



Codes on Disk

User Manual

March 2010

McKesson Provider Technologies

Physician Practice Solutions
1145 Sanctuary Parkway, Suite 200
Alpharetta, Georgia 30009

Sales:	(800) 333-4747
Support:	(800) 334-4006
Fax:	(916) 267-6281
Web site	www.medisoft.com

Proof of ownership

KEEP YOUR SERIALIZED SOFTWARE, even if damaged or obsolete.
It is your proof of ownership.

Table of Contents

PREFACE	I
FILE BACKUP	I
INSTALLATION	I
COPYRIGHT.....	II
END USER LICENSE AGREEMENTS	II
CHAPTER 1	1
USING CODES ON DISK	1
<i>Overview</i>	1
<i>Starting the Program</i>	1
<i>Adding, Selecting and Merging New Procedure Codes</i>	2
Editing in the Add/Select/Merge New Procedure Codes Window.....	3
Merging.....	3
<i>Editing Procedure Codes</i>	4
<i>Adding, Selecting and Merging New Diagnosis Codes</i>	6
Editing in the Add/Select/Merge New Diagnosis Codes Window	8
Merging.....	8
<i>Completion</i>	9
APPENDIX A.....	11
WHERE TO FIND HELP WITH CODES ON DISK	11
<i>The Manual</i>	11
Documentation Conventions	11
■ Buttons, Keys, and Title Designations	11
■ Entering Information	11
<i>Support Options</i>	11
Using Online Help	11
Medisoft Web Site.....	11
Training Options	12
Local Value-Added Resellers	12
Technical Support.....	12
When You Call Support	12
Service Hours.....	12
Updates and Changes	12
Tips and Shortcuts on the Internet	12
APPENDIX B.....	15
BASIC NAVIGATION IN THE MANUAL AND PROGRAM	15
<i>How to Use the Manual</i>	15
<i>Data Entry Process</i>	15
<i>Keyboard Specifications</i>	15
<i>Accelerator Keys</i>	15
<i>Function Keys</i>	15
APPENDIX C.....	17
TERMINOLOGY	17
INDEX.....	21

Preface

File Backup

Before installing your specialty code libraries, it is recommended that you make a backup copy of any previous data files you have entered into Medisoft. Go to the **File** menu and select **Backup Data** to perform the backup. See the Medisoft online Help for complete instructions.

Installation

Check the Medisoft Knowledge Base (www.medisoft.com/kb) for the most current technical information. Close all open applications prior to installation.

1. Insert the CD in the local CD-ROM drive.
2. When the installation splash screen appears, select **Codes on Disk**. If the splash screen does not appear automatically, click **Start** in your Task bar and select **Run**. Type **X:\AUTORUN** (where X is your CD-ROM drive letter) and click **OK** or press **ENTER**. Select **Codes on Disk**.
3. Click the link for the version of Codes on Disk that you purchased; for instance, click **Codes for Medisoft 16**.
4. In the **Welcome** screen, click **Next**.
5. Click **I Accept** in the **End User License Agreement** screen. If you do not accept the terms set forth, you cannot complete the install.
6. In the **Select Destination Directory** screen, indicate the directory into which you want the program installed. The default is **C:\PROGRAM FILES\MEDISOFT**.
7. You are prompted to back up your files in the **Backup Replaced Files?** screen. It is recommended that you back up your files if you have not already done so immediately prior to the installation. If you choose not to back up the files, skip to step 7. Click **Next**.
8. In the **Select Backup Directory** screen, indicate where you want the backup files to be stored. The default is **C:\PROGRAM FILES\MEDISOFT\BACKUP**. Click **Next**.
9. You are ready to install. Click **Next**.
10. Once installation is complete, click **Finish**.
11. Select **Exit** in the splash screen.

Copyright

Medisoft and documentation Copyright © 2010 McKesson Corporation and/or one of its subsidiaries. All Rights Reserved.

END USER LICENSE AGREEMENTS

NOTICE: BEFORE PROCEEDING, PLEASE READ THE FOLLOWING LEGAL AGREEMENT WHICH CONTAINS RIGHTS AND RESTRICTIONS ASSOCIATED WITH YOUR USE OF THE MCKESSON SOFTWARE AND ANY DOCUMENTATION PROVIDED TO YOU BY MCKESSON INFORMATION SOLUTIONS, LLC OR ITS AFFILIATES.

This End-User License Agreement ("EULA") is a legal agreement between you, either an individual or a single entity ("End User" or "You") and McKesson Information Solutions LLC, on behalf of itself and the McKesson Affiliates ("McKesson") for the Software and Clinical Content, as those terms are defined in Section 1.1.1 below, that McKesson provides to End User. By installing, copying, or otherwise using the Software or Clinical Content, You agree to be bound by the terms of this EULA. If You do not agree to the terms of this EULA, You may not install or use the Software.

AS FURTHER DESCRIBED BELOW, USE OF THE SOFTWARE ALSO OPERATES AS YOUR CONSENT TO THE TRANSMISSION, FROM TIME TO TIME, OF CERTAIN COMPUTER AND SOFTWARE USAGE INFORMATION TO MCKESSON.

If You have previously entered into a written license agreement directly with McKesson or any of its predecessors, including but not limited to Physicians Micro Systems, Inc., for license of the Software, then this EULA does not apply to You, even if You click "accept" to continue installation.

If You did not obtain the Software either directly from McKesson or from an authorized McKesson reseller, or if You have not paid either McKesson or an authorized McKesson reseller in full for this license, then this EULA offer is rescinded and You are not authorized to install or use this Software. The term of this EULA ("Term") commences on the date the End User first installs the Software and continues until terminated pursuant to Section 2.5.1.

SECTION 1: SOFTWARE

1.1 Software and Clinical Content.

1.1.1 Definitions

(a) "Clinical Content" means medical or clinical information such as terminology, vocabularies, decision support rules, alerts, drug interaction knowledge, care pathway knowledge, standard ranges of normal or expected result values, and any other clinical content or rules provided to End User for use with the Software, together with any related Documentation. Clinical Content may be either (a) owned by McKesson or (b) owned by a third party and sublicensed to End User under this EULA.

(b) "Concurrent User" means a Permitted User identified by a unique user ID issued by End User that is one user out of a maximum number of users permitted to access the Software simultaneously.

(c) "Confidential Information" means any information or material, other than Trade Secrets, that is of value to McKesson and is not generally known to third parties, or that McKesson obtains from any third party that McKesson treats as confidential whether or not owned by McKesson. Confidential Information shall not include information that You can show is: (1) known by You at the time of receipt from McKesson and not subject to any other nondisclosure agreement between the parties; (2) now, or which hereafter

becomes, generally known to the public through no fault of You; (3) otherwise lawfully and independently developed by You without reference to Confidential Information; or (4) lawfully acquired by You from a third party without any obligation of confidentiality.

(d) "Data Center" means one data center located in the United States only and operated by End User.

(e) "Documentation" means user guides or operating manuals containing the functional specifications for the McKesson owned software and Clinical Content, as may be reasonably modified from time to time, provided to End User.

(f) "Facility" means one discrete location, in the United States only, where healthcare services are administered by a Provider or Providers or operated by End User as applicable.

(g) "McKesson Affiliates" means NDCHealth Corporation (but specifically excluding PST Services, Inc.) and any U.S. entities that, now or in the future, are controlled by either McKesson Information Solutions LLC or NDC Health Corporation.

(h) "Permitted User" means any individual (a) End User employee, (b) consultant or independent contractor who has need to use the Software based upon a contractual relationship with End User, so long as (i) such consultant or independent contractor is not a McKesson competitor, (ii) End User remains responsible for use of the Software by such consultant or independent contractor, and (iii) such consultant or independent contractor is subject to confidentiality and use restrictions at least as strict as those contained in this EULA,

(c) physician with admitting privileges at a Facility, (d) employee of such physician, and (e) medical professional authorized to perform services at a Facility.

(i) "Provider" means specially trained and licensed personnel (e.g., medical doctor, doctor of osteopathy, physician assistant, physical therapist, dietician, and advanced registered nurse practitioner) directly billing for patient care services either (i) under his or her name, (ii) the name of the practice, or (iii) under the name of a supervisory Provider. "Full-time Providers" are Providers working 20 hours a week or greater. "Part-time Providers" are Providers working less than 20 hours a week or a doctor in residency training.

(j) "Software" means (i) software in object code form only that accompanies this EULA, and (ii) related Documentation (collectively, "Software").

(k) "Term" has the meaning set forth in the fifth paragraph of the Introductory Section.

(l) "Trade Secret" means any information of McKesson or that McKesson has acquired from a third party which is not commonly known by or available to the public, which (1) derives economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use, and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Trade Secret shall include, but not be limited to, Software, Documentation, Clinical Content and the terms and conditions of this EULA.

1.1.2 License Grant.

(a) Perpetual License. Subject to the terms of this EULA, McKesson grants to End User, and End User accepts, a limited, nonexclusive, nontransferable, non-sublicensable, perpetual license to use the Software and Clinical Content (excluding the Revenue Management Direct Software and related Clinical Content) for End User's internal purposes. Depending on the intended usage, Clinical Content may be provided in either paper or electronic formats.

(b) Revenue Management Direct Term License. Subject to the terms of this EULA and the Subscription Agreement, as defined below, McKesson grants to End User, and End User accepts, a limited, nonexclusive, nontransferable, non-sublicensable, license to use the Revenue Management Direct Software and related Clinical Content for End User's internal purposes for a specific license term (the "License Term") specified in a separate subscription agreement between You and McKesson (the "Subscription Agreement"). The License Term will renew automatically as set forth in the Subscription Agreement.

(c) The license grant in this Section is expressly subject to the following conditions: (i) the Software may be installed only on equipment at Facilities and Data Centers as specified in Section 1.1.3(c) below, (ii) the Software and Clinical Content may be accessed or used only by Permitted Users in the U.S., (iii) use of the Software and Clinical Content is limited by the usage-based variable(s) as specified in Section 1.1.3(c) below, and (iv) the Software and Clinical Content may be used to provide service bureau or other similar services, or hosted by a third party (e.g. outsourcing or facility management service provider), only if expressly permitted in a separate writing by McKesson.

(d) Third Party Software. Any software that is owned by a third party and provided to End User with the Software is subject to that license and terms and conditions accompanying such Third Party Software. McKesson may substitute different software for any Third Party Software, if McKesson reasonably demonstrates the need to do so.

