

PocketBilling iPhone/iTouch Version QuickStart Instructions

PocketMed EULA iPhone

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To begin using our program on any iPhone or iTouch device please follow these simple steps:

1. Install HanDBase database manager on your iPhone or iTouch. You can do this directly from the "app store" on your device, or you can download it to iTunes and synch it to your device using the following link: <http://tinyurl.com/handbaseiphone>

2. Next, you will need to download and install HanDBase desktop, and set up a partnership with your iPhone or iTouch using the step-by-step directions included in your download. Don't worry, this is an award winning database program that has thousands of customers around the world, and it will not cause any problems on your device. We recommend purchasing "HanDBase Plus" as it includes a 2-way conduit on both Mac and Windows platforms.

The Mac version can be downloaded here:

http://www.ddhsoftware.com/handbase_macplus.html

The Windows version can be downloaded here:

http://www.ddhsoftware.com/handbase_iphone_winaddon.html

3. After you have installed both elements above AND created a partnership with the HanDBase desktop and your iPhone or iTouch, you can install the PocketBilling 4.0 databases and begin using on your device. To do this, simply open the PocketBilling iPhone zip file and transfer each database to the following path on your desktop computer: C:\Documents and Settings\your user name\My Documents\HanDBase\name of your iPhone device You can also just browse to the "My Documents" folder on your desktop and find the "HandBase 4" file and then install the attached databases into the "install" folder.

Once you have installed the databases (after performing a synch) with your iPhone or iTouch device you will be able to do all the things you have done in the past with PocketBilling, including: printing out rounding lists, visits for your coders, e-mailing charges and tons of other features.

To start using:

1. Open the HanDBase program on your device
2. Scroll down to the database called "PocketBilling 4," and open it (this is your main rounding list) (Fig. 1).

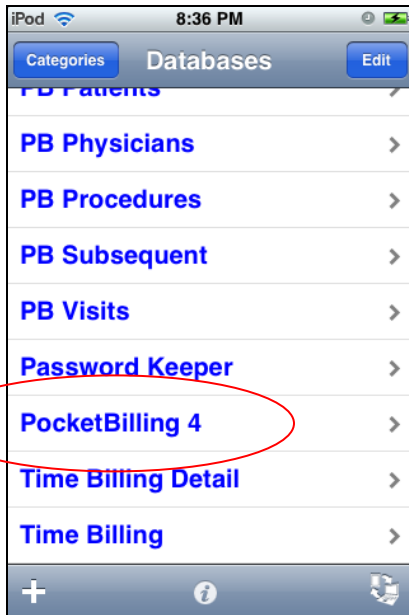


Fig. 1: Opening PocketBilling 4 Database

3. Tap the "+" symbol on the bottom left-hand corner of this database and enter the main patient information. At the very least, enter a last name and MR#. You can also enter this information on your desktop and synch it to your device. Make sure to select "save" after each entry.

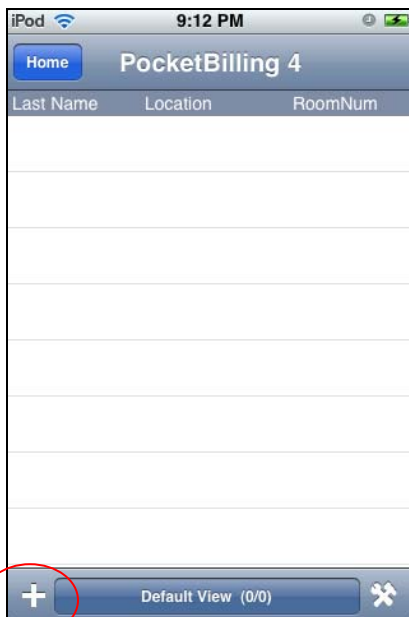


Fig. 2 Adding a patient

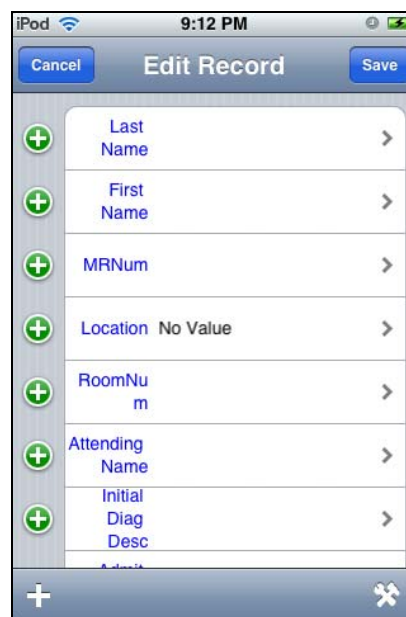


Fig. 3 Patient Information

4. Then, to enter a charge, tap on the "visits" link from the patient information page, and hit the "+" charge again to enter a new visit.

