PPMP Release Notes

V9.8.0

Please find a summary below of what is included in this new PPMP release v9.8.0.

New Features:

1. **Google Calendar Integration**: view PPMP diary on your smartphone or webpage via Google Calendar.

2. **Notification Page:** New page available on start-up to show new information.

3. **Security:** more options available around access security to the client & episode details.

4. **Attendance Notes:** notes will automatically save every two minutes.

5. **Statements:** option to include invoice with Statement run.

6. **Invoice:** option to batch produce past due invoices.

7. **Letters:** PDF / Email option when letter is completed.

Minor Changes & Improvements:

1. **Statements:** remove clients marked as bad debts from statement run
2. **Reprint Invoices:** Option under more accounting menu – include multiple invoice numbers
3. **Diary Option:** Show clients who have not been invoices.
4. **Accounts / Receipts/ Statements:** delete templates option
5. **Client Search:** add DOB & Middle name to results
6. **SMS Module:** add option to exclude patient from reminders (More Details tab)
7. **SMS Module:** fix delay sending issue & supress log messages
8. **Support Tickets**: add option to Main Menu & field for PPMP Remote Support ID
9. **Windows Styles**: remove & correct menu display issue
10. **Physitrack:** update SDK and enhance integration security
11. **Medicare Online:** update SDK to support new changes in DHS system
12. **Mail chimp** – add DOB field & auto send updated client records
13. **Documents TAB**: add filter for search by description
14. **WorkCover QLD:** upgrade password field to support more characters
15. **Tyro Terminal:** add Location option to the staff setup screen to support multiple locations.
16. **Diary Actions Menu:** add option to attach document to a client file
17. **Recalls system**: Option to PDF / Email letter
18. **Reports -> Appointments:** add auditing reports to capture appointment entries (create / delete etc.)
19. **Appointment Options:** when cancelling appointments, option to cancel future bookings
20. **All Activity Reports & Account Balance:** New grouping flag option available
21. **Payment Summary Report:** Add GST option to the client details report.
22. **Reports -> KPI Reports:** add average to total RX to Client Account Statistics report.
23. **Have Clients Rebooked Report:** added new filter options top exclude discharges & rebooked clients.
24. **Letters:** add Episode.Doctor.Salutation field to available merge list
25. **SMS Message Log:** disable flag to auto mark SMS Reply as actioned if reply 'NO'

V9.7.0

Please find a summary below of what is included in this new PPMP release v9.7.0.

New Features:

1. **PPMP Online Appointments**: Are now available via a booking button on your practice website. Bookings are made directly into PPMP. Patients & the practice will receive confirmation booking emails. If you practice

server is offline, bookings will be synchronised when the server is switched on or internet connection re-established. For further information or to register for the online bookings, please see the website for full information. https://www.ppmp.com.au/ob#

2. **PPMP User level Security:** We have enhanced our user level security to allow users to customise what parts of the program logins can access. The generic login of PPMP is no longer available & will stop working 90 days after the update has been installed. Please use your own login / password combination or create a new one for use. Administration staff can be added to the system & will not show on any financial or practitioner lists. New filters have been added to the staff screen to help with administration & once a staff member is marked as "Not Employed" there login is disabled.

   Interface is Located at: *Main Menu > Staff > Set Access Levels*

   For further details please refer to the setup guide: files.ppmp.com.au/download/Forms/PPMPSecurity.pdf

3. **Statements:** We now have the ability to send a statement, fields available are date, invoice no & invoice total. They can be customised to suite your practice, including the ability to add a logo or letterhead. The setup is similar to the Accounts & Receipts setup. Statements can be send as a bulk or on individual basis. They are delivered to either the printer or email via a PDF attachment.

   Interface is Located at: *Main Menu > Accounts > Print/Email Statements*

4. **WorkCover Forms:** The certificate of Capacity (WorkCover Victoria) has been added to PPMP & when produced will auto complete the form using Merge data. This option is available under the Document tab of the Client / Episode record. Other forms can be added manually but automated merge data is not available.

