRESSURE	5409	5.00	1	5.00
46	AUDIOGRAM AIR & BONE	9341	15.00	1	15.00
47	EKG	9101	15.00	1	15.00
50	ALL. SCREEN UP TO 60	9300	60.00	1	60.00
67	INJ. ALLERGY	9044	4.00	1	4.00
70	INJ. ANTIBIOTIC	9043	6.00	3	18.00
78	TIBIA XRAY AP/LAT	7306	17.00	1	17.00
96	INDEPENDENT CASTING	1865	25.00	1	25.00
	TOTAL:	AVG. CHG.	11.46	39	446.75

## Appendix A—Sample Printouts (continued)

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### 14—Diagnostic Statistics

01/06/81

#### DIAGNOSTIC STATISTICS

	DESCRIPTION	CODE	COUNT
0	MISCELLANEOUS		2
12	GLAUCOMA	365.9	1
22	BRONCHITIS	490	2
25	NEPHRITIS	563.0	1
32	DYSMENORRHEA	625.3	1
35	P.I.D.	614.9	1
42	INF. MONONUCLEOSIS	075.0	1
48	PEPTIC ULCER	537.9	1
72	DRUG DEPENDENCY		1
85	ARTERIOSCLEROSIS	440.9	1
97	ROUTINE CHECK-UP		1
98	ALLERGY	483.8	1
	TOTAL		14

## Appendix B—Forms Ordering Information

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### Forms Ordering Information

#### Patient Statement Forms

To order your patient statement forms, contact your local Radio Shack store for location of your nearest Computer Center or Computer Marketing Representative's location.

#### Insurance Claim Forms

To order insurance claim forms, write:

Trinity Forms Company  
No. 1 Forms Drive  
Carrollton, TX 75006  
Attn: TRS-80 Order Dept.

or call:

Trinity Forms Company  
214-242-2123 — Dallas  
800-527-0625 — Toll Free Number







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NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

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**CANADA: BARRIE, ONTARIO L4M 4W5**

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