1.1.3 Software License Restrictions.

(a) Copying and Modification. End User shall not to duplicate the Software, except as required for its use in accordance with this Agreement, provided that End User may make one (1) backup copy of the Software solely for archival purposes. Such back-up copy shall include McKesson's copyright and other proprietary notices, and shall be subject to all the terms and conditions of this EULA. End User will not alter any trademark, copyright notice, or other proprietary notice on the Software or Documentation, and will duplicate each such trademark or notice on each copy of the Software and Documentation.

(b) Facility Limitation. The Software will be installed only at Facilities and Data Centers as set forth in Section 1.1.3(c) below, except that the Software may be installed on a temporary basis at an alternate location in the U.S. if End User is unable to use the Software at such Facility or Data Center due to equipment malfunction or force majeure event. End User will promptly notify McKesson of the alternate location if such temporary use continues for longer than 30 days.

(c) The following additional restrictions apply to the Software as set forth below:

i. Lytec SU (single user): Single machine; unlimited named users; no Concurrent Users; No remote access.

ii. Lytec MU (multiple user): Up to 3 Concurrent Users; Installation on a networked system (i.e., no limits on number of machines) present at one or more Facilities or Data Centers, all directly controlled by End User.

iii. Lytec Professional: Up to five Concurrent Users; Installation on a networked system (i.e., no limits on number of machines) present at one or more Facilities or Data Centers, all directly controlled by End User.

iv. Lytec Client Server: Available to the number of Concurrent Users purchased from

McKesson or the McKesson reseller; Installation on a networked system (i.e., no limits on number of machines) present at one or more Facilities or Data Centers, all directly controlled by End User.

v. Lytec MD: Available to the number of Providers and Concurrent Users purchased from

McKesson or the McKesson reseller; One Provider license includes 5 concurrent users; additional Providers or Concurrent Users must be licensed.

vi. Medisoft Basic or Medisoft Original: Single machine; unlimited named users; no concurrent users; No remote access.

vii. Medisoft Advanced: Single machine; unlimited named users; no concurrent users; No remote access.

viii. Medisoft Network Professional: Available to the number of Concurrent Users purchased from McKesson or the McKesson reseller; Installation on a networked system (i.e., no limits on number of machines) present at one or more Facilities or Data Centers, all directly controlled by End User.

ix. Practice Partner: Available to the number of Providers purchased from McKesson or the McKesson reseller; add-on licenses for some End Users may be licensed on Concurrent User basis if original license

was Concurrent User based- please check with Your McKesson reseller; Installation on a networked system (i.e., no limits on number of machines) present at one or more Facilities or Data Centers, all directly controlled by End User.

(d) Current Procedural Terminology (CPT). The Software may include the Current Procedural Terminology (CPT) code set, maintained by the American Medical Association through the CPT Editorial Panel, describing medical, surgical, and diagnostic services and designed to communicate uniform information about medical services and procedures among physicians, coders, patients, accreditation organizations, and payers for administrative, financial, and analytical purposes (the "CPT"). End User may only use the CPT code set consistent with these terms and conditions set forth on Exhibit A.

1.2 Export Law Assurances. End User may not use or otherwise export or re-export the Software or Documentation except as authorized by United States law and the laws of the jurisdiction in which the Software or Documentation was obtained. In particular, the Software or Documentation may not be exported, transshipped or re-exported (1) into (or to a national or resident of) those countries subject to a comprehensive economic sanctions program administered by the U.S. Department of the Treasury, Office of Foreign Assets Control ("OFAC") (Countries subject to OFAC embargo or sanctions can change at any time and can be reviewed by consulting materials available at <http://www.treas.gov/ofac/index.html> and <http://www.bis.doc.gov>); or (2) to anyone on the U.S. Treasury Department list of Specially Designated Nationals or the U.S. Department of Commerce Denied Persons List or Entity List, each as they may be amended from time to time and which may be found at <http://www.treas.gov/ofac/index.html> and <http://www.bis.doc.gov>.

1.3 Warranty. McKesson warrants to End User that the computer media on which the original Software is recorded will be free of defects in material and workmanship for a period of 30 days from the date of purchase under normal conditions of use and service. If the media becomes defective within 30 days from the date of purchase, if proof of original purchase can be verified, as End User's sole remedy and McKesson's sole obligation McKesson will replace the Software or at its option, McKesson may refund to End User the original McKesson purchase price.

1.4 Disclaimer. EXCEPT AS STATED IN THE WARRANTY OF SECTION 1.3, THE MCKESSON SOFTWARE AND CLINICAL CONTENT IS PROVIDED "AS IS WITH ALL FAULTS" AND IN ITS PRESENT STATE AND CONDITION. NO WARRANTY, REPRESENTATION, GUARANTEE, CONDITION, UNDERTAKING OR TERM, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, AS TO THE CONDITION, QUALITY, DURABILITY, ACCURACY, COMPLETENESS, PERFORMANCE, NON-INFRINGEMENT OF THIRD PARTY RIGHTS, MERCHANTABILITY, QUIET ENJOYMENT, OR FITNESS FOR A PARTICULAR PURPOSE OR USE OF THE MCKESSON SOFTWARE OR CLINICAL CONTENT IS GIVEN OR ASSUMED BY MCKESSON AND ALL SUCH WARRANTIES, REPRESENTATIONS, CONDITIONS, UNDERTAKINGS AND TERMS ARE HEREBY EXCLUDED TO THE FULLEST EXTENT PERMITTED BY LAW, AS ARE ANY WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE. MCKESSON DOES NOT WARRANT THAT DEFECTS IN THE MCKESSON SOFTWARE OR CLINICAL CONTENT WILL BE CORRECTED. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY MCKESSON OR ANY MCKESSON REPRESENTATIVE OR RESELLER SHALL CREATE A WARRANTY. MCKESSON DOES NOT WARRANT THAT THE SOFTWARE OR CLINICAL CONTENT WILL YIELD ANY PARTICULAR BUSINESS OR FINANCIAL RESULT. TO THE EXTENT THAT UPDATED VERSIONS OF THE SOFTWARE OR CLINICAL CONTENT ARE DEVELOPED AND RELEASED BY MCKESSON, END USER ASSUMES ALL RISKS ASSOCIATED WITH USING OLDER VERSIONS OF THE SOFTWARE, INCLUDING BUT NOT LIMITED TO THE RISK OF USING OUTDATED CLINICAL CONTENT.

1.5 Audit. Upon reasonable advance notice and no more than twice per calendar year, McKesson may conduct an audit to ensure that End User is in compliance with this EULA. Such audit will be conducted during regular business hours, and End User will provide McKesson with reasonable access to all relevant equipment and records. If an audit reveals that End User's use of any Software or Clinical Content during the period being audited exceeds the usage-based variable(s) licensed by End User, then McKesson may invoice End User for all such excess use based on McKesson's prevailing rate(s) in effect at the time the audit is completed, and End User will pay any such invoice. If such excess use exceeds

five percent of the licensed use, then End User will also pay McKesson's reasonable costs of conducting the audit.

SECTION 2: GENERAL TERMS

2.1.1 Confidential Information, Trade Secrets. You shall not use (except as permitted in connection with Your performance hereunder), disclose or permit any person access to any Trade Secrets (including, without limitation, the Software, Clinical Content and Documentation) while such information retains its status as a Trade Secret. During the Term and for a period of five (5) years thereafter, except as otherwise mandated by law, You shall not use, disclose, or permit any person access to any Confidential Information, except as permitted in connection with Your performance hereunder. You acknowledge that if You breach this Section 2.1.1, McKesson may have no adequate remedy at law available to it, may suffer irreparable harm, and will be entitled to seek equitable relief. You agree to protect such Confidential Information and Trade Secrets with no less diligence than You protect Your own confidential or proprietary information. If disclosure of Confidential Information is required under provisions of any law or court order, You will notify McKesson sufficiently in advance so McKesson will have a reasonable opportunity to object.

2.1.2 Software Usage Information. During registration or activation of software, and then on a regular basis, the Software will send information about the Software and Your use of the Software, to McKesson ("Usage Information"). This Usage Information helps prevent the unauthorized or prohibited use of the Software and also assists McKesson in offering End User other features and services. Usage Information sent by the Software may include the following: Customer # / serial number; software name; software version; date data was collected; total number of appointments in database; total number of visits in database; total number of transactions in database; for each item in the doctor list: number of appointments in last n days, number of visits in last n days, number of charges in last n days; for each clearinghouse in the system: number of claims submitted in last n days, number of eligibility queries submitted in last n days. Usage Information transmitted shall not include any individually identifiable information or any protected health information. End User may opt out of the collection of Usage information by sending notice to McKesson in accordance with Section 2.7 to the attention of the General Manager, Physician Practice Solutions. The notice must include the Software serial number.

2.1.3 Retained Rights. End User's rights in the Software will be limited to those expressly granted in this EULA. McKesson and its suppliers reserve all intellectual property rights not expressly granted to End User. All changes, modifications, improvements or new modules made or developed with regard to the Software, whether or not (a) made or developed at End User's request, (b) made or developed in cooperation with End User, or (c) made or developed by End User, will be solely owned by McKesson or its suppliers. End User acknowledges that the Software contains trade secrets of McKesson, and End User agrees not to take any step to derive a source code equivalent of the Software (e.g., disassemble, decompile, or reverse engineer the Software) or to permit any third party to do so. McKesson retains title to all material, originated or prepared for the End User under this EULA. End User is granted a license to use such materials in accordance with this EULA.

2.1.4 Maintenance Fees. Subject to payment of applicable fees, McKesson provides software maintenance services for Practice Partner Software, Medisoft Clinical Software and Lytec MD Software through an authorized McKesson reseller, or from McKesson, if You obtained the Software directly from McKesson. The scope and fees for such software maintenance services are set forth in a separate written agreement between You, and either the McKesson reseller or McKesson, as applicable.

2.2 Limitation of Liability.

2.2.1 Total Damages. MCKESSON'S TOTAL CUMULATIVE LIABILITY UNDER, IN CONNECTION WITH, OR RELATED TO THIS EULA WILL BE LIMITED TO (A) THE TOTAL FEES PAID (LESS ANY REFUNDS OR CREDITS) BY END USER FOR THE SOFTWARE GIVING RISE TO THE CLAIM, WHETHER BASED ON BREACH OF CONTRACT, WARRANTY, TORT, PRODUCT LIABILITY, OR OTHERWISE.