5. **SMS Sending Update:** The SMS sending API has been updated to allow additional features, these include longer text messages the ability to cancel scheduled messages & to Set the sender name (11 characters)

6. **PPMP Attendance Notes:** Storage of treatment notes has been moved out of the database & into the Windows file system. All functionality remains the same, but this change will allowed increased storage capacity of treatment notes. Notes are included in the backup & stored as encrypted files.

7. **PPMP Backup:** We have changed our backup screen to include information about our cloud backup. If clinics use our cloud backup service, the Exit / Backup reminder screen has been removed. Manual Backups can be created using the Services Menu.

   For further details please refer to our webpage: https://ppmp.com.au/cloudbackup/cloudbackup.html

Minor Changes & Improvements:

1. **Pack Item Receipt:** Fix bug in pack receipt that could cause duplicate items to be shown.
2. **Print Quotes:** Fixed bug in quote system.
3. **Treatment Notes:** the client name is now included title bar of the form.
4. **Invoicing:** Users can now cancel an invoice if an incorrect entry is made.
5. **Help Menu:** Users can now submit a support ticket into our CRM eliminating the need for a call.
6. **Licence Key Management:** This is now controlled centrally, eliminating the need to request update keys
7. **Deposits Paid Report:** Report available showing when a client paid a deposit (Account Balance -> Deposit Paid)
8. **Online Appointments:** option available in More Details tab of client record to email login/password details to the patient.

V9.6.0
Please find a summary below of what is included in this new PPMP release v9.6.0.

New Features:

8. **MYOB Integration:** We have completed integration with the MYOB AccountRight system. The integration allows you to upload a PPMP payment figure to MYOB AccountRight and it gets recorded as a journal entry. The PPMP MYOB interface allows to filter on Date Range, Payment Types/Treatment Charges and can use the Cash or Accrual accounting practice. Also, you are able to drilldown to select practitioners, payment methods and Treatment Locations if you wanted to extract a more specific payment figure.

   Interface is Located at: *Main Menu > Accounts > Transmit MYOB Journal Entry*

   For further details please refer to the setup guide: files.ppmp.com.au/download/Forms/PPMPMYOB.pdf

9. **Xero Integration:** We have completed integration with the Xero system. The integration allows you to upload a PPMP payment figure to Xero and it gets recorded as a Sales Transaction. The PPMP Xero interface allows to filter on Date Range, Payment Types/Treatment Charges and can use the Cash or Accrual accounting practice. Also, you are able to drilldown to select practitioners, payment methods and Treatment Locations if you wanted to extract a more specific payment figure.

   Interface is Located at: *Main Menu > Accounts > Transmit Xero Transaction Entry*

   For further details please refer to the setup guide: files.ppmp.com.au/download/Forms/PPMPXERO.pdf

10. **Mail Chimp Integration:** PPMP's integration to MailChimp allows you to upload your PPMP patient email addresses into MailChimp. Then once in MailChimp you can manage these email addresses and then of course use them for email marketing purposes.

   Interface is Located at: *Main Menu > Services > MailChimp Export*

    For further details please refer to the setup guide: ppmp.com.au/download/Forms/PPMP_mailchimp.pdf

11. **Cloud Backup Service:** This service is offered at a cost of **$15 per month** under a direct debit agreement and is available for **PPMP Desktop users ONLY** and the size of your current backup file will need to be considered to determine whether this service would be suitable. The service gives you the option to create your PPMP backup file and store it in the cloud automatically. It will create the same backup file as it does via the current "push button" method but the difference is it will be automated and the backup files will be stored in the cloud and you will receive a backup status email. This is a service that requires you to register with us, therefore if you are interested in further details or registering please contact the PPMP office.