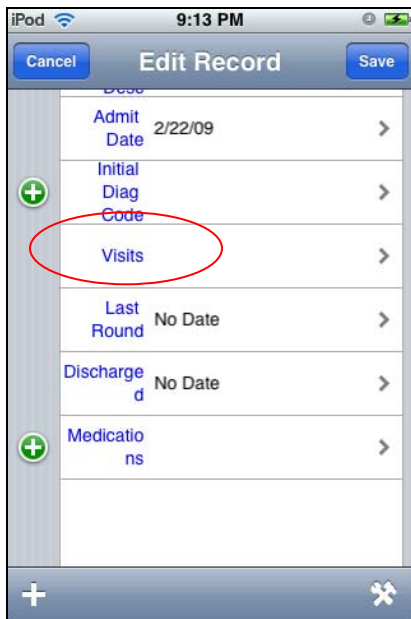


Fig. 4 Adding a charge

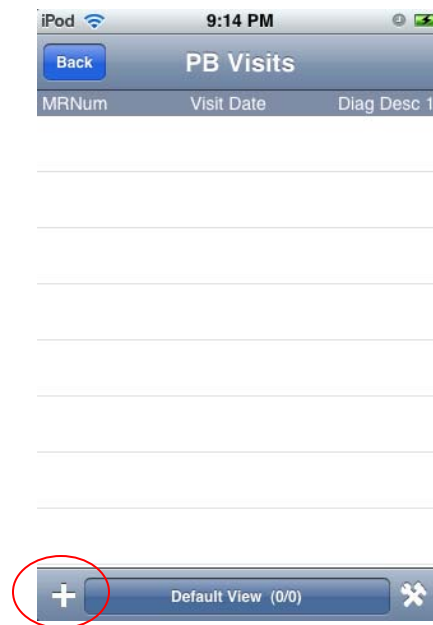


Fig. 5 Adding a charge

5. You can enter up to 4 diagnoses, by tapping on the "Diag Desc" field, and then selecting "Select popup value," and type the first few letters of the diagnosis and it will automatically scroll to that section. This is the updated 2009-2010 ICD-9 code set available from the American Association of Family Physicians. We can put in other codes or customize based on your needs.

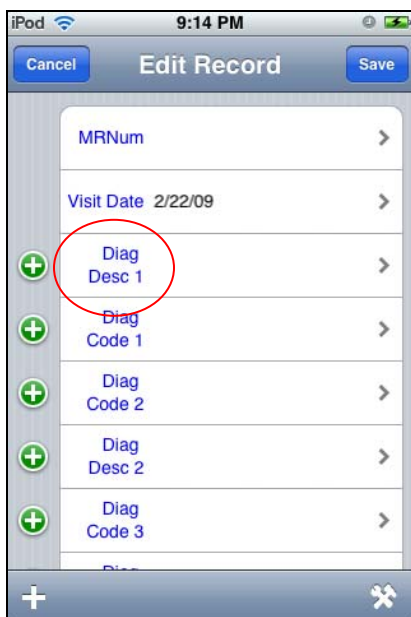


Fig. 6 Entering a diagnosis

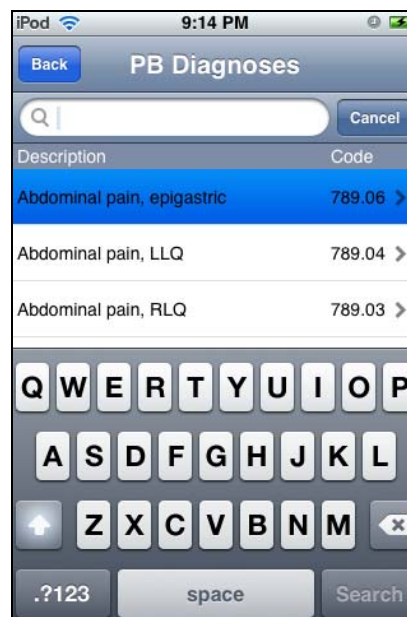


Fig. 7 Selecting diagnosis

6. After you have selected the appropriate diagnoses, scroll down and enter the type of code based on the type of visit (e.g. tap on "initial charge desc" to enter an initial charge, "subsequent charge desc" for subsequent codes, etc.), and you will find the latest E&M CPT codes to enter.

