



PRACTICE MAINTENANCE

Practice maintenance checks all patient and practice files to ensure that the information is clean and without errors. Avanta suggests running practice maintenance on a weekly basis to ensure the integrity of your data. Although users can not access the practice while maintenance is running, it can be started at any time and does not need to be monitored. Many clients have started a routine to have the last user on the system begin practice maintenance before he/she leaves at the end of the day on Friday, to ensure that this important function is being completed on a consistent basis. To run practice maintenance:

1. Press **[C]** Special Functions from the home screen.
2. Press **[2]** Authorized Functions.
3. Press **[4]** Practice Maintenance.

WARNING: All other terminals in this practice should be back to the home screen before any system maintenance functions are run.

4. Select the maintenance functions to be run: The Practice Maintenance screen details the 8 practice maintenance modules, how long each module took to run the last time maintenance was run, and the date maintenance was last run. Press **[enter]** to run practice maintenance.
5. Press **[Y]es** to verify that you wish to proceed to run practice maintenance, or press **[N]o** to exit back to the Home Screen.
6. If practice maintenance finds any errors in your system, it will post a **WARNING:** message when you log back into that practice.

In most cases Practice maintenance clears any errors and simply alerts you that some problems were found. Please call Avanta so that the errors message can be checked and cleared.

Presidents' Day Holiday Hours

Until 1971, both February 12 and February 22 were observed as federal public holidays to honor the birthdays of Abraham Lincoln (February 12) and George Washington (February 22). In 1971 President Richard Nixon proclaimed one single federal public holiday, Presidents' Day, to be observed on the 3rd Monday of February, honoring all past presidents of the United States of America.

Avanta will be closed Monday, February 16th, in observance of Presidents' Day. However, our automated phone attendant allows software and hardware team members to be paged in the event of an emergency. Have a safe and relaxing holiday.

Get New Files From Medicare

Medicare recently made an unannounced change to their BBS (Bulletin Board System) menu structure. This change prevents you from receiving files from Medicare using option **[A] Get New Files From Medicare**.

In order to receive files from Medicare a transmission needs to be sent to Medicare, at which time the Avanta System automatically checks for any new files and downloads them.

Programming is reviewing the changes made to the Medicare BBS and will make the changes necessary to reinstate this features as soon as possible. If you have any questions regarding your Medicare Electronic billing or how to receive files from Medicare, please call Avanta.