    Contact Details: sales@ppmp.com.au or 1300 784 908 /opt2

Minor Changes & Improvements:

9. **Attendance Notes ✗ & ✓ Added:** We have added the ✗ & ✓ symbols to the Attendance Note function. You will find these symbols in the area where you type in your clinical notes under the **Editing Note** tab and next to the Maitland code symbols at the top of the edit screen.
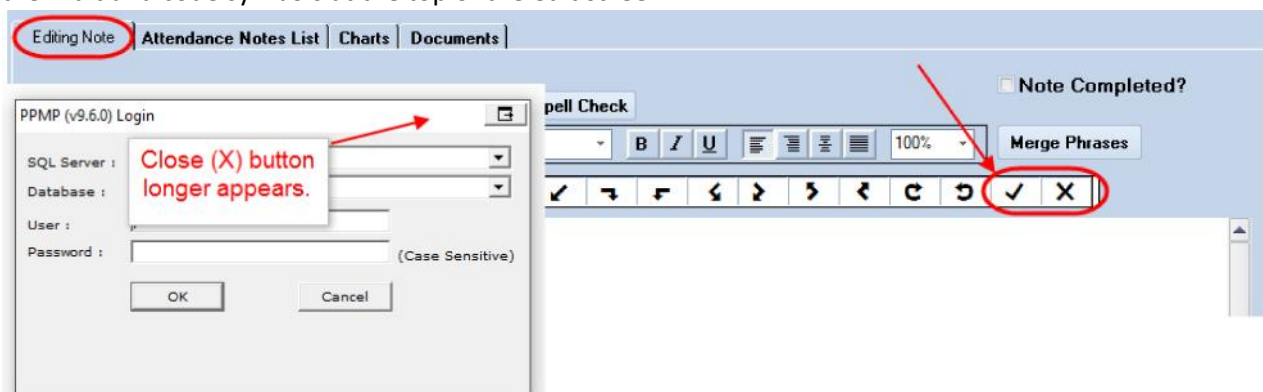
10. **Login Screen:** We have removed the **Close (X)** button from the PPMP login screen. If you want to close the screen you can use the **Cancel** button.

11. **Email Template:** You can now add your own message to your email template (use Plain text ONLY) and save it. So when you go to open the email interface again this message will appear as well. So you can now type in a customised email signature for example.

    Interface is Located at: *Main Menu > Setup > Internal Email System*

12. **Charges Only Report - $0.00 Charge:** We have added a **$0.00 Charges** tick box in the reports filter screen, so you can now include $0.00 charges in your report.

    Report is Located at: *Main Menu > Reports > Activity Reports > Charges Only*

13. **Email/Print Option Added:** We have added an option that allows you to select whether you want the Receipt/Invoice to be Printed or Emailed. When these options are selected it is then saved as the default.
    NB: to use the "Email Account" option you will need to setup your email first in PPMP (Main Menu > Setup > Internal Email System).

    Options are located at: *Main Menu > Setup > Account and Receipt Setup*

14. **Updated Text Controls:** We have updated our text formatting functionality such as Font, Table, Styles, Bullets, etc. This new formatting functionality applies to both the Attendance Notes and Letters modules and you can access the new control via the right mouse click.

15. **Re-occurring Appointments:** A bug-fix, where a re-occurring appointments date/time is already booked.

16. **Payments x Practitioner Report:** Included footer description for deposits/combined payments.

17. **Add Stock Screen:** We have added a Filter option to help you drilldown on particular stock items quickly.

18. **Patient Alarms:** The patient alarm warning system has been streamlined.

    Alarms are Located at: *Client Details > Episode > Alarms - To Do Lists*

19. **Class Charges:** Charging a Class can now trigger a Treatment Alarm that you may have setup for a patient. So if you have 5 treatments approved and you setup an alarm to remind you of the second last treatment, for example, then if a patient takes a class and you charge them this will reduce that treatment alarm count by one, from 5 down to 4.

20. **Invoicing:** In previous versions you were able to raise a second invoice for the same charge as the first invoice and this second invoice would also show the original charge so you would have the same charge showing up twice. This has now been fixed; you can only raise an invoice once and this invoice can then be re-printed if required. You can no longer raise multiple invoices for the same charge.

