



**CompuGroup™**  
Medical

## **What's New in**

# **CGM webPRACTICE™ v7.4.15**

## **Final Release Notes**

**March 21, 2017**

**Hosted Clients Release Date: Mar. 22, 2017**

**Self-hosted Clients Release Date: Mar. 29, 2017**

**CGMwebPRACTICE™**

Fully Web-Based Practice Management Suite



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## INTRODUCTION

This document provides an overview of new features, resolutions, and enhancements available in the release of CGM webPRACTICE v7.4.15. Each section defines the specific feature and/or enhancement associated with the new CGM webPRACTICE release, as well as any resolved issues.



## NEW FEATURES AND ENHANCEMENTS

This section is not meant to be cumulative and only contains information associated with the CGM webPRACTICE v.7.4.15 release.

**Note:** You will need to complete the **\*\*\*Action Required\*\*\*** items (where applicable) to make sure your system functions properly with this updated version.

As with all updates, for all new menu functionality, you will need to identify which users you want to have access to the new menu functions. Then, you must activate the new menus using the *Model User Menus* function located on the *System, User Management* menu. You must also set the security level that you want on the new menus using the *Change Function Security* function located on the *System, User Management, Function Security Menu*.

### Summary of Action Required Items

Page #	Function	Action
10	Import Fee Schedules	Load the updated files if applicable.
11	Load the AMA HCPCS Codes	Load the updated files if applicable.
11	Import the RVU Unit Values	Load the updated files if applicable.

## CGM webPRACTICE Enhancements

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### Standardization of CGM webPRACTICE Product Names under the CompuGroup Medical (CGM) Umbrella Brand

Our product names have been standardized throughout CGM webPRACTICE and include the following:

Original Product Name	Standardized Product Name
CGM PRACTICEPORTAL	CGM PRACTICE PORTAL™
webCODER	CGM webCODER™
webMOBILE	CGM webMOBILE™
webPAY	CGM webPAY™
webVERIFY	CGM webVERIFY™
webTOOLS	CGM webTOOLS™
eDOCS	CGM eDOCS™
webSCAN	CGM webSCAN™

## Collections

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### Populate Collections Roster (*Patient Collections*) \*Family Billing Only\*

In the very rare circumstance when a family member's account did not have an effective insurance policy but the Master account did, the charges for the family member's account were not placed into collections. This has been resolved.

## Patient

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### Change Patient Data

#### Authorizations

You can scan and attach images to Authorization records using the new **Acquire Image** button in the Action Column. For detailed information on Acquiring Images, see *Image Scanning (Introduction, System Processes)* in CGM webPRACTICE Help.

After you have attached an image to an Authorization record and clicked **Save**, you can access the Authorization record again, click the image icon to view the image or you can click **Delete** to delete the image.

Print
23936 - ANDERSON, ANDY

Acquire Image

Authorization Number	99877124589	✓	
Equiv Auth Number			
Effective Date	02-06-2017	:📅 ✓	
Number of Visits	5	Threshold Visits	4
Maximum Dollar \$	1500.00	Threshold Dollar \$	1200.00
Termination Date	03-31-2017	:📅	
Comment	<input type="text"/>		
Comment	<input type="text"/>		
Comment	<input type="text"/>		
Comment	<input type="text"/>		
Comment	<input type="text"/>		
Comment	<input type="text"/>		
Comment	<input type="text"/>		
Insurance Carrier	MED	MEDICARE (MED)	▼
Contact Name	<input type="text"/>		
Telephone	877-908-8431		
Case	<input type="text"/>		

Authorization Image
📄 Delete

## Reports

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#### Patient Recall Listing (*Patient Listings*)

This report has been enhanced so you can print it to *Microsoft Excel via MyReports*.

## Schedule

### Enter Patient Appointments \*New Functionality\*

Enhancements have been made to the **Scan** Action Column function:

- You can scan for appointments based on Schedule Filters and after you select a filter, you can additionally select a specific Doctor or Location stored in that filter.
- The **Filter**, **Doctor** and **Location** lists are now single list boxes instead of split-list boxes to allow for easier code selection. For example, you can start typing the first few letters of the **Filter** name and the matching code(s) will automatically display. If multiple codes display, you can use the up or down arrow keys on the keyboard to select the code or you can select the code from the list.

