AVANTA
MEDICAL INFORMATION SYSTEMS

FAX

FREE Avanta Seminar
New Payment Posting Program

This next free seminar will review the new Payment Posting Program that will be added to your system on your next Avanta update. This new program expands on the current Patient Payment Posting Program allowing you to post insurance payments, write-offs, and memos, while viewing the charges to be referenced. The Payment Posting Seminar will examine in detail the features and functions of this new program, and review the automatic EOB posting program.

For your convenience, Avanta will offer four free sessions at two separate locations over two days. The locations that have been selected for this seminar include our office in Agoura Hills and the Cedars Sinai Building in Los Angeles. Morning and afternoon sessions are available at our office on Tuesday, September 14th and at the Cedars Building on Wednesday, September 15th.

Please contact an Avanta Support Specialist to RSVP. As space is limited, a 48-hour cancellation notice is required. If you are unable to attend our seminars, private training can be scheduled at your office for our normal fee.

Clean Extraneous Files

Cleaning extraneous files is an Avanta function that is normally overlooked, but nevertheless should be performed on a semi-regular basis. Although less critical now that hard disk space is and more abundant, cleaning out your old temporary files is still something that should be done periodically.

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Before you Clean Extraneous Files, first check to make sure that no one is in the middle of building any reports or billing, and that all reports for the day have been completed. Cleaning out the extraneous files removes all temporary files that may have been created in order to print or display information. For example: All reports, bank deposit slips, statements are first created as a temporary file and then sent to your printer. After printing has occurred, the file is no longer needed, but is kept temporarily on the disk for analysis by the Avanta support staff in case there were any problems.

To clean extraneous files, select **[C] Special Functions** from the Home Page, then **[3] Clean Extraneous Files**, then **Yes** or **[Enter]** to proceed. Your workstation will display the files being deleted as it finds them. This process could take anywhere from a few seconds to several minutes depending on the speed of your system and the number of files being deleted.

Updates Are Coming

A new Avanta update is being released soon and will include, among many other things, the new Posting Program. We have received a number of suggestions and this new posting program has been designed to address these issues, while adding new features. The Avanta Bug Busters continue to test all new features and enhancements to ensure a smooth and efficient transition. Dan will be calling your office soon to schedule an appointment for this new update. If you have any questions regarding the upcoming update, or suggestions for new or improved features, please give us a call or submit our Support Form from the Avanta website.