21. **Treatment Location - New Option:** There is a new Treatment Location option in the **Payment Method Set-up** screen. This now allows you to set different invoice/receipt templates for different locations as defaults.

    This option is located at: *Main Menu > Setup > Fees + Charges Setup > Change the Standard Fees + Charges – then click on <- Setup button located next to* **Payment Method.**

22. **Appointment List - Updated:** The Appointments List feature now only shows future appointment.

    This can be found by: *Selecting an appointment in the diary and press Ctrl-A. Or open Client Details screen and click Appointments tab.*

23. **Payments Listing Report (Simple Listing):** The Date field in this report use to show as cut-off this has now been fixed.

V9.5.0

Please find a summary below of what is included in this new PPMP release v9.5.0.

New Features:

12. **Medicare Online:** We have added another string to our bow. We have finished integration to the Medicare Online system. What this means is that all our **Supported** clients can send all Medicare related transactions (Bulk Bill, EPC, etc) from within PPMP. Some of the benefits are that your transactions can be resolved within 24 hrs instead of 2-3 days and if there are issues you receive error codes almost immediately – so you don't have to send your patient home and then have to call them up the next day or two to say the transaction failed. To take advantage of this service please fill in our registration form found her: Link to Medicare Form - *setup fee will apply to clients who do not have DVA integrated already*.

13. **Diary Appointment Colours**: You can now assign different colours to your Payment Methods. *i.e. WorkCover appointments can be Blue, EPC's can be Orange, Private can be Green, etc.* To assign the colours you go to: *Main Menu > Setup > Fees + Charges Setup > Change the Standard Fees + Charges*, then click on "**<- Setup**", "**List Setup**", then select the Payment Method and click on "**Edit**", then click the "**Include Colour?**" tick box and select the colour. Finally click "**Save**" and you're done. Illustration below:
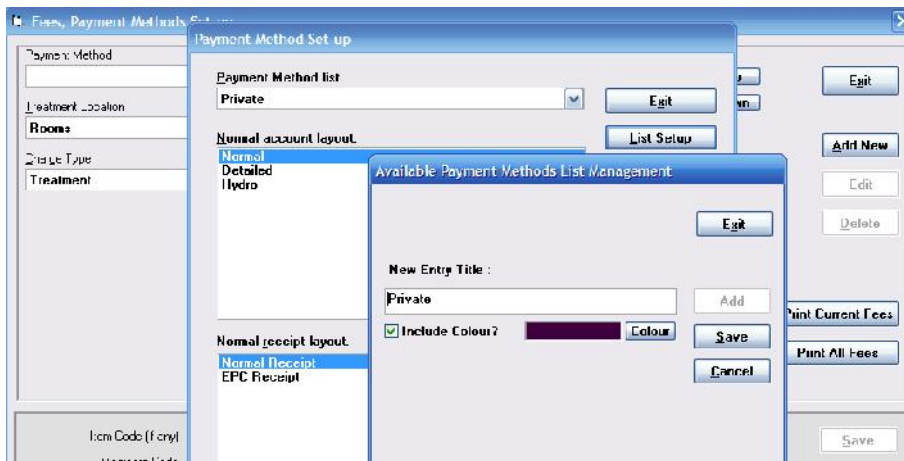

