



# The IMA Quarterly

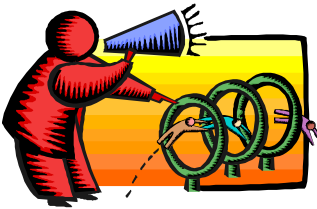
2<sup>nd</sup> Quarter 2003

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## HIPAA Update



## HIPAA Update

Many thanks to all of the participants who attended the HIPAA Privacy Seminars on March 17 and 20 at IMA.

As a result of these training and discussion

sessions, IMA has endeavored to make changes in the Divisional security feature to help you better meet your identified HIPAA Privacy needs..

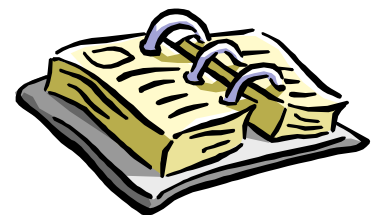
Divisional Security is enhanced in the next release (v14.2, see Page 2) to include the following changes and features:

- Both Operators and Clients will be able to belong to up to 10 divisions, increased from a maximum of 3.
- The flag for Cross Divisional Access (full or partial) will be set at the operator level, instead of at the client level.
- Desktop Registration will assign the division to the client record when the client is enrolled within a new program, requiring less manual client division maintenance.

Additionally, IMA is offering consulting and implementation services on a time and materials basis for agencies wishing to implement and/or update their divisional options.

## Q2 Calendar of Events

4/3	<b>CC on MC Submission w/IVANS</b> *CC = Conference Call	7/4	Happy 4 <sup>th</sup> of July / IMA Closed
4/17-18	IMA Closed		
4/23-24	IMA Closed		
5/8	<b>CC on Adding Printers on IMA</b>		
5/22	<b>CC on Set-up for Front Desk &amp; Client Statements</b>		
5/26	Happy Memorial Day / IMA Closed		
6/5	<b>CC on Canned &amp; Ad Hoc Reports</b>		
6/6	IMA Closed		
6/10	<b>Revenue Forecast Seminar @IMA</b>		
6/19	<b>CC on Managed Care Switching &amp; HCFA set-up files</b>		
7/3	<b>CC on Life Cycle of an Invoice / Reading &amp; Interpreting C21</b>		





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## Service Pack 2 for v14 (v14.2)

Now that all IMA customers have been *finally* updated to v14.1, IMA is pleased to announce the launch of *Service Pack 2 for v14 (v14.2)*. This new release contains patches for some problems in the previous release, as well as several enhancements and new features.

Mark your calendars as we'll start scheduling installations soon. Be planning your update strategy so you don't get left behind!



### v14.2 Divisional Security Enhancements

1. Clients and Operators may now belong to up to 10 divisions.
2. The specification for Full or Partial Cross Divisional Access has moved from the Client to the Operator.
3. Desktop Registration will now add the Program Division to the Client for the Program enrollment being added, requiring less manual client Division Maintenance.
4. Added ability to exclude Desktop Registration from Divisional Security check, so that Registrars can add program to existing clients in another division without intervention from a System Administrator.

### v14.2 Archiving Enhancements

1. dB s to archive now includes Staff Activity, Billing Transactions, Progress Notes, Anonymous Services, Staff Calendar, Cash Receipts, MD Voids, and EMEVS records.
2. Added reports and processing options with archived time period / records selected.

### v14.2 Database Changes

1. Client dB  
Added mailing address fields.  
Designation for MC A, MC B or type of MC secondary coverage.
2. Staff dB: Added address and phone number fields.
3. Activity Code definitions: Added new fields for CPT and Revenue Code.
4. Insurance Plan definitions: Increased Provider ID field to 13 characters.
5. Managed Care Authorizations: Expanded Authorization Number to 25 characters.

### v14.2 Other Enhancements

1. OASAS PAS-44-45-46 w/added ability to run by Unit.
2. OASAS Admission/Discharge Reports w/Last Date of Service now reported from separate field instead of as Program Termination Date.
3. New configurable Revenue Forecast Report for both character and Desktop versions.
4. New Group Capacity validation at Front Desk Check-In, Group Scan In and Write Progress Note with exceeded capacity warning.
5. New Group Capacity Exclude M Error in billing where invoices for all group members where Group Capacity exceeded are M Errored and Excluded from billing.



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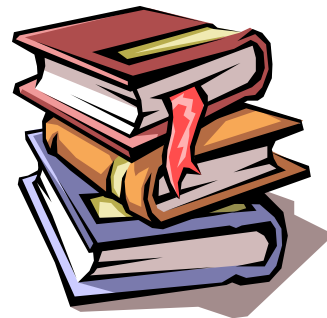
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## Continuing Education

IMA will continue to devote more time and resources to end user education. Toward that end, we are adding more conference calls and hosting another seminar at IMA this quarter. IMA is also in the process of updating the Desktop companion documentation. As chapters become available, they will be posted on the IMA website at [www.imasys.com](http://www.imasys.com).

