



# POWER TOOLS V.1

**NOTE: BEFORE USING ANY PORTION OF THIS UTILITY, BACK UP ALL DATA YOU INTEND TO AFFECT WHILE USING THIS PROGRAM.**

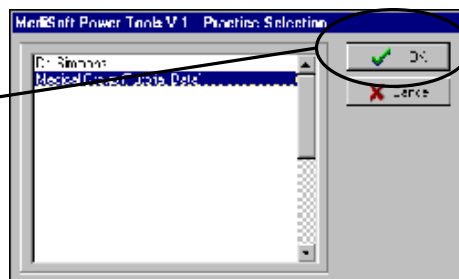
## Installation

Copy the PowerTools.exe file from the installation CD to the BIN folder where your patient accounting program is stored.

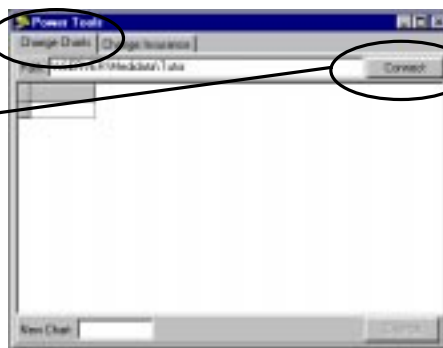
## Chart Number Changer

**Note:** This utility changes identification codes\* only. All other information can be edited within the patient accounting program itself. Once you click [Change], the program searches the database for every instance of the code and updates it with the new code.

1. Locate and double-click the PowerTools.exe file.
2. Select the practice you want, then click [OK].

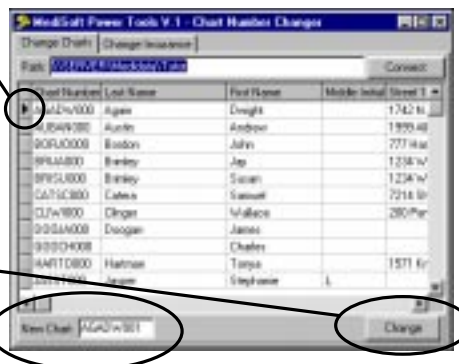


3. Click the Change Charts tab.



4. Click [Connect] to view data.

5. Select the patient record whose code you want to change.
6. Enter the new code in the **New Chart** field at the bottom of the window.



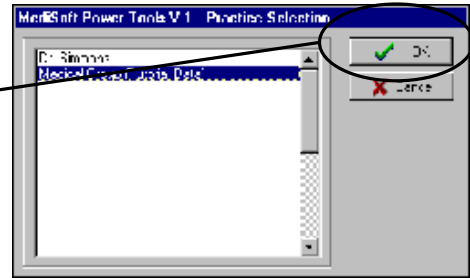
7. Click [Change].
8. Click  to close the utility program.

\*This utility requires the same naming structure as that used in the patient accounting program, i.e., all letters have to be uppercase, no punctuation, and must contain eight alphanumeric characters.

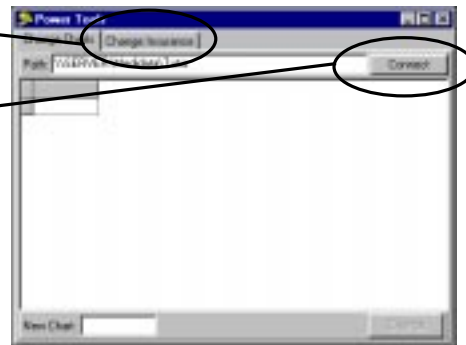
## Insurance Code Changer

**Note:** This utility changes identification codes\* only. All other information can be edited within the patient accounting program itself. Once you click [Change], the program searches the database for every instance of the code and updates it with the new code.

1. Locate and double-click the PowerTools.exe file.
2. Select the practice you want, then click [OK].



3. Click the Change Insurance tab.



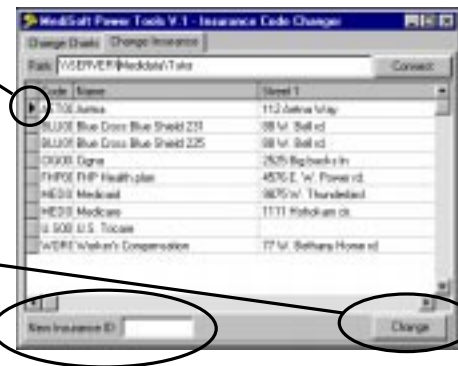
4. Click [Connect] to view data.

5. Select the carrier record whose code you want to change.

6. Enter the new code in the **New Insurance ID** field at the bottom of the window.

7. Click [Change].

8. Click  to close the utility program.



\*This utility requires the same naming structure as that used in the patient accounting program, i.e., all letters have to be uppercase, no punctuation, and must contain one to five alphanumeric characters.