2.2.2 Exclusion of Damages. IN NO EVENT WILL MCKESSON BE LIABLE TO END USER UNDER, IN CONNECTION WITH, OR RELATED TO THIS EULA FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS OR LOSS OF GOODWILL, WHETHER BASED ON BREACH OF CONTRACT, WARRANTY, TORT, PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT MCKESSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

2.2.3 Material Consideration. THE PARTIES ACKNOWLEDGE THAT THE FOREGOING LIMITATIONS ARE A MATERIAL CONDITION FOR THEIR ENTRY INTO THIS EULA.

2.3 Professional Responsibility and Clinical Content Disclaimer. END USER ACKNOWLEDGES AND AGREES THAT ANY CLINICAL CONTENT FURNISHED BY MCKESSON HEREUNDER (WHETHER SEPARATELY OR INCLUDED WITHIN THE SOFTWARE) IS AN INFORMATION MANAGEMENT AND DIAGNOSTIC TOOL ONLY AND THAT ITS USE CONTEMPLATES AND REQUIRES THE INVOLVEMENT OF TRAINED INDIVIDUALS. END USER FURTHER ACKNOWLEDGES AND AGREES THAT MCKESSON HAS NOT REPRESENTED ITS SOFTWARE AS HAVING THE ABILITY TO DIAGNOSE DISEASE, PRESCRIBE TREATMENT, OR PERFORM ANY OTHER TASKS THAT CONSTITUTE THE PRACTICE OF MEDICINE.

2.4 Internet Disclaimer. CERTAIN SOFTWARE PROVIDED BY MCKESSON UTILIZES THE INTERNET. MCKESSON DOES NOT WARRANT THAT SUCH SOFTWARE WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE. MCKESSON DOES NOT AND CANNOT CONTROL THE FLOW OF DATA TO OR FROM MCKESSON'S OR END USER'S NETWORK AND OTHER PORTIONS OF THE INTERNET. SUCH FLOW DEPENDS IN LARGE PART ON THE INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT END USER'S CONNECTIONS TO THE INTERNET (OR PORTIONS THEREOF). ACCORDINGLY, MCKESSON DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO SUCH EVENTS.

2.5 Termination.

2.5.1 Termination. McKesson may terminate the EULA immediately upon notice to End User if End User: (a) materially breaches the EULA and fails to remedy such breach within 60 days after receiving notice of the breach from the terminating party, (b) materially breaches any other contract End User has entered into with McKesson, (c) infringes McKesson's intellectual property rights and fails to remedy such breach within ten (10) days after receiving notice of the breach from the terminating party, (d) materially breaches the EULA in a manner that cannot be remedied, or (e) commences dissolution proceedings or ceases to operate in the ordinary course of business.

2.5.2 Obligations upon Termination or Expiration. Upon the termination or expiration of this EULA, End User will promptly (a) cease using all Software and Clinical Content, (b) purge all Software and Clinical Content from all computer systems (including servers and personal computers), (c) return to McKesson or destroy all copies (including partial copies) of the Software and Clinical Content, and (d) deliver to McKesson written certification of an officer of End User that End User has complied with its obligations in this Section.

2.6 Discount Reporting. An order form or quote may contain a discount that End User is required to report in its cost reports or another appropriate manner under applicable federal and state anti-kickback laws, including 42 U.S.C. Sec. 1320a-7b(b)(3)(A) and the regulations found at 42 C.F.R. Sec. 1001.952(h). End User will be responsible for reporting, disclosing and maintaining appropriate records with respect to the discount and making those records available under Medicare, Medicaid or other applicable government health care programs.

2.7 General. This EULA is governed by and will be construed in accordance with the laws of the State of Georgia, exclusive of its rules governing choice of law and conflict of laws and any version of the Uniform Commercial Code; each party agrees that exclusive venue for all actions, relating in any manner to this EULA will be in a federal or state court of competent jurisdiction located in Fulton County, Georgia. End User will not assign this EULA without the written consent of McKesson; McKesson may, upon notice to End User, assign this EULA to any McKesson Affiliate or to any entity resulting from reorganization, merger, or sale, and may subcontract its obligations. Failure to exercise or enforce any right under this

EULA is not a waiver of such right. Neither party is liable for failing to fulfill its obligations due to acts of God or other causes beyond its reasonable control, except for End User's obligation to make payment. All notices relating to the parties' legal rights and remedies under this EULA must be provided in writing and delivered by: (a) postage prepaid registered or certified U.S. Post mail; or (b) commercial courier. All notices to McKesson will be sent to the following address with a copy to McKesson's General Counsel: 5995 Windward Parkway, Alpharetta, GA 30005. This EULA is the complete and exclusive agreement between the parties with respect to the subject matter hereof and may be modified, or any rights under it waived, only in a mutually-signed written agreement.

2.8 Government Customer Rights. If this Software is provided under a federal government contract, then McKesson intends that any Software provided under this EULA constitute "commercial item(s)" as defined in Federal Acquisition Regulation ("FAR") 2.101, including any Software, Clinical Content, Documentation or technical data. Additionally, all Software, Clinical Content, Documentation, or technical data provided by McKesson under this EULA will be considered related to such "commercial item(s)". If End User seeks rights in Software, Clinical Content, Documentation, or technical data provided by McKesson under this EULA, then McKesson grants only those rights established under any FAR or FAR Supplement clauses which are flowed down to McKesson under this EULA consistent with the delivery of "commercial item(s)". If End User contends that any Software, Clinical Content, Documentation, or technical data provided under this EULA does not constitute "commercial item(s)" as defined in FAR 2.101, then End User promptly will notify McKesson of the same, and identify what rights End User contends exist in such Software, Clinical Content, Documentation, or technical data. No rights in any such Software, Clinical Content, Documentation, or technical data will attach other than rights related to "commercial item(s)" unless End User provides such notice to McKesson, and McKesson expressly agrees in writing that such rights are granted under this EULA.

EXHIBIT A

CPT CODES AND TERMINOLOGY

SECTION 1: USER IS AN INDIVIDUAL WHO:

1.1 accesses, uses, and/or manipulates CPT codes and/or descriptions contained in the Software either at the input (the point at which data is entered into the Software), the output (the point at which data, reports, or the like are received from the Software), or both phases of using the Software; or

1.2 accesses, uses, and/or manipulates the Software to produce or enable an output that could not have been created without CPT embedded in the Software even though CPT may not be visible or directly accessible; or

1.3 makes use of an output of the Software that relies on or could not have been created without the CPT embedded in the Software even though CPT may not be visible or directly accessible (excepting that which would constitute fair use, internal reports, and claim forms for specific patients).

SECTION 2:

2.1 The Clinical Content and/or Software may incorporate the CPT terminology developed and copyrighted by the American Medical Association ("AMA"). The CPT codes and terminology are provided pursuant to a license agreement between McKesson and the AMA. If End User requires additional User licenses, End User may purchase additional licenses from McKesson and the parties will negotiate in good faith the terms and conditions under which McKesson will make available such additional User licenses.

2.1.1 End User acknowledges that the AMA reserves all rights, whether statutory or common-law, in the CPT terminology and that no rights therein are hereby conveyed to End User except to the extent that End User has been granted a license to the Software. THE AMA MAKES NO REPRESENTATIONS OR WARRANTIES EXPRESS OR IMPLIED, WITH RESPECT TO CPT, INCLUDING, WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. END USER FURTHER ACKNOWLEDGES THAT THE AMA SHALL NOT BE LIABLE TO END USER FOR ANY DAMAGES OF ANY NATURE WHETHER DIRECT, INDIRECT, SPECIAL,

PUNITIVE, OR CONSEQUENTIAL, ARISING FROM THIS AGREEMENT. The AMA shall not by reason of the incorporation of the CPT terminology in the Software or by any other reason be deemed a party to this Agreement and End User shall look solely to McKesson for the performance of any obligations due End User hereunder.

2.2 In the event that one or more of the provisions contained in the Agreement shall for any reason be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect the validity or enforceability of this Exhibit.

2.3 CPT only © 2000, 2001 etc. American Medical Association. All Rights Reserved. No fees schedules, basic units, relative values or related listings are included in CPT. AMA does not directly or indirectly practice medicine or dispense medical services. AMA assumes no liability for data contained or not contained herein.

2.4 CPT is commercial technical data and/or computer data bases and/or commercial computer software and/or commercial computer software documentation, as applicable which were developed exclusively at private expense by the American Medical Association, 515 North State Street, Chicago, Illinois, 60610. U.S. Government rights to use, modify, reproduce, release, perform, display, or disclose these technical data and/or computer data bases and/or computer software and/or computer software documentation are subject to the limited rights restrictions of DFARS 252.227-7015(b)(2) (June 1995) and/or subject to the restrictions of DFARS 227.7202-1(a)(June 1995) and DFARS 227.7202-3(a)(June 1995), as applicable for U.S. Department of Defense procurements and the limited rights restrictions of FAR 52.227-14 (June 1987) and/or subject to the restricted rights provisions of FAR 52.227-14 (1987) and FAR 52.227-19 (June 1987), as applicable, and any applicable agency FAR Supplements, for non-Department of Defense Federal procurements.

REVENUE MANAGEMENT END USER LICENSE AGREEMENT

THIS SUBSCRIPTION AGREEMENT ("SUBSCRIPTION AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU, EITHER AN INDIVIDUAL OR A SINGLE ENTITY ("END USER" OR "YOU") AND NDCHEALTH CORPORATION dba MCKESSON PROVIDER TECHNOLOGIES ("MCKESSON"). THIS SUBSCRIPTION AGREEMENT SETS FORTH YOUR RIGHTS AND OBLIGATIONS WITH RESPECT TO YOUR SUBSCRIPTION TO THE REVENUE MANAGEMENT SOFTWARE AND SERVICES ("SUBSCRIPTION SERVICES"). BY INSTALLING, COPYING, OR OTHERWISE USING THE SUBSCRIPTION SERVICES, YOU AGREE TO BE BOUND BY THE TERMS OF THIS SUBSCRIPTION AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIPTION AGREEMENT, YOU MAY NOT INSTALL OR USE THE SUBSCRIPTION SERVICES.

Please note that this Subscription Agreement is in addition to, and not in lieu of, the McKesson Physician Practice Solutions End User License Agreement ("EULA") which is incorporated herein by reference.