The biweekly Training Conference Call agenda for Q2 follows with a description of each topic offered.

- | 5/8 Adding Printers to UNIX & w/in IMA
  - | 5/22 Review of H12 MS set-up files for Front Desk & Client Statements
  - | 6/5 Reports w/in IMA, Selecting the right report (canned/end user reports & ad-hoc reports)
- Please send [georgeanne@imasys.com](mailto:georgeanne@imasys.com) your FAQ s on topic by 5/28.*
- | 6/19 Review of M12 MS set-up files for Managed Care switches & modifying the default HCFA printing per Insurance Plan
  - | 7/3 Reading & Interpreting Client Billing Records w/C21



Please also join us **at IMA on JUNE 10** for a seminar on the [new configurable Revenue Forecast Report](#). This will be a full day s seminar at IMA for \$500.00 per person. You will learn about the new Revenue Forecast Report, the special configuration file, and capturing and understanding your financial information in new ways.

As always, feel free to email [georgeanne@imasys.com](mailto:georgeanne@imasys.com) with any requests for specific topics for the Q3 conference call schedule or other requested seminars at IMA. As always, we appreciate your feedback and comments.

## Kudos Corner

With this newsletter, we would love to share information about you that you would like to have shared with the rest of the IMA community. This information can be about recognitions that your agency or your agency staff have received in the community or programs and/or services that you have innovated for your clients. We will therefore begin taking item submissions for the 3rd Quarter

2003 Newsletter via email to [georgeanne@imasys.com](mailto:georgeanne@imasys.com). So, don t be shy and let us hear fro you so we can brag about you in our *Kudos Corner*

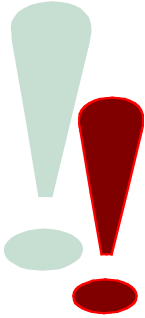


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## !!! Rants & Raves !!!

### User Feedback



#### *New Desktop Fee Schedule Maintenance*

Once again nice job with the Desktop Fee Schedule design. This feature surely saved us many days of labor and tedious work that was the norm when using the old character based fee schedule. What normally would have taken us a 3 days was accomplished in a few hours. It was along time coming but worth the wait.

Tim Seeberger, [tseeberger@fegs.org](mailto:tseeberger@fegs.org)  
Director of MIS Applications, FEGS

#### *New configurable Revenue Forecast Reports*

The new Revenue Array is a brilliant creation that allows any agency to design custom reports on the fly to access crucial data in ways never before possible.

Lance Levitt, [glebemis@earthlink.net](mailto:glebemis@earthlink.net)  
Director of MIS, Soundview Throgs Neck

#### *Mobile & Remote Desktop Access with Citrix Terminal Server*

Berkshire Farms recently deployed the IMA Desktop via Citrix Client Server. This allows any staff traveling between Buffalo and Long Island to access the IMA system from any machine, without our staff visiting a remote location and installing the software. We have also added every office's network printer to IMA which allows these staff to print at these locations also. It works great with this type of deployment!

Chris Grozis, [cgrozis@berkshirefarm.org](mailto:cgrozis@berkshirefarm.org)  
Network Administrator, Berkshire Farm Center

### *Meet your New Neighbors ..*

#### Getting Started

Westchester County Department of Mental Health, White Plains, NY

Create Incorporated, New York, NY

#### Live w/Clinical Implementation

Staten Island Behavioral Network, Staten Island, NY

Benedictine Hospital, Kingston, NY



*Welcome!*

#### Live & Billing / Recording Services

The Fortune Society, New York, NY

International Center for the Disabled, New York, NY

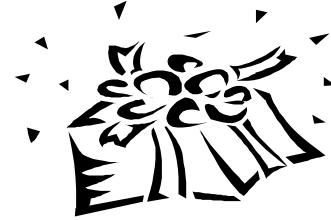
Project Renewal, New York, NY

VIDA Family Services, New York, NY



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## *Many thanks to .*

Many thanks to the IMA agencies who collaborate with IMA to make the IMA Desktop Server and Desktop software as comprehensive a product as you experience it to be. Following are agencies and the changes they purchased within the Desktop that benefit all IMA end users.

θ **FEGS**

for the new Desktop Functional Assessment

θ **MHA Westchester**

for the New Desktop Treatment Plan Models

θ **Institute for Community Living**

for the Facility Maintenance module with Maintenance and Work Order tracking and a Desktop interface

θ **Berkshire Farm Center**

for restrictions in the Staff Calendar to permit editing of the staff calendar only by the calendar owner, or by user w/permission specific to that calendar

θ **Soundview Throgs Neck**

for the automatic dialer program to leave dial and leave voice reminders for clients with scheduled and missed appointments.

## **IMA User s Group**

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After a long hiatus, the IMA User s Group is returning under the leadership of Tim Seeberger, Director of MIS Applications at FEGS. Be watching your email and our website. We ll post updates and blast email with information as soon as we have more details.

As always, we look forward to hearing from you and seeing you this quarter.