**Enter Patient Appointments**

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Patient: 23936 ANDERSON, ANDY  
 Referring Doctor: KENNETH M FISHER, MD (FIS)  
 Comment:  
 Phone: (H) 602-555-5555 (W) 602-555-0111 (C) 602-555-0127 Patient E-Mail: ANDYANDERSON@EMAIL.COM  
 Rsp Doctor: CATHY CASTNER, MD, DO (1) Billing Grp: MED  
 Visits since Jan: 2 No Shows: 1 Sex: M Age: 11-30-1971 (45) Language: English [en]  
 Pri Ins: MEDICARE Copay: 10.00 Spec Copay: 20.00 Pat \$: 164.32  
 Sec Ins: AARP Copay: N/A Spec Copay: N/A Ins \$: 9830.03  
 Last Visit: 03-13-17 - HOSP ADMIT LEV Col Bal: 9423.25 Tot \$: 9994.35

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**Scan Patient Appointments**

Beginning Time

Ending Time

Filter

Doctor

Location

Beginning Date

Ending Date

Specific Day

Type of Visit

Number of Units

**Note:** If the Filter was created for a specific location, or if the **Preserve Location** check box was selected when the Filter was created, the **Location** field will be automatically populated and you will not be able to change it when scanning.

### Print Scheduled Patient Detail to Excel (Scheduling Printing Menu)

The following data elements have been added:

- A0.8a** - Appointment Entered by User (will print the User code and User Name)
- A0.9a** - Appointment Entered on Date (will print the date the appointment was entered)
- A0.9b** - Appointment Entered at Time 12hr Clock (will print the time the appointment was entered in a 12 hour format)
- A0.9c** - Appointment Entered at Time 24hr Clock (will print the time the appointment was entered in a 24 hour format)

The following columns were added to the Excel spreadsheet to accommodate these new data elements:

- Date Entered
- Entered by User
- Time Entered 24hr Clock
- Time Entered 12hr Clock

## Schedule (cont.)

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### Enter Patient Appointments

Enhancements have been made to the **Print Superbill** Action Column function to remember the superbill each User Code last selected (for each Database, if applicable) and default that superbill in the **Document to Print** field.

**Note:** The default stored here acts independently from the defaults stored for the *Print Superbills* function. For additional information, see the *Print Superbills & Re-Print Superbills* entry below.

### Print Superbills & Re-Print Superbills (*Scheduling Printing Menu*)

Enhancements have been made to both of these functions to remember the location and superbill name each User Code last selected (for each Database, if applicable) and default that location in the **Print for Location** field and the superbill name in the **Document to Print** field in either function.

**Note:** The defaults stored here act independently from the default stored for the **Print Superbill** Action Column function in the *Enter Patient Appointments* function. For additional information, see the *Enter Patient Appointments* entry above.

### Check In/Out Payment Journal (*Scheduling Printing Menu*) \*CGM webPAY Clients only\*

The **Payment Type** indicator on the report has been updated from **NP** to **WP** when a payment is collected using CGM webPAY. Also, the **Remarks** column will now print up to 48 characters.

### Scheduling Co-pay Report (*Scheduling Printing Menu*) \*CGM webPAY Clients only\*

The **Payment Type** indicator on the report has been updated from **NP** to **WP** when a payment is collected using CGM webPAY.



## System

### Security Control File (*System, User Management*) – **\*Hosted Clients Only\***

A new **Default Last Used Client# on the Log In Screen** check box has been added. If selected, the last Client Number used will default in the **Client Number** field each time you access the **Log In** screen.

### Procedure Entry Integration (*Database Maintenance Menu, Integrations, Transaction Integrations*)

A new **Display DMS Hospital Note** check box has been added to the *Unposted Procedures* section. When selected, the **Hospital Note** from the most recent DMS Hospitalization record (if one exists) will display directly under the charges listed for the patient in the *Unposted Procedures* function. For additional information, see the *Unposted Procedures* entry under the *Transactions* section of these release notes.

Procedure Entry Integration	
Accept Assignment Default	<input checked="" type="checkbox"/>
Always Accept Assignment	<input type="checkbox"/>
Case Required	<input type="checkbox"/>
Check for Duplicate Transactions	<input checked="" type="checkbox"/>
Default DX's from Patient's Last Visit	<input checked="" type="checkbox"/>
Default last Modifier	<input type="checkbox"/>
Default last Procedure Code	<input type="checkbox"/>
Default Per Dr for Ins Dr	<input checked="" type="checkbox"/>
Department Required	<input type="checkbox"/>
Post from Superbill Number	<input checked="" type="checkbox"/>
Superbill # Required	<input type="checkbox"/>
Use Case Dr as Per Dr	<input type="checkbox"/>
Use Case Location as Loc	<input checked="" type="checkbox"/>
Do Not Round Up Anesthesia Units	<input type="checkbox"/>
<b>Unposted Procedures:</b>	
Post Button - Auto-post Co-pays	<input type="checkbox"/>
Manual Posting - Auto-post Co-pays	<input type="checkbox"/>
Display DMS Hospital Note	<input checked="" type="checkbox"/>

## Tables

### Import Fee Schedules (*Fee Schedule Table*)

The Medicare Clinical Laboratory Fee Schedule is now available for importing. When you import the Medicare Clinical Laboratory Fee Schedule, you must always use the **same Fee Schedule Code** that you use for the regular Medicare Fee Schedule and the **same Effective Date**.