WE MAY FROM TIME TO TIME AMEND, SUPPLEMENT OR MODIFY THE TERMS AND CONDITIONS OF THIS SUBSCRIPTION AGREEMENT. IF WE MAKE MATERIAL CHANGES TO THIS SUBSCRIPTION AGREEMENT, WE WILL POST AN UPDATED VERSION OF THIS SUBSCRIPTION AGREEMENT AND WE MAY PROVIDE YOU WITH FURTHER NOTICE OF THE CHANGES VIA EMAIL. NOTWITHSTANDING THE FOREGOING, IT IS YOUR RESPONSIBILITY TO CHECK THIS SUBSCRIPTION AGREEMENT PERIODICALLY FOR CHANGES. YOUR CONTINUED USE OF ANY SUBSCRIPTION SERVICES FOLLOWING THE POSTING OF ANY UPDATED SUBSCRIPTION AGREEMENT CONSTITUTES YOUR ACCEPTANCE TO BE BOUND BY THE TERMS AND CONDITIONS OF SUCH UPDATED SUBSCRIPTION AGREEMENT. ANY AND ALL USE OF THE SUBSCRIPTION SERVICES AFTER THE POSTING OF AN UPDATED SUBSCRIPTION AGREEMENT WILL BE SUBJECT TO THE TERMS AND CONDITIONS OF SUCH UPDATED SUBSCRIPTION AGREEMENT.

1.1 License Term. Subject to the terms of this Subscription Agreement, McKesson grants to You, and You accept, a limited, nonexclusive, nontransferable, non-sublicensable, license to use the Subscription Services and the Subscription Content for Your internal purposes for a one year term commencing on the date of your initial installation and/or acceptance of the Subscription Services ("License Term"). The

License Term shall automatically renew on the same terms and condition of this Subscription Agreement in accordance with Section 9.2 below.

2.1 Authorized End Users: You hereby represent, warrant and covenant that (i) you are a natural person, 18 years of age or older, and a legal resident of the United States of America, and (ii) You are and will be during the term of this Subscription Agreement in full compliance with the terms and conditions of the EULA and this Subscription Agreement. We are relying on the foregoing representations and agreements and would not allow You to use the Subscription Services if such representations and agreements were not true.

3.1 Permitted Uses: You have a limited, nontransferable, nonexclusive, revocable, nonsublicenseable right to access and use the services and information that McKesson makes available in connection with the Subscription Services which You have selected solely for Your personal, noncommercial use in accordance with the terms of this Subscription Agreement. McKesson and its licensors retain all right, title and interest in and to any and all content or other works of authorship made available as part of the Subscription Services (the "Subscription Content"). No right, title or interest in any Subscription Content is transferred to You as a result of Your exercising any of the rights granted to You in this Subscription Agreement.

4.1 Additional Restrictions: The limited rights granted to You pursuant to this Subscription Agreement does not include any resale or commercial use of the Subscription Services or any Subscription Content; any collection and use of any Subscription Content, descriptions, or prices; any derivative use of the Subscription Services or Subscription Content; any downloading or copying of account information for the benefit of another entity or person; or any use of data mining, robots, or similar data gathering and extraction tools. You may not reproduce, duplicate, copy, sell, resell, distribute or make available to any third party, modify, reverse engineer, decompile, disassemble or create derivative works of or otherwise exploit for any commercial purpose the Subscription Services, the Subscription Content, or any portion of the foregoing, without express written consent of McKesson. Any unauthorized use by you shall result in the automatic termination of this Subscription Agreement and the permission and/or license granted by McKesson to you without the need for further action by McKesson.

5.1 Technological Limitations: McKesson will use reasonable efforts to keep the Subscription Services operational. However, certain technical difficulties may, from time to time, result in temporary service interruptions. McKesson also reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, functions of any of the Subscription Services or the Subscription Services in its entirety with or without notice. If McKesson permanently discontinues the Subscription Services or this Subscription Agreement (other than in the case of a termination of Your account for cause), McKesson will provide a pro-rata refund to You of the unused portion of any pre-paid Subscription Fee (as defined below). You agree that McKesson shall not be otherwise liable to You or to any third party for any of the direct or indirect consequences of any modification, suspension, discontinuance of or interruption to the Subscription Services.

6.1 Your Information: You agree to provide us with accurate and complete information required to register for the Subscription Services and at other times as required in connection with using the Subscription Content ("Registration Information"). You also agree to maintain and update Your Registration Information as necessary to keep it accurate, current and complete.

7.1 Subscription and Billing: You shall pay McKesson's current charges for all use of the Subscription Services as such charges are in effect from time to time. You can find specific details regarding Your subscription, including, without limitation, the current fees for Your subscription, at anytime by clicking on the "billing info" tab in the subscription manager window. You shall pay for all Subscription Services ordered through Your account.

8.1 Payment Methods; Credit Cards; Taxes: Prior to using any Subscription Services, You must provide McKesson with the applicable payment using one of the following credit cards: Visa, MasterCard, or American Express.

8.2 When subscribing to a Subscription Services You shall provide accurate and complete payment information, including all of the following: (i) Your name (as it appears on the card), (ii) Your credit card number, (iii) the credit card type, (iv) the credit card's expiration date and (v) any activation numbers or

codes which are needed to charge Your card. You hereby agree that by submitting that information to us, You authorize us to charge Your credit card at our convenience but within thirty (30) days of credit card authorization. You agree to pay all applicable fees and charges incurred in connection with Your subscription to a Subscription Services at the rates in effect when the charges were incurred. IF MCKESSON DOES NOT RECEIVE PAYMENT FROM YOUR CREDIT CARD ISSUER OR ITS AGENT, YOU AGREE TO PROMPTLY PAY ALL AMOUNTS DUE UPON DEMAND BY MCKESSON. You are solely responsible for paying any taxes which may be imposed on Your subscription, including, without limitation, sales, value-added or use taxes.

9.1 Billing: As a subscriber, You agree that we are permitted to charge Your credit card an annual subscription fee, any applicable sales tax and any other charges You may incur in connection with Your use of the Subscription Services (collectively, the "Subscription Fee"). The Subscription Fee will be billed automatically to Your credit card monthly, quarterly, or annually unless and until You cancel Your subscription. All fees and charges are nonrefundable.

9.2 Automatic Renewals: Unless You cancel or McKesson terminates Your subscription in accordance with this Subscription Agreement, Your subscription to the Subscription Services will be automatically renewed for successive annual subscription terms on a yearly basis. For Your convenience, we will charge the then-current annual subscription fee to the credit card You provide to us during registration (or to a different credit card if You have changed Your account information in accordance with this Subscription Agreement) in monthly, quarterly, or annual payments. Notwithstanding anything herein to the contrary, McKesson shall have the right to change our prices and billing methods applicable to the Subscription Services from time to time and such changes are effective immediately upon notice to you in writing or via email delivery to You. McKesson shall use commercially reasonable efforts to notify You of any increases in the fee for Your renewal Subscription Services, at least ten (10) days prior to renewal so that You have an opportunity to cancel Your Subscription Services.

9.3 Unauthorized Charges: You agree that any discrepancies appearing on Your credit card statement will be deemed accepted by You for all purposes unless You notify McKesson of any such discrepancies within sixty (60) days after they first appear on such statement. You hereby release McKesson from all liabilities and claims of loss resulting from any error or discrepancy that is not reported to us within sixty (60) days of its first appearance on a credit card statement.

10.1 Disclaimer: THE SUBSCRIPTION SERVICES AND SUBSCRIPTION CONTENT IS PROVIDED "AS IS WITH ALL FAULTS" AND IN ITS PRESENT STATE AND CONDITION. NO WARRANTY, REPRESENTATION, GUARANTEE, CONDITION, UNDERTAKING OR TERM, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, AS TO THE CONDITION, QUALITY, DURABILITY, ACCURACY, COMPLETENESS, PERFORMANCE, NONINFRINGEMENT OF THIRD PARTY RIGHTS, MERCHANTABILITY, QUIET ENJOYMENT, OR FITNESS FOR A PARTICULAR PURPOSE OR USE OF THE SUBSCRIPTION SERVICE OR SUBSCRIPTION CONTENT IS GIVEN OR ASSUMED BY MCKESSON AND ALL SUCH WARRANTIES, REPRESENTATIONS, CONDITIONS, UNDERTAKINGS AND TERMS ARE HEREBY EXCLUDED TO THE FULLEST EXTENT PERMITTED BY LAW, AS ARE ANY WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE. MCKESSON DOES NOT WARRANT THAT DEFECTS IN THE SUBSCRIPTION SERVICE OR SUBSCRIPTION CONTENT WILL BE CORRECTED. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY MCKESSON OR ANY MCKESSON REPRESENTATIVE OR RESELLER SHALL CREATE A WARRANTY. MCKESSON DOES NOT WARRANT THAT THE SUBSCRIPTION SERVICE OR SUBSCRIPTION CONTENT WILL YIELD ANY PARTICULAR BUSINESS OR FINANCIAL RESULT. TO THE EXTENT THAT UPDATED VERSIONS OF THE SUBSCRIPTION SERVICE OR SUBSCRIPTION CONTENT ARE DEVELOPED AND RELEASED BY MCKESSON, END USER ASSUMES ALL RISKS ASSOCIATED WITH USING OLDER VERSIONS OF THE SUBSCRIPTION SERVICE OR SUBSCRIPTION CONTENT, INCLUDING BUT NOT LIMITED TO THE RISK OF USING OUTDATED SUBSCRIPTION CONTENT.

11.1 Limitation of Liability:

11.1 Total Damages. MCKESSON'S TOTAL CUMULATIVE LIABILITY UNDER, IN CONNECTION WITH, OR RELATED TO THIS SUBSCRIPTION AGREEMENT WILL BE LIMITED TO (A) THE TOTAL FEES

PAID (LESS ANY REFUNDS OR CREDITS) BY YOU FOR THE SUBSCRIPTION SERVICES GIVING RISE TO THE CLAIM, WHETHER BASED ON BREACH OF CONTRACT, WARRANTY, TORT, PRODUCT LIABILITY, OR OTHERWISE.

