HLP_CALLPG,C,:HLP_INPVAR,CHLP_SCREEN,C,128

		F1 = Help F9 = Diagnos Alt F3 = Lock Alt A = Aging
		F2 = Add F10 = Chart Alt F5 = Calender Alt B = Balance
ALTHELP	ALTHELP	
		Use the left and right arrow keys to highlight the main ☐
		program area to select OR press the first letter of that item. ☐
WINMENU	MAINSEL	
		Up Arrow = Up one line Home = To left column F4 = Select
		Dn Arrow = Dn one line End = To right column Esc = Exit
NAVIGATE	NAVIGATE	Lt Ar
		In order for reports to be more selective, WinMed allows ☐
PATIENT	PAT_CAT	you to assign patients to various Categories. These Categories ☐
		Use this field to indicate the Doctor that this patient ☐
		usually sees. This will then be automatically entered during ☐
PATIENT	PAT_DOC	Tr
		Patient's Employment Status. Permitted codes are:
		Y or F = Full Time P = Part Time
PATIENT	PAT_ESTAT	blank or
		For practices with multiple offices (but just one billing ☐
PATIENT	PAT_LOC	system), enter any one or two letters in this field to indicate
		This field is for the Patient's Marital Status. Allowable ☐
		codes are:
		S = Single M = Married
PATIENT	PAT_MSTAT	X = L
		This field fills one of the boxes in 10b or 10c on the red ☐
PATIENT	PAT_RELACC	HCFA 1500 form for AUTO or OTHER ACCIDENT. Use the following:
		Student Status Indicator. The codes permitted are:
		F = Full Time
PATIENT	PAT_SSTAT	P = Part T
		This field is used to indicate to the Statement Print ☐
		program whether you want to use the Patient's address on the ☐
PATIENT	PAT_STMADR	stat
		Use the up and down arrows to highlight your selection and ☐
		press Enter OR just press the first letter if it is unique. ☐
WINMENU	SUBSEL	
		The Billing Type field is the most important field on the ☐
		transaction line in the WinMed system. This field determines ☐
TRNBROWUSR	TRN_BILTYP	
		Enter the fee for the service performed on this line. If ☐
TRNBROWUSR	TRN_CHARGE	the fee is already filled in from having entered the procedure ☐
		This is a free format entry field for your own use. How- ☐
		ever, once you print a form or send electronic claims, this ☐
TRNBROWUSR	TRN_COMM	fi
		This is the DATE OF SERVICE 'From' date which will be ☐
		printed in Item 24A on the HCFA 1500 form. The 'To' date is ☐
TRNBROWUSR	TRN_DATE	enter
		This is the Diagnosis Indicator field. Use this field to ☐
		show which of the four Diagnoses (from the Patient record) ☐
TRNBROWUSR	TRN_DIAIND	mat
		This Doctor field is needed to tell which provider in the ☐
TRNENTRY	TRN_DOC	practice performed the particular procedure shown on THIS LINE.

