



# AVANTA<sup>®</sup>

MEDICAL INFORMATION SYSTEMS

# FAX

September 06, 2002

## 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. 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. Press any key to continue.

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.

**TIP:** To find out how long it will take to run a full practice maintenance, calculate the difference between the first module's start time and the last module's finish time.

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. Call Avanta so that the errors can be checked and cleared.

## [www.avanta.com](http://www.avanta.com)

The new and improved Avanta website offers excellent information regarding the Avanta system, as well as useful facts about the current state of medical practice management. The latest feature added to the Avanta site is a Supply Order Form on the Support page, where statements, HCFA-1500 forms, printer toner/cartridges, etc. can be ordered. Be sure to check back frequently for current topics in the What's New section which is updated regularly.

Avanta's website utilizes an easy-to-use format to navigate through the following topics:

- **SALES INFORMATION** for potential clients of the Avanta system.
- **PRODUCT INFORMATION** on system features and reports.
- **SUPPORT INFORMATION** on software and hardware services, helpful downloads (forms and seminar manuals), and user tips.
- **PRESS INFORMATION** with an archive of AvantaFAX content, and details on HIPAA.
- **COMPANY INFORMATION** with contact and staff information and employment opportunities.

Check out Avanta today at  
[www.avanta.com](http://www.avanta.com).

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