11.2 Exclusion of Damages. IN NO EVENT WILL MCKESSON BE LIABLE TO YOU UNDER, IN CONNECTION WITH, OR RELATED TO THIS SUBSCRIPTION AGREEMENT FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS OR LOSS OF GOODWILL, WHETHER BASED ON BREACH OF CONTRACT, WARRANTY, TORT, PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT MCKESSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

11.3 Material Consideration. THE PARTIES ACKNOWLEDGE THAT THE FOREGOING LIMITATIONS ARE A MATERIAL CONDITION FOR THEIR ENTRY INTO THIS SUBSCRIPTION AGREEMENT.

12.1 Termination; Cancellation:

12.2 Termination: You acknowledge and agree that McKesson may suspend or terminate Your access to and use of the Subscription Services at any time, with or without cause, in McKesson's absolute discretion and without notice, including for any breach of this Subscription Agreement. The relevant version of this Subscription Agreement shall continue to apply to the applicable prior use of the Subscription Services.

12.2 Cancellation: You may cancel Your subscription to the Subscription Services at anytime. You must cancel Your subscription before it renews in order to avoid billing of subscription fees applicable to the subsequent annual renewal term to Your credit card.

12.3 Refunds: All fees and charges which You have paid for Subscription Services are nonrefundable; provided, however, in the event McKesson terminates Your access to the Subscription Services without cause prior to the completion of Your subscription and You have prepaid for more than one month of Subscription Services, You will receive a pro-rata refund for any prepaid and unused Subscription Services fees.

13.1 Governing Law and Forum for Disputes: This Subscription Agreement is governed by and will be construed in accordance with the laws of the State of Georgia, exclusive of its rules governing choice of law and conflict of laws and any version of the Uniform Commercial Code; each party agrees that exclusive venue for all actions, relating in any manner to this Subscription Agreement will be in a federal or state court of competent jurisdiction located in Fulton County, Georgia. You agree that you will not assign this Subscription Agreement without the written consent of McKesson; McKesson may, upon notice to You, assign this Subscription Agreement to any McKesson Affiliate or to any entity resulting from reorganization, merger, or sale, and may subcontract its obligations. Failure to exercise or enforce any right under this Subscription Agreement is not a waiver of such right. Neither party is liable for failing to fulfill its obligations due to acts of God or other causes beyond its reasonable control, except for End User's obligation to make payment. All notices relating to the parties' legal rights and remedies under this Subscription Agreement must be provided in writing and delivered by: (a) postage prepaid registered or certified U.S. Post mail; or (b) commercial courier. All notices to McKesson will be sent to the following address with a copy to McKesson's General Counsel: 5995 Windward Parkway, Alpharetta, GA 30005.

14.1 General Provisions: Failure by McKesson to enforce any provision(s) of this Subscription Agreement shall not be construed as a waiver of any provision or right. In the event that any portion of this Subscription Agreement is held to be unenforceable, the unenforceable portion must be construed as nearly as possible to reflect the original intent, the remaining portions remain in full force and effect, and the unenforceable portion remains enforceable in all other contexts and jurisdictions. This Subscription Agreement constitutes the entire agreement between You and McKesson with respect to the Subscription Services and supersedes all prior oral or written understandings, communications or agreement not specifically incorporated herein. Any claim under this Subscription Agreement must be brought within one (1) year after the date upon which the cause of action arose or shall be deemed waived.

Chapter 1

Using Codes on Disk

Overview

Codes on Disk is a professional code editing program that has been on the market for many years. Medisoft programs are the most widely-distributed patient accounting programs on the market today and are used in all segments of the healthcare profession. Codes on Disk, in conjunction with Medisoft, provides the healthcare professional an excellent tool for managing procedure and diagnosis codes that are essential to the practice.

Codes on Disk is a file merging program that lets you combine predefined CPT and ICD-9 specialty-specific codes with your data files. Instead of entering all of your procedure and diagnosis codes by hand, this program lets you install and edit these codes quickly and easily. It eliminates the need to enter the codes by hand.

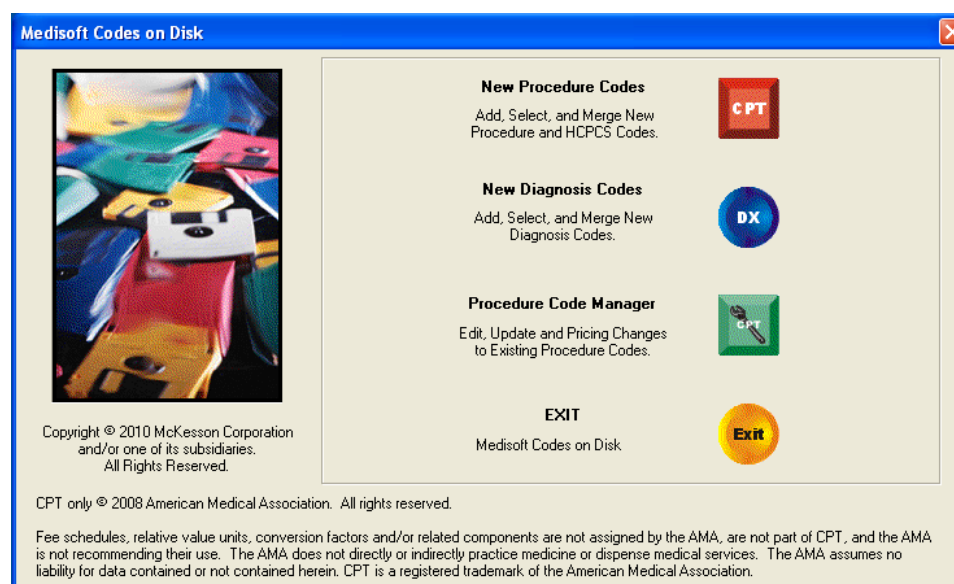
It uses code libraries compiled by Ingenix, one of the most prestigious companies in healthcare coding. Ingenix makes an effort to include the codes you need for your specialty and exclude those that do not apply. The data files include all revisions effective January 1, 2004. Because it is impossible to predict all of the codes that are appropriate to your individual practice, the specialty-specific code libraries are standardized.

Within Codes on Disk are file management windows that let you print, view, and edit all procedure codes and diagnosis codes at once. You have the option to edit just the new codes you want installed, or you can edit all of your codes, including those already existing in your data files.

Codes on Disk works with the Windows version of any Medisoft program. Therefore, when the manual refers to "Medisoft," or "your data files," the reference is to data files within your Medisoft program.

Starting the Program

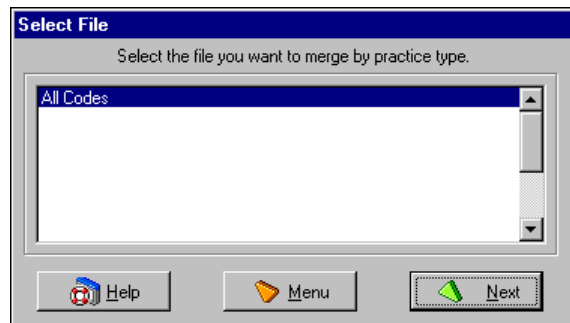
Open the Start menu from the Task bar, select **Programs**, **Medisoft**, and then click **Medisoft Codes on Disk**. The **Codes on Disk** main menu is displayed.



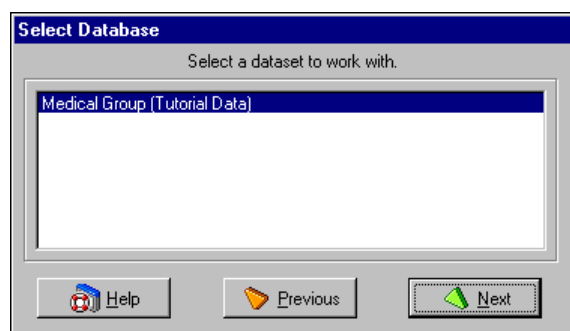
From this menu, you can choose to select **New Procedure Codes**, select **New Diagnosis Codes**, edit procedure codes through the **Procedure Code Manager**, or **Exit** the program.

Adding, Selecting and Merging New Procedure Codes

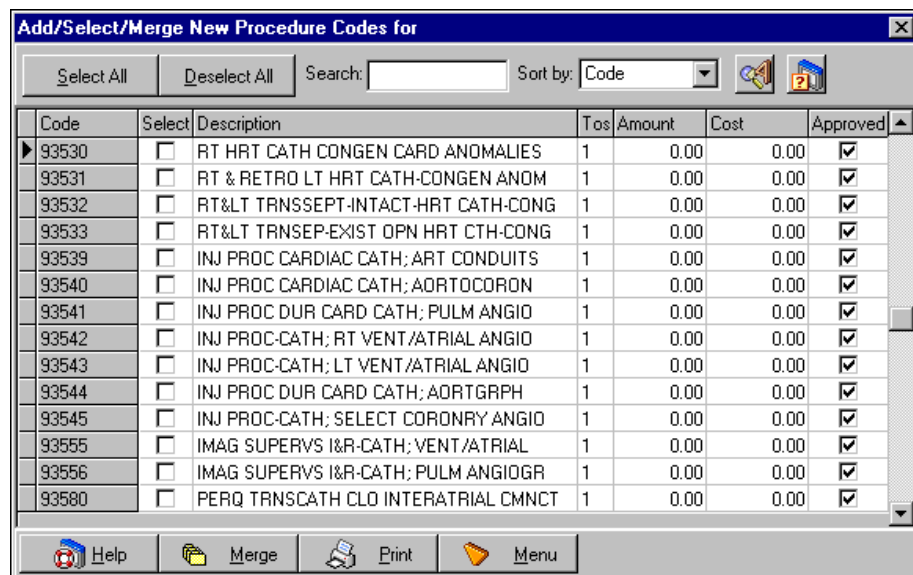
On the Codes on Disk main menu, select **New Procedure Codes** to display the **Select File** window.



In this window, select the specialty code file you want installed and click **Next**. The **Select Database** window is displayed.



Highlight the desired practice name and then click **Next**, which becomes active after highlighting or selecting a database. The **Add/Select/Merge New Procedure Codes** window will appear.



In the upper right corner of the window is the Hints speed button. This is a toggle to turn on/off the balloon help that pops up when the cursor passes over a field or button. To its left is the Find speed button, which allows a search based on any of seven fields. At the bottom of the window, the **Help** button accesses extensive Help files. **Menu** returns you to the Codes on Disk main menu. Clicking **Merge** begins the merge process. See Merging on page 3.

The **Print** button displays the **Print Options** window, where you have options of previewing or printing a list of the codes. Choosing any of the four radio buttons begins the selected command. If you choose to preview a list, you can still print that list from the **Preview** window.