TRNENTRY	TRN_LOC	Lc stands for Location and is used in multiple office ☐ practices to indicate the office where the procedure was ☐ performed
TRNBROWUSR	TRN_MOD1	This field is for the first Modifier, if necessary. It ☐ will be printed in Item 24D on the HCFA 1500 form. If you have ☐
TRNENTRY	TRN_MOD2	This is the second Procedure Modifier. Use this field ☐ when there is more than one modifier for a procedure. This ☐ will
TRNBROWUSR	TRN_PAYMNT	The Transaction Entry Payment should only be used when the ☐ patient makes a payment along with a charge. Otherwise, you
TRNBROWUSR	TRN_PMTTYP	Use this field to indicate the method or form of payment. ☐ The codes used are usually CA for Cash, CK for Check, and ☐ pos
TRNBROWUSR	TRN_PROC	Enter the procedure code to be printed in Item 24D of the ☐ HCFA 1500 form. You can enter any combination of letters and ☐
TRNBROWUSR	TRN_RESIND	The Responsibility Indicator is the most important field on ☐ the transaction line in terms of the practice accounting. If
TRNENTRY	TRN_TOS	The Type of Service can be a number or letter character. ☐ This number is usually different for Insurance carriers, ☐ BlueCr
TRNENTRY	TRN_UNITS	Besides printing on forms, the Units field acts as a ☐ multiplier for the Charge field. Changing the number of Units ☐ will
TRNBROWUSR	TRN_RPTMTH	This is the Reporting Month field and is normally filled in ☐ by WinMed as you post transactions. The only time YOU would ☐
TRNBROWUSR	TRN_ADJUST	This field is where you would enter an Adjustment for the ☐ transaction line. An adjustment is usually entered as a posi- ☐
TRNBROWUSR	TRN_ADJTYP	If you enter an Adjustment on a line, use this field to ☐ indicate the Type of Adjustment. For example, WO might mean ☐ tha
TRNBROWUSR	TRN_RECPT	This field is provided for internal office use. Enter the ☐ receipt number or super bill number from the forms you use with
TRNBROWUSR	TRN_PLACE	This field is for the Place of Service column 24B on the ☐ HCFA 1500 form. Note that the codes are probably different for ☐
TRNBROWUSR	TRN_REF	In order to print the Referring Physician name (and their ☐ UPIN number) on the HCFA 1500 form, you must have their record ☐
TRNBROWUSR	TRN_FAC	If the Patient has services done at some other location (or ☐ a 'part' of your office is considered a seperate Facility) the
TRNBROWUSR	TRN_DIAG	This field will be filled in automatically by utilizing two ☐ other fields: the first digit of the Diagnosis Indicator field
TRNBROWUSR	TRN_DATETO	This is the Date of Service 'To' date. You do not normally ☐ need to fill in this field, particularly if there is only ONE
TRNBROWUSR	TRN_CAT	This field is a copy of the Patient Category field from the ☐ Patient File. It is placed on each transaction line in order
TRNBROWUSR	TRN_INS1	This field is a copy of the Patient's Primary Insurance ☐ company at the time you entered this transaction line. It is ☐ ut
TRNBROWUSR	TRN_ACCT	This is the Account Number for this transaction line. DO ☐ NOT change this number once it is assigned without advanced ☐ kn

TRNENTRY	TRNMENU	Select your Transaction Entry operation from this Command ☐ Menu. Use the left and right arrows to scan the selections and
OPNENTRY	OPNMENU	Choose your Open Payment Entry operation from this Command ☐ Menu. Use the left and right arrows to highlight the ☐ selecti
PATBROWSE	PAT_RELEMP	This field will fill in one of the boxes in item 10a of the ☐ new red HCFA 1500 form to answer whether the patient's condi-
PATBROWSE	PAT_SPEC	This Special Select field is an eight character field for ☐ your own use. When converting from other systems or paper ☐ acc
PATBROWSE	PAT_REMARK	This is the Remarks Print field. Some printed forms have ☐ an area set aside for you to enter Remarks or Comments relating
PATBROWSE	PAT_BOX4	Use this field to tell the Insurance Form Print program ☐ what to print in Item 4 on the form: leaving this field blank ☐ wi
PATBROWSE	PAT_BOX10D	This field is printed on the HFCA 1500 form when printing ☐ Medicare claims, and also determines how the rest of the form ☐
PATBROWSE	PAT_BOX11D	This field fills in one of the boxes on the HCFA 1500 form ☐ in Item 11d. Refer to the Medicare instructions for your state
PATBROWSE	PAT_BOX9A	The Medicare instructions for most states require that you ☐ add a word such as MEDIGAP, MEDICAID, or SUPPLEMENTAL before ☐
	ABOUT	This program is the result of over 13 years experience ☐ specializing in medical and dental billing. Also available are ☐ W

HLP_COUNT,N,5,0

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