

Computers in the Medical Office

Sixth Edition

Edition Conversion Guide

Chapter 1

5rd Edition	6th Edition	Comments
Title: Introduction to Computers in the Medical Office	Title: Introduction to Computers in the Medical Office	
No changes	No changes	

Chapter 2

5rd Edition	6th Edition	Comments
Title: Information Technology and HIPAA	Title: Information Technology and HIPAA	
Figure 2-3 Sample audit/edit report	Figure 2-3 Sample audit/edit report	Replaced with updated figure

Chapter 3

5rd Edition	6th Edition	Comments
Title: Introduction to Medisoft	Title: Introduction to Medisoft	
All figures based on Medisoft 11	All figures based on Medisoft 14	Updated all screen captures
The Student Data CD	The Student Data Template	Student Data is now on the OLC, www.mhhe.com/cimo6e
Removed information on Starting Medisoft and Loading Practice Data	Information now located on the OLC, www.mhhe.com/cimo6e	
Figure 3-1 Main Medisoft window	Figure 3-1 Main Medisoft window	New content:
Figure 3-2 File menu	Figure 3-2 File menu	New: Backup Root Data, Restore Root Data, Global Login Management

Figure 3-4 Activities menu	Figure 3-4 Activities menu	New: Unprocessed Transactions, Patient Ledger, Guarantor Ledger, Patient Quick Entry, Collection List (was Work List), Add Work List Item (was Add Collection List Item), Final Draft, Claims Manager; Removed: Quick Ledger
Figure 3-5 Lists menu	Figure 3-5 Lists menu	New: Patient Entry Template
Figure 3-6 Reports menu	Figure 3-6 Reports menu	New: Standard Patient Lists, Claims Manager Reports
Figure 3-7 Tools menu	Figure 3-7 Tools menu	New: Medisoft Terminal, Advanced Reporting (was NDC Advanced Reporting), AR2 Bundle Importer (was Bundle Importer), Communication Manager, Administrative Dashboard, Electronic Remittance, Patient Notes, Patient Narrative
Figure 3-8 Window menu	Figure 3-8 Window menu	New: Clear Saved Message Box Selections
Figure 3-9 Services menu	Figure 3-9 Services menu	New: Claims Manager, Eligibility Verification, Check for Updates
Figure 3-10 Help menu	Figure 3-10 Help menu	New: Medisoft Help (was NDCMedisoft Help), Upgraders from Medisoft for DOS (was Upgraders from NDC Medisoft for DOS), Medisoft on the Web (was NDCMedisoft on the Web), About Medisoft (was About NDCMedisoft)
Figure 3-11 Medisoft toolbar	Figure 3-11 Medisoft toolbar	New: Patient Quick Entry, Edit Patient Notes in Final Draft
Table 3-1 Medisoft Toolbar Buttons	Table 3-1 Medisoft Toolbar Buttons	New: Patient Quick Entry, Edit Patient Notes in Final Draft
Changing the Medisoft Program Date	Changing the Medisoft Program Date	Added information and screen captures for Vista OS
Figure 3-22 Shortcut menu with Delete option available	Figure 3-22 Shortcut menu with Delete option available	Added yellow highlight to word Delete in menu

Chapter 4

5rd Edition	6th Edition	Comments
Title: Entering Patient Information	Title: Entering Patient Information	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Figure 4-13 Address dialog box with Patient/Guarantor box visible in background	Figure 4-13 Address dialog box with Patient List and Patient/Guarantor boxes visible in background	Replaced figure
Searching for Patient Information / Editing Patient Information	Editing Patient Information / Searching for Patient Information	Moved information on editing before information on searching

Chapter 5

5rd Edition	6th Edition	Comments
Title: Entering Insurance, Account, and Condition Information	Title: Entering Insurance, Account, and Condition Information	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Personal Tab of Case folder	Personal Tab of Case folder	New field "Global Coverage Until"
Account Tab of Case folder	Account Tab of Case folder	Field "IDE Number" changed to "ID"
Diagnosis Tab of Case folder	Diagnosis Tab of Case folder	"Default Diagnosis 1, 2, 3, and 4" is now "Principal Diagnosis and Default Diagnosis 2, 3, and 4"
Policy 1 Tab of Case folder	Policy 1 Tab of Case folder	New: "Treatment Authorization" field

Chapter 6

5rd Edition	6th Edition	Comments
Title: Entering Charge Transactions and Patient Payments	Title: Entering Charge Transactions and Patient Payments	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
The Transaction Entry Dialog Box	The Transaction Entry Dialog Box	New information on Totals and Charges Tabs, including Copay Overdue field
Color Coding in Transaction Entry	Color Coding in Transaction Entry	Information added on how to display color code legend
Applying Payments to Charges	Applying Payments to Charges	New information on Apply to Co-Pay button
Entering Adjustments	Entering Adjustments	Added information and exercise re: processing a patient refund

Chapter 7

5rd Edition	6th Edition	Comments
Title: Creating Claims	Title: Creating Claims	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Figure 7-1	Figure 7-1	Updated CMS-1500 form to final approved version
Table 7-1	Table 7-1	Updated table
Creating Claims	Creating Claims	Revised information on Navigator Buttons to include Claims Manager)
Figures 7-10 to 7-12	Figures 7-10 to 7-12	Updated and revised

Chapter 8

5rd Edition	6th Edition	Comments
Title: Posting Insurance Payments and Creating Patient Statements	Title: Posting Insurance Payments and Creating Patient Statements	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Figure 8-1	Figure 8-1	Updated

Chapter 9

5rd Edition	6th Edition	Comments
Title: Printing Reports	Title: Printing Reports	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Data Selection Questions dialog boxes	Data Selection Questions dialog boxes	Eliminated repetitive information on fields in Data Selection Questions dialog box that does not change from one report to another
Patient Day Sheet	Patient Day Sheet	Revised information re: buttons on Preview Report toolbar
NA	Figure 9-12	Added screen capture of Analysis Reports submenu
NA	Analysis reports	Added subheadings and descriptions of additional Analysis reports
NA	Standard Patient Lists	Added information on new Standard Patient Lists reports

Chapter 10

5rd Edition	6th Edition	Comments
Title: Collections in the Medical Office	Title: Collections in the Medical Office	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Using the Work List	Using the Collection List	Changed Work List to Collection List
Figure 10-14	Figure 10-14	Updated art

Chapter 11

5rd Edition	6th Edition	Comments
Title: Scheduling	Title: Scheduling	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Figure 11-3 The Office Hours toolbar	Figure 11-3 The Office Hours toolbar	Updated toolbar
Table 11-1 Office Hours Toolbar Buttons	Table 11-1 Office Hours Toolbar Buttons	Updated table
Entering Appointments	Entering Appointments	In New Appointment Entry dialog box, the "Name" field has become part of the "Chart" field
Creating a Recall List	Creating a Recall List	Updated fields in Patient Recall List dialog box discussion to include "Print Grid"

Part 3: Chapters 12-15

5rd Edition	6th Edition	Comments
Title: Putting it All Together	Title: Putting it All Together	
First exercise in each chapter begins with instructions to hold down the F7 key and locate the Medisoft data	First exercise in each chapter no longer begins with instructions to hold down the F7 key and locate the Medisoft data	Deleted so instructors can provide school-specific instructions regarding the location where the student data is stored
Content based on Medisoft 11	Content based on Medisoft 14	Updated content for Medisoft 14

Part 4: Source Documents

5rd Edition	6th Edition	Comments
Patient Information Forms	Patient Information Forms	Updated to include patient cell phone numbers and email addresses