At the top left of the **Add/Select/Merge New Procedure Codes** window are the **Select All** and **Deselect All** buttons. These can be used to help you choose the codes to be merged with Medisoft. By default, all codes are selected for merging. If you want to merge only a few of the codes, click **Deselect All** and then locate and select only those codes you want to merge.

In the middle of the window is a grid displaying AMA-approved codes listed sequentially by code number. Each code also includes fields for its **Description**, **Type of Service** (TOS), **Amount**, **Cost**, and **HIPAA status** (Approved). Edits can be made to all the fields except **Code**.

The **Search** and **Sort By** fields above the grid allow you to perform searches for a code.

Editing in the Add/Select/Merge New Procedure Codes Window

You can edit procedure codes in this window before merging them with Medisoft. If you want, you can revise the description, type of service, enter the amount charged by your practice for each procedure, enter the actual cost to your practice for that procedure, and/or change the HIPAA approval setting before merging.

When merged, the edited fields will overwrite the information contained in those same fields in Medisoft.

If you have revised a code description in your database and want to update the code but not the description, delete the information in the **Description** field in this window. Any blank field in the **Add/Select/Merge New Procedure Code** window will not affect the same field in the Medisoft database. If you do not want to replace the description of all merged codes, uncheck the **Description** box in the **Merge Detail** window (which appears after clicking **Merge**).

Merging

When you finish editing the procedure codes, clicking **Merge** displays the **Merge Detail** window.

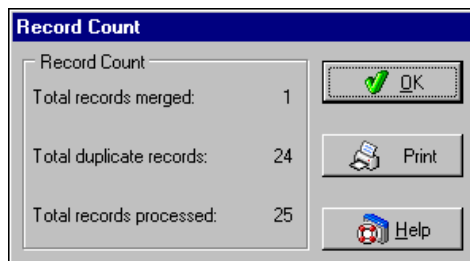
This window explains that you can merge and overwrite fields. If you choose to overwrite and have already edited your codes, click **Merge & Overwrite**.

A confirmation dialog box is displayed with the message, "Are you SURE you want to overwrite any existing codes?" Click **Yes** to continue the merge process or **No** to return to the **Add/Select/Merge New Procedure Codes** window.

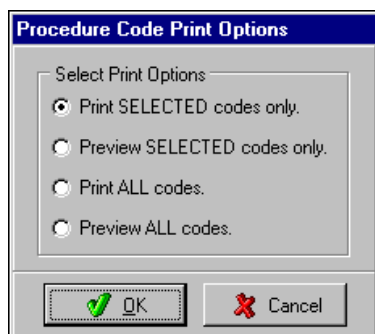
If you do not want to overwrite any existing information in your database, click **Merge No Overwrite** in the **Merge Detail** window. If you choose not to merge at this time, click **Cancel** to return to the previous window.

If you have clicked either merge button in the **Merge Detail** window, the process that merges the selected codes with Medisoft is activated. The window is displayed, showing the progress of the procedure by the moving colored blocks.

When the process is complete, the **Record Count** window is displayed, showing the record totals. In the example below, **Merge No Overwrite** was selected.



Clicking **Print** in this window displays the **Procedure Code Print Options** window.



If you choose to preview, you can still print the report from the **Preview** window. You can print or preview either the codes you've selected for merging or all of the codes. If you choose not to print or preview the list, clicking **Close** returns you to the **Add/Select/Merge New Procedure Codes** window.

When you access the **Procedure Code List** in Medisoft, the newly merged codes are available for immediate use.

Editing Procedure Codes

After merging the new procedure codes with the existing codes in your database, more detailed edits are possible. These changes are done in the **Edit Existing Procedure Codes** window.

A valuable feature of Codes on Disk is the ability to make global pricing changes to procedure code charges at any point during the year. This eliminates having to update each code individually.

From the main menu, select **Procedure Code Manager**. Select the database with which you want to associate the codes and click **Next**. The **Edit Existing Procedure Codes** window appears.

Code 1	Description	Amount A	TOS	Cost	Amount I
17110	Wart Removal	15.00		0.00	
29130	App. of Finger Splint, Static	30.00		5.00	
36215	Lab Drawing Fee	8.00	5	3.00	
43220	Esophageal Endoscopy	275.00		0.00	
70250	X-Ray, Skull, 4 Views	55.00	4	0.00	
70360	X-Ray, Neck	45.00		0.00	
70373	X-Ray, Laryngography	45.00		0.00	
71020	X-Ray, Chest, 2 Views	53.00	4	0.00	
71030	X-Ray, Chest, Min 4 Views	65.00	4	0.00	
71040	Contrast X-Ray of Bronchitis	50.00		0.00	
72052	X-Ray, Spinal, Complete	80.00		0.00	
73130	X-Ray, Hand, Min 3 Views	45.00	4	0.00	
73562	X-Ray, Knee, Mn 3 Views	45.00	4	0.00	

In this window, you can make further detailed changes to any procedure code and have access to making global pricing changes. The **Edit Existing Procedure Codes** window has **Search** and **Sort By** fields to help you find a specific code. It also has a Find speed button and a Hints toggle icon. At the bottom of the window are function buttons.

Clicking **Help** displays extensive help for the activities features in this window. The **Menu** button returns you to the main menu.

When you highlight any field for a particular code, clicking **Edit Code**, pressing **F9** or double-clicking in the field will display a window for editing details of that procedure code.

The code editing window has two tabs, General and Amounts. In the General tab, changes can be made to all fields except **Code 1** or **Code Type**.

In the Amounts tab, changes can be made to the following fields: **Charge Amounts A:** through **Z:** (in Medisoft basic, only the **A:** field is available), **Cost of Service/Product**, and **Medicare Allowed Amount**.

0001F BLOOD PRESSURE MEASURED

General **Amounts**

Charge Amounts

A: 0.00	H: 0.00	O: 0.00	V: 0.00
B: 0.00	I: 0.00	P: 0.00	W: 0.00
C: 0.00	J: 0.00	Q: 0.00	X: 0.00
D: 0.00	K: 0.00	R: 0.00	Y: 0.00
E: 0.00	L: 0.00	S: 0.00	Z: 0.00
F: 0.00	M: 0.00	T: 0.00	
G: 0.00	N: 0.00	U: 0.00	

Cost of Service/Product: 0.00 Medicare Allowed Amount: 0.00

Save Cancel Help

After any changes, click **Save**.

From the **Edit Existing Procedure Codes** window, clicking **Pricing** will bring you into the **Enter Pricing Changes** window.

Enter Pricing Changes

Select Method of Increase

☐ Increase by dollar amount ☒ Increase by percent

Select Type of Codes to Increase

☒ Procedure Charges ☐ Inside Lab Charges ☐ Product Charges

Amount

Increase Amount: %

☐ Round amount to the nearest dollar.

Help Start Previous

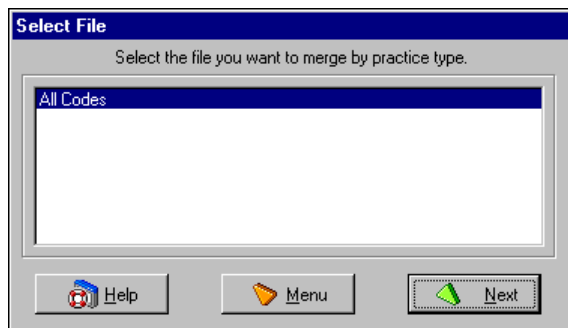
Actions in this window make global pricing changes to your procedure codes. You make decisions concerning the method of increase, the type of code to which to apply the increase, and the amount of increase.

After you have made your selections, click **Start** to apply the desired change. Following any changes in the pricing window, you will be returned to the **Edit Existing Procedure Codes** window.

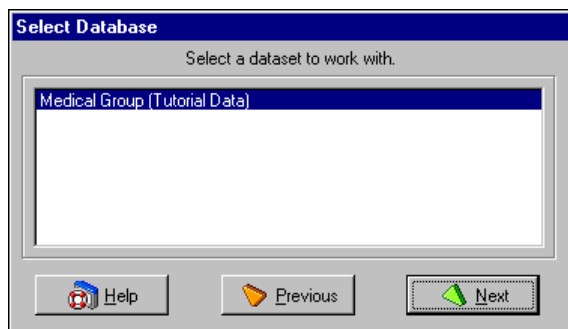
Clicking **Previous** returns you to the **Edit Existing Procedure Codes** window.

Adding, Selecting and Merging New Diagnosis Codes

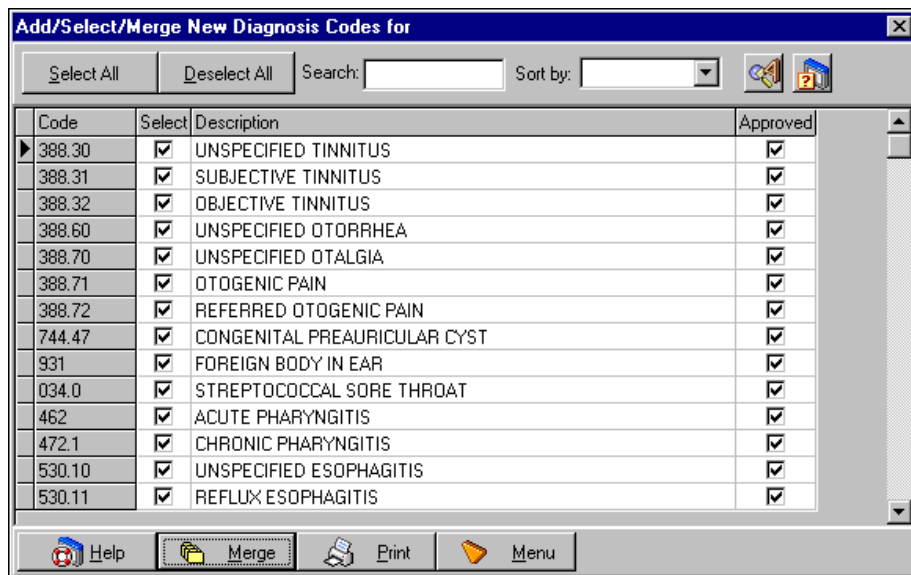
If you want to add, edit, and/or merge diagnosis codes, click the DX button in the main menu. This will display the **Select File** window.



In this window, select the specialty code file you want installed and click **Next**. The **Select Database** window is displayed.