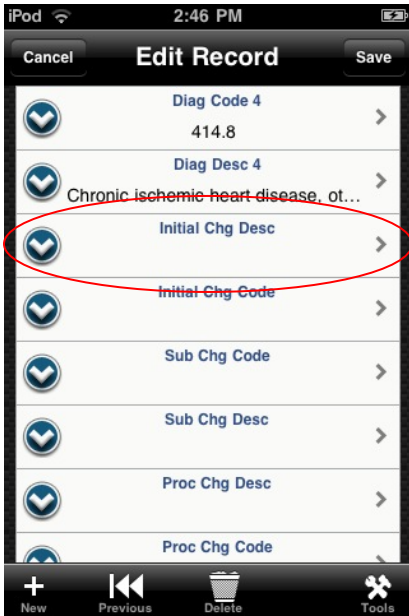


Fig. 8 Entering a charge

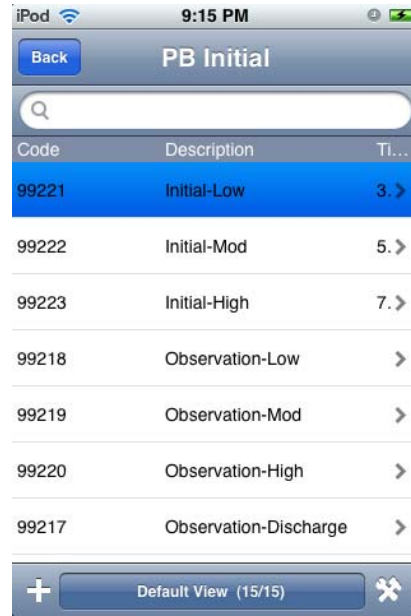


Fig. 9 Selecting charge

7. You can add multiple charges (e.g. an initial charge + a procedure) by hitting on the "+" sign again from the E&M screen

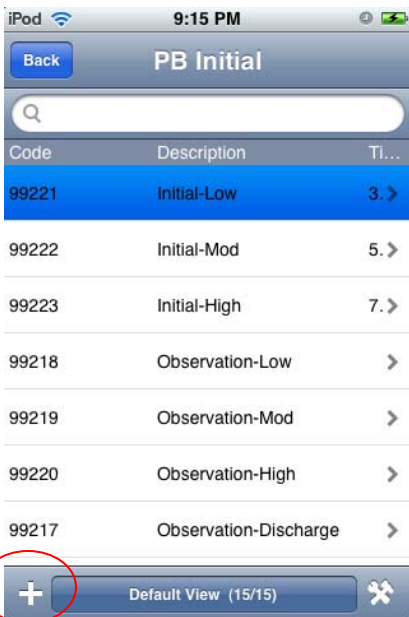


Fig. 9 Adding additional charges (e.g. procedures)

8. In order to save it, hit the "save" button in the visits database, and then hit the "back" button on the next page, and you will be back on the main patient page. Hit "save" on the main patient page, and you will be back in your rounding list. Once you've figured this pattern out, it will run smoothly....I promise!

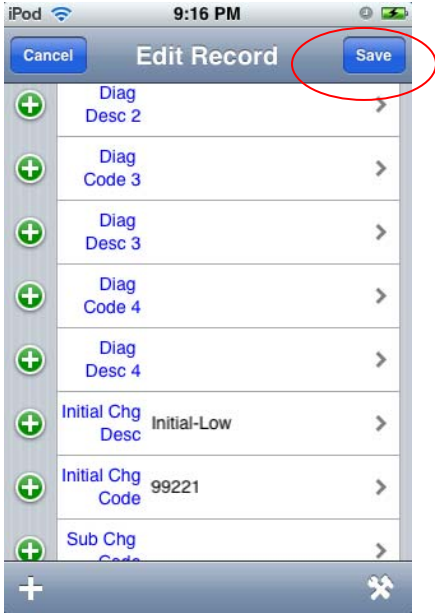


Fig. 10 Saving E&M Code after E&M is entered.