Maintain Fee Schedules	
Fee Schedule Code	MED ✓
Description	MEDICARE ALLOWABLES ✓
Adjustment Code	MED ✓ Q MEDICARE ADJ
Effective Date	01-01-2017 📅
Based On	Procedures ✓

After you have selected the Fee Schedule Code, you can proceed to import the Medicare Clinical Laboratory Fee Schedule. Each available Medicare Clinical Laboratory Fee Schedule file is labeled '**MedicareLAB**' so you can easily differentiate from the standard Fee Schedule files.

Import Fee Schedules		System Manager EASTSIDE MEDICAL (1)
This function is used to import Fee Schedules. CompuGroup Medical USA is in no way responsible for the data contained in the files.		
Warning: This program will overwrite the current fee schedule values if you already have them loaded into the selected Fee Schedule for the selected Effective Date.		
Fee Schedule Year	2017 ✓	
Fee Schedule State	Arizona (AZ) ✓	
Fee Schedule File	Medicare - Locality 00 - Effective 01/01/2017 (8) ✓ <b>MedicareLAB - Locality 00 - Effective 01/01/2017 (9)</b> ✓	
Effective Date	02-28-2017 📅	
Provider Status	<input checked="" type="radio"/> Participating <input type="radio"/> Non-Participating ✓	
Fee Schedule Code		

**Note:** Since the regular fee schedule is updated quarterly, **each time you import the updated regular fee schedule with a new Effective Date, you will have to also re-import the Laboratory fee schedule using that same Effective Date.** That will allow both fee schedules to pull the right allowed amounts without having two separate fee schedule codes.

### Import Fee Schedules (*Fee Schedule Tables*) **\*\*Action Required\*\***

The Centers for Medicare and Medicaid Services (CMS) have released the 2017 Medicare Physician Fee Schedule effective January 1, 2017. These updates were released in Patch # 7.4.14.5 on January 5, 2017. The updated files are available for import by selecting 2017 in the **Fee Schedule Year** list and the applicable file name in the **Fee Schedule File** list.

## Tables (cont.)

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### **Load the HCPCS Codes** (*Procedure Code Table*) **\*\*Action Required\*\***

Updates to the 2017 HCPCS data files, effective January 1, 2017 are available. These updates were released in Patch #7.4.14.4 on December 29, 2016. Additional updates to the files were released in Patch # 7.4.14.6 on January 23, 2017. To receive the updated codes you must load the 2017 file.

### **Import RVU Unit Values** (*Relative Value Schedule Table*) **\*\*Action Required\*\***

The Centers for Medicare and Medicaid Services (CMS) have updated the 2016 Medicare Relative Value Unit files (RVUs) effective January 1, 2017. These updates were released in Patch # 7.4.14.4 on December 29, 2016. Additional updates to the files were released in Patch # 7.4.14.6 on January 23, 2017. To receive the updated codes you must load the 2017 file.

### **Maintain Location Codes** (*Location Code Table*)

The new **Place of Service Code, 02-TELEHEALTH** has been added to the available list of codes.

## Transactions

### Unposted Procedures

If a **Hospital Note** from the most recent DMS Hospitalization record exists, it will display directly under the charges listed for the patient when the **Display DMS Hospital Note** check box has been selected in the *Procedure Entry Integration* function under the *Unposted Procedures* section. For additional information, see the *Procedure Entry Integration* entry under the *System* section of these release notes.

Unposted Procedures											
<input type="checkbox"/>	Sta	Source	Account	Patient Name	Superbill	Billing Group	Dept	P Dr	I Dr	Loc	DOS
<input type="checkbox"/>			23936	ANDERSON, ANDY		MED	44	1	1	1	07-01-15
				CGM webCODER Validation Failed. <b>Hospital Note: Patient in Hospice.</b> Invalid ICD-10 code for this date of service_E08. Invalid ICD-10 code for this date of service_M48.40.							
<input type="checkbox"/>		CGM webMOBILE	23936	ANDERSON, ANDY		MED	44	1	1	1	07-10-15
				CGM webCODER Validation Failed. Diagnosis/CPT cross-linking table error 99214 for Diagnosis 249.0. <b>Hospital Note: Patient in Hospice.</b> One or more Authorization attachments may be required.							