Highlight the desired practice database and then click **Next**, which becomes active after highlighting or selecting a database. The **Add/Select/Merge New Diagnosis Codes** window will appear.



In the upper right corner of the window is the Hints speed button. This is a toggle to turn on/off the balloon help that pops up when the cursor passes over a field or button. To its left is the Find speed button, which allows a search based on any of seven fields. At the bottom of the window, the **Help** button accesses the extensive Help files. The **Menu** button returns you to the Codes on Disk main menu. Clicking **Merge** begins the process. See Merging on page 8.

The **Print** button displays the **Print Options** window, where you have options of previewing or printing a list of the codes. Choosing any of the four radio buttons begins the selected command. If you choose to preview a list, you can still print that list from the **Preview** window.

At the top left of the **Add/Select/Merge New Diagnosis Codes** window are **Select All** and **Deselect All** buttons. These can be used to help you choose the codes to be merged with Medisoft. By default, all codes are selected for merging. If you want to merge only a few of the codes, click **Deselect All** and then locate and select only those codes you want to merge.

In the middle of the window is a grid displaying diagnosis codes listed sequentially by code number. Each code also includes a field for its Description. Edits can be made only to the **Description** field.

The **Search** and **Sort By** fields above the grid let you perform searches for a specific code.

Editing in the Add/Select/Merge New Diagnosis Codes Window

You can edit the descriptions of diagnosis codes in this window before merging them with Medisoft. When merged, the edited descriptions will replace those same fields in Medisoft. If you want to merge the code but don't want to replace the code description, delete the description before merging. Any blank field in the **Add/Select/Merge New Diagnosis Codes** window will not affect the same field in the Medisoft database.

Double-click any code to select that code for inclusion in the merge.

When finished with editing and selecting the diagnosis codes, click **Merge** to merge the codes with your Medisoft database.

Merging

When finished with editing the diagnosis codes, clicking **Merge** displays the **Merge Detail** window.

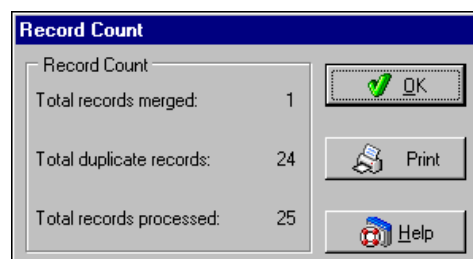
This window explains that you can merge and overwrite the Description field. If you choose to overwrite and have already edited your codes, click **Merge & Overwrite**.

A confirmation dialog box is displayed with the message, "Are you SURE you want to overwrite any existing codes?" Click **Yes** to continue the merge process or **No** to return to the **Add/Select/Merge New Diagnosis Codes** window.

If you do not want to overwrite any existing information in your database, click **Merge No Overwrite**. If you choose not to merge at this time, click **Cancel** to return to the **Add/Select/Merge New Diagnosis Codes** window.

If you have clicked either merge button in the **Merge Detail** window, the merge process is activated. The **Codes on Disk Merge Progress** window is displayed, showing the progress of the procedure.

When the process is complete, the **Record Count** window is displayed, showing the record totals.



In the example, **Merge No Overwrite** was selected.

Clicking **Print** in this window displays the **Diagnosis Code Print Options** window.

If you choose to preview, you can still print the report from the **Preview** window.

When you access the **Diagnosis Code List** of Medisoft, the newly merged codes are available for immediate use.

Completion

When both Procedure and diagnosis codes have been merged and edited, return to the main menu of Codes on Disk and select **Exit** or click the cancel [X] button in the top right corner of any window to close the program.

Appendix A

Where to Find Help with Codes on Disk

The Manual

Documentation Conventions

As steps required to use the program are explained, certain consistent instructions are given in the manual. Knowing these instructions helps you have a clearer understanding when they are used.

- **Buttons, Keys, and Title Designations**

For identification purposes, all buttons, keys, menu selection options, windows, and fields mentioned in the manual are in bold print (**File** menu, **Program Options**, **Delete**).

- **Entering Information**

When you are instructed to enter information, type the data, then press **ENTER** on your keyboard. For example, the instruction to “enter your name” means to type your name and press **ENTER**.

When instructions say an entry can be alphanumeric, it can be letters, numbers, or a combination of both. In most cases, a chart number is alphanumeric, a combination of letters and numbers.

When instructed to enter a date or phone number, use no punctuation. The program supplies the punctuation automatically. For dates, use the format of either MMDDYY or MMDDCCYY (for Medicare claims only).

Support Options

Technical help for learning and working with Medisoft is available in the following options: (1) **F1** key or **Help** buttons access online information while within the program; (2) accessing the Medisoft web site; (3) training options; (4) local Value-Added Resellers; and (5) Medisoft telephone technical support. Medisoft support is unable to provide training on the telephone.

Using Online Help

No matter where you are in your Medisoft program, help is close at hand. If you don't understand what is wanted, or how data should be entered, press **F1**, click **Help** (if available), or click the Help speed button, and data files are opened. Specific information and examples of how data should be entered is displayed in the Help window.

In addition, you can go to the **Help** menu and select **Table of Contents**. Highlighting any option in the Contents list opens the related help data fields.

Regardless of which of these entry points you utilize, you open the same Help files. Access the files in the manner most convenient to you.

Medisoft Web Site

The Knowledge Base is a searchable online database containing technical information relevant to the use of all Medisoft and related products. If you are working in a Medisoft program, access is made easy by going to the **Help** menu and selecting **Medisoft on the Web** or at the following web site:

<http://www.medisoft.com/kb>.

When accessed, you can search for information concerning all Medisoft products or any particular product. We try to maintain the most current technical information in the Knowledge Base. For instructions on how to use the Knowledge Base, click **Help** on the left side of the Knowledge Base page.

Training Options

There are various training options available. Contact your sales representative at (800) 333-4747 or a local Value-Added Reseller for information concerning these options.

Local Value-Added Resellers

There are local Value-Added Resellers of Medisoft in your market area who are knowledgeable and efficient in selling, installing, troubleshooting, and supporting your Medisoft program. You can contact a Medisoft sales representative for the name of a qualified Value-Added Reseller in your area to give you hands-on help.

Technical Support

Call Toll-Free (800) 334-4006. Get help directly from Technical Support services! Support is available to answer questions and assist in troubleshooting problems.

Support answers questions related to the operation of Medisoft software in a physician's office or a billing service. Support technicians are unable to assist with network configuration, computer hardware problems, training on how to do medical billing, or aligning your CMS forms. Support does provide software assistance to any customer, no matter where the program was purchased.

Support is unable to provide training or file repair over the telephone.

When You Call Support

You'll get faster service if you have these items ready when you call Support:

- Your Medisoft customer number. This is found on the upper right corner of the invoice or packing slip that came with your Medisoft program.
- The Serial Number and registration information for your Medisoft software.
- A complete description of your problem or question, including the complete text of any error messages.
- Have a current support contract already in place or be ready with credit card information to set one up.
- It is usually necessary for you to be able to work on your computer while you are talking to the technical support staff, so be sure your phone is close to the computer.

Service Hours

Support is available from 8:00 am to 8:00 pm EST Monday - Friday throughout the year. The exceptions to this availability will be holidays and an occasional all-staff meeting.

Updates and Changes

Go to the **Help** menu and select **Online Updates**. Any free update available is downloaded to your system.

F1 Look up Online Updates.

Tips and Shortcuts on the Internet

There's a wealth of information on the Medisoft web page on the Internet. The web site address is **www.medisoft.com**.

Appendix B

Basic Navigation in the Manual and Program

How to Use the Manual

This manual is designed to give you an overview of what the program is and how it can work for you. It is **not a complete how-to instruction manual**. The detailed instructions are contained in the online Help files.

More information concerning the manual is contained in Appendix A, page 11.

Data Entry Process

Entering data in the program is easy and straightforward. Select an option from the menus or click a speed button or icon. A data entry window for that function opens.

Buttons are placed in windows for easy editing and access. At the bottom of the **Patient List** window, for instance, are buttons for editing records, setting up new records, deleting records, or closing the window. Clicking **New** brings up a data entry window that lets you set up all of the information needed to create patient records, build patient ledgers and file claims, generate reports, and whatever else you need from your patient accounting program.

Data entered in a field is saved as it appears on the window. To correct data, just click in the desired field and the text in the field is selected. Typing new text with the text selected changes the existing text. Select a part of the text to replace just that part or to delete by pressing the **DELETE** key.

Keyboard Specifications

Within the program, the following keys are particularly useful. The **TAB** key lets you move to a specified position on the page. Directional arrows let you move up, down, and across the page to select the field you desire. Clicking on any field, except **Code** or **Code 1**, will highlight the field. By pressing **BKSP** or **DELETE**, the data in the highlighted field is deleted so you can make a new entry.

In the **Edit Existing Procedure Codes** window, press **F9** to edit the selected procedure code. You can make changes to any information about the selected code, except the fields **Code** (or **Code 1**) and **Code Type**.

Accelerator Keys

Any letter underlined on the Menu bar or in drop-down lists and some windows indicates the presence of an accelerator key. Pressing **ALT** in combination with the underlined letter key selects that option or moves the cursor to that field. The designation "**ALT+ F**," for example, means to hold down the **ALT** key and press the **F** key, then release both keys.

Function Keys

Function keys provide shortcuts to various parts of the program. The keys are usually identified by the letter "F" followed by a number from 1 to 12. Many are assigned specific functions within the program. For instance, in the **Edit Existing Procedure Codes** window, pressing **F9** will display an edit window. **F1** will access the extensive Help files for the particular window in which you are working. In many windows, pressing **F10** will toggle on/off the balloon hints.

Appendix C

Terminology

Some of the words in this list may be familiar, but a common understanding of their meanings is helpful.

Abort - To discontinue or stop the current function or process.

Accelerator key - A shortcut key on the keyboard that can be pressed to perform a specific action — usually the **ALT** key in combination with another key, but can also be a combination of the **CTRL** and/or **SHIFT** keys with another key. The underlined letter on menu items and field labels indicates an accelerator key that is available. Function keys are also considered accelerator keys.

Activate - To bring an application or document window to the foreground. If you are working in more than one application or more than one document with the active program, the active window is the window in which you are working.

Alphanumeric - Consisting of both letters and numbers and often other characters (such as a question mark).