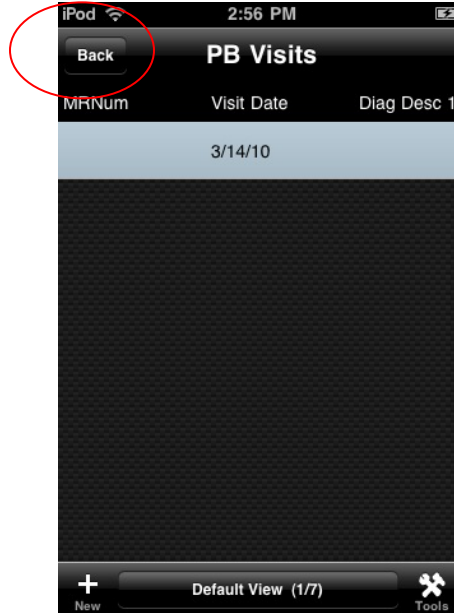


Fig. 11 Need picture of "back" button

9. Then, in order to send charges via e-mail, you can hit the "tools" icon on the bottom right-hand corner of the main rounding list database (PocketBilling 4) and select "record actions," and then "e-mail records."

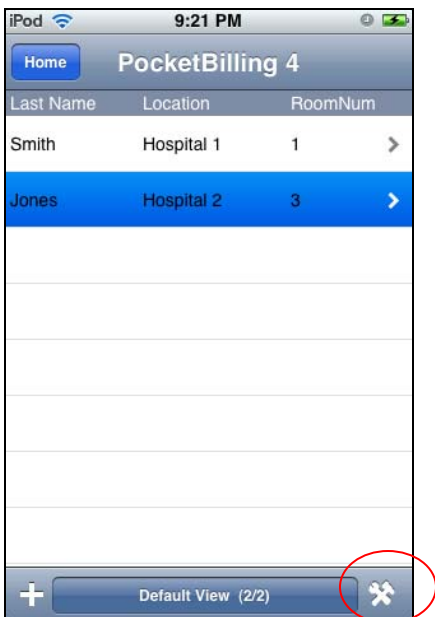


Fig. 12 Main rounding list database

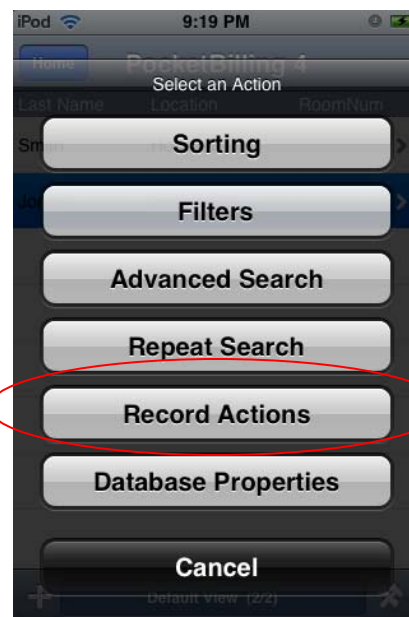


Fig. 13 Database tools

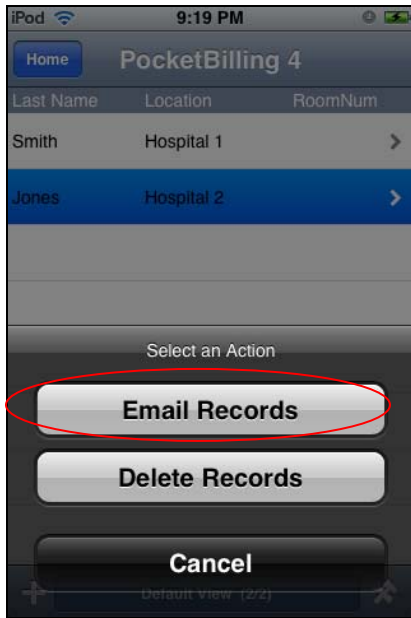


Fig. 14 Record actions



Fig. 15 E-mailing records

There is a ton of additional functionality within the HanDBase desktop and HanDBase program that is fully detailed in the manuals that accompany those programs. Please see www.ddhsoftware.com for full details.