Application menu - The main menu of the program, displayed in a horizontal format; sometimes called operations menu or the Menu bar.

Backup - Act of saving some or all of the data on a backup disk for safekeeping.

Bit map - Graphic image in a window or on a computer screen. Bit maps are made up of pixels. See Pixel.

Check box - A square box with associated text that represents a choice. When a user selects a choice, a check mark appears in the box to indicate that the choice is in effect.

Choose - To execute and complete a command. Some commands are executed when you select the menu command; others execute when you choose **OK** in a window or dialog box.

Click - To place the mouse pointer at the desired location and then quickly press and release the left mouse button once.

Close button - The button in the top right-hand corner of an active window which, when clicked, ends an activity and removes that window from the display. Closing a program window clears the immediate window in which you are working. See *also* Exit.

Close - The button in many windows that will close the active window but not the program.

Combobox control - A combination edit control and list box control with a down arrow button control. The button control displays a drop-down list box so a selection can be made.

Control - A component of the user interface that lets you select choices or types of information, i.e., check box, entry field, radio button, etc.

Cursor - A movable object (such as the flashing underline or block) on the computer window that indicates the position where keyboard input will appear.

Default - A preset value in a field. For example, in the **Enter Pricing Changes** window, the default for Select Method of Increase is Increase by percent.

Diagnosis code - One of the ICD-9 (International Classification of Diseases, 9th revision) codes used to identify a patient's condition. Established by the World Health Organization.

Dialog box - A moveable window containing controls that a user uses to provide information required to process a user request.

Double-click - To place the mouse pointer at the desired location and then quickly press and release the left mouse button twice.

Drag - To place the mouse pointer on an item and, while holding down the left mouse button, move the pointer to the desired location and then release the mouse button to set the item in the new place.

Drop-down menu - A menu that emerges in a downward direction from a point or line at or near the top of the window. The series of menu levels displayed in the Menu bar are drop-down menus.

Edit control - The most common type of control for entering text.

Exit - An action that ends the active application and removes all windows associated with it. Usually click the Close button on the program Title bar. Many data windows also have **Exit** or **Cancel** buttons.
See
Close button.

Field - The space allowed on the window for entering data, usually labeled by a field name, e.g., "Code Name."

Filter - A procedure that reads data from the keyboard, modifies the data, and displays it on the window, i.e., you set conditions through the keyboard, the program searches the database for data that fits your conditions and displays the result on the window.

Focus - The control or area of a window where user interaction is possible, where the data entry or action can occur or is occurring at a set point in time. A button that has the focus usually has a broken line box on the button. An edit control indicates that it has the focus by the blink caret (vertical cursor).

Folder - A container in which documents, program files, and other files are stored in the computer or on disk. Formerly referred to as a directory.

Function keys - Keys usually identified by the letter "F" followed by a number from 1 to 12 which provide shortcuts to accessing various parts of the program. Each key can have assigned functions in different software.

Graying - A visual cue that a choice is not available at that time; a menu item or control is displayed in a gray color instead of black.

Highlight - Contrasting color or reverse video (light letters on dark background) indicating selection of a menu option or field in a window.

Hint - Brief summary of function displayed in a yellow balloon when the cursor is placed on a speed button or on a field in a window. Hints are also displayed in text form in the Status bar. Also known as a tooltip.

Hotspot - A point of reference in a Help window that provides additional information concerning the picture, word, or group of words on which the cursor is resting. To signify that a hotspot is present, the cursor changes to look like a hand. Text that is linked to a hotspot is displayed in green in the window and is underlined in one of two specific ways: Solid moves to another topic or activates a particular macro; dotted displays a brief definition.

Icon - See Speed button.

List box - A control that presents its data in a list format from which a user can make a choice. Normally a vertical roll bar appears on the right side of the list. Also known as a scroll box.

List window - A window unique to Medisoft programs which presents each record of the given data file in a list format. This window is also called a browser window, indicating that the data can easily be viewed and browsed through.

Maximize - To expand the active window to fill the entire window. The Maximize button is the middle of three buttons in the upper right corner of the Title bar.

Minimize - To reduce the program to a button on the Task bar. The Minimize button is the first of the buttons in the upper right corner of the Title bar.

Operation - A function in the program which may be selected from a menu.

Operations menu - The main list of options in a program. Also referred to as the Application menu or Menu bar.

Pixel - Short for "picture element." The smallest graphic unit that can be displayed on the monitor screen or in a window. All the images displayed on the computer monitor are composed of pixels.

Procedure code - A CPT (Current Procedural Terminology) code established by the American Medical Association consisting of up to ten characters which identify a service provided to a patient. A charge is assigned to each procedure and is included with the code data. Procedure codes are also used to record payments or adjustments to patient accounts.

Radio button - A circle with text beside it. Radio buttons are combined to show a user a fixed set of choices from which only one choice can be selected. The circle is partially filled when a choice is selected. Also referred to as a radio button.

Right-click - To position the mouse pointer in the desired location and then click the right mouse button. This action displays the Speed menu.

Record pointer - The pointer on the left side of list windows that indicates the record selected.

Scroll - To move a display image vertically or horizontally that otherwise cannot be observed within the boundaries of the display window.

Select - To highlight or mark a section of text, menu name, command, dialog box option, or graphical object with the keyboard or with mouse actions.

Shortcut - A quicker, more direct method of doing something than the ordinary procedure; usually keystrokes as opposed to using the mouse.

Speed button - An image or picture displayed on a window to which the user can point to select a particular function or software application. Also known as an icon.

Speed menu - The menu that displays when the right mouse button is pressed, providing a quick and easy alternate way to execute certain commands. This menu normally duplicates functions that can be initiated in other ways.

Status bar - The gray bar across the bottom of an applications window which displays data and information pertaining to the field in which the user is working.

Submenu - A menu related to and reached from a main menu; a list of options within the application or operations menu.

Suboption - An option on a submenu.

System menu - A drop-down list that displays when the System Menu icon is selected (the upper left square in a window) that usually contains items such as Restore, Move, Minimize, Maximize, Close, Switch To.

Task bar - The bar at the bottom of the screen that contains the **Start** button, as well as minimized buttons of any active program.

Title bar - The area at the top of each window which contains the window title and System menu icon. When appropriate, it also contains the Minimize, Maximize, and Close buttons.

Toggle - To switch between two options, such as showing hints or not showing hints.

Toolbar - The bar just below the Menu bar that usually contains icons or speed buttons to perform specific functions in the program. See Speed button.

Validation - A process used to detect input data in order to determine whether they are inaccurate, incomplete or reasonable. The object (or set of functions) that actually performs the validation of the data is called the validator.

Window - An area on a computer screen surrounded by a box which contains information for temporary use. Windows may be used to display information or to enter data. They may include search information, help text, notes, etc.

Windows Operating System - A graphical user interface developed by Microsoft Corporation wherein action is controlled by movement with a mouse or by clicking on icons.

Index

A		Starting the Program	1
Abort		Using	1
Accelerator key		Windows version	1
Accelerator Keys		Combobox control	15
Activate		Control	15
Alphanumeric		Conventions	
Application menu		Documentation	
		Buttons	9
		Entering information	9
		Keys	9
B		Copyrights	ii
Backup		CPT Codes	1
Bit map		Cursor	15
Buttons		D	
Cancel		Data correction	13
Close		Default	15
Deselect All		Diagnosis code	15
Edit Code		Diagnosis Codes	1
Help		Dialog box	16
Menu		Double-click	16
Merge		Drag	16
Merge & Overwrite		Drop-down menu	16
Merge No Overwrite		E	
New		Edit control	16
Next		Editing	
No		Diagnosis Codes	7
Previous		Procedure Codes	3, 4
Pricing		Exit	16
Print		F	
Save		Field	16
Select All		File Backup	i
Start		Filter	16
Yes		Focus	16
		Folder	16
C		Function keys	13, 16
Chart Number		G	
Check box		Graying	16
Choose		H	
Click		Help	
Close button		Where to Find it	
Codes on Disk		Local Value-Added Resellers	10
Diagnosis Codes		Support options	9
File Backup			
Installation			
Overview			
Preface			
Procedure Codes			
Requirements			

Technical Support	10
Tips and shortcuts on the Internet	10
Training Seminars	10
Updates and changes	10
Highlight	16
Hint	16
Hotspot	16

I

ICD-9 Codes	1
Icon	16
Installation	i
Internet	
Medisoft web page	11
Tips and shortcuts	10

K

Keyboard Specifications	13
Keys	
Delete	13

L

List box	16
List window	16

M

Maximize	17
Medisoft	
Web page	11
Merging	3
Completion	8
Minimize	17
Miscellaneous features	
Keyboard specifications	13

O

Operation	17
Operations menu	17
Overview	1

P

Pending changes	10
Pixel	17
Preface	i
Procedure code	17
Procedure Codes	1
Editing	3
Merging	3

R

Radio button	17
Record pointer	17
Requirements	i
Right-click	17

S

Scroll	17
Select	17
Shortcut	17
Speed button	17
Speed menu	17
Starting the Program	1
Status bar	17
Submenu	17
Suboption	17
Support options	
Medisoft web site	9
Online help	9
System menu	17

T

Task bar	17
Terminology	
Abort	15
Accelerator key	15
Activate	15
Alphanumeric	15
Application menu	15
Backup	15
Bit map	15
Check box	15
Choose	15
Click	15
Close button	15
Combobox control	15
Control	15
Cursor	15
Default	15
Diagnosis code	15
Dialog box	16
Double-click	16
Drag	16
Drop-down menu	16
Edit control	16
Exit	16
Field	16
Filter	16
Focus	16
Folder	16
Function keys	16
Graying	16
Highlight	16
Hint	16
Hotspot	16
Icon	16
List box	16
List window	16
Maximize	17
Minimize	17
Operation	17

Operations menu	17	Window	18
Pixel	17	Windows Operating System	18
Procedure code	17	Tips and shortcuts	10
Radio button	17	Title bar	17
Record pointer	17	Toggle	17
Right-click	17	Toolbar	18
Scroll	17	Training seminars	10
Select	17	U	
Shortcut	17	Using Codes on Disk	1
Speed button	17	V	
Speed menu	17	Validation	18
Status bar	17	W	
Submenu	17	Window	18
Suboption	17	Windows Operating System	18
System menu	17	Windows version	1
Task bar	17		
Title bar	17		
Toggle	17		
Toolbar	18		
Valication	18		