14. **MYOB Integration**: This integration is not quite completed. However is not too far off, we will be notifying clients once the integration is live and ready for use. Meanwhile, we would like to give you an idea of what the MYOB integration screen looks like:
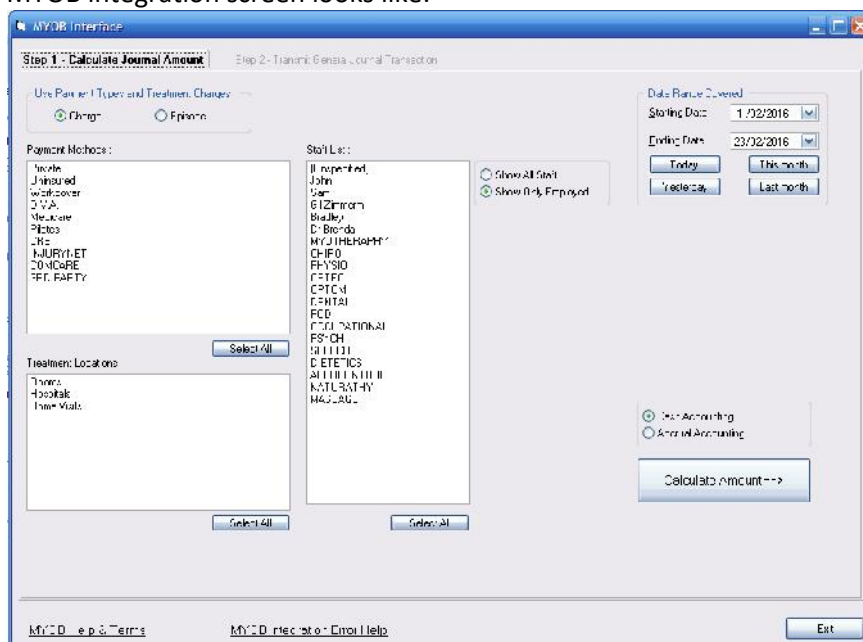
15. **Attendance Notes (Document Tab)**: We have added a tab called "Documents" to the Attendance Notes section. This now allows the practitioner to view the patient's letters and *NOT* have to close and leave their notes to open another screen and view letters. You can now also view letters for all Episodes by clicking the "View All Episodes?" check box.
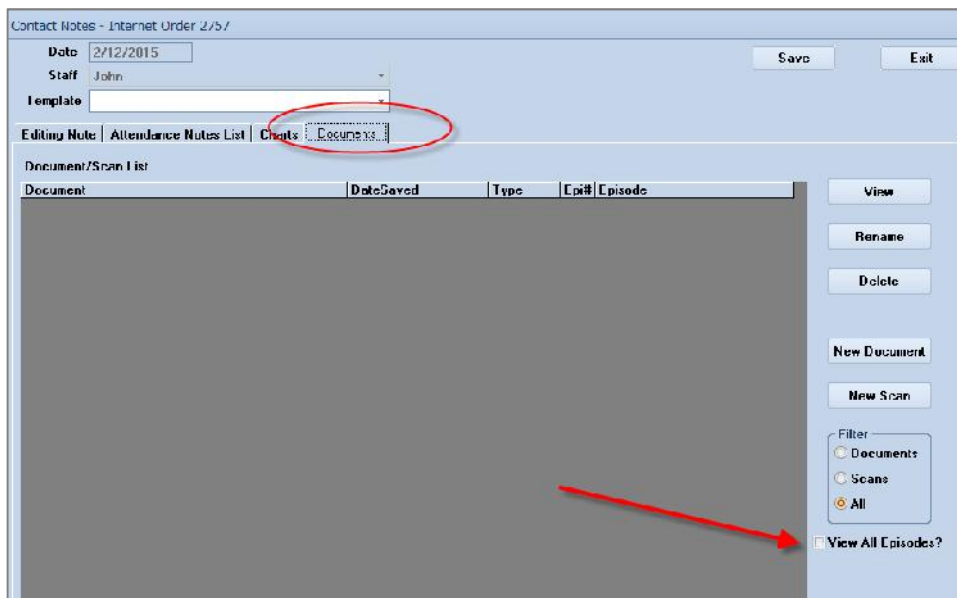
16. **Attendance Notes (Cannot Edit)**: Once you have "Completed" your notes and saved them for a particular Episode (*you do this by clicking the "Note Completed?" check box*), you can then **NO LONGER** edit/amend your notes. If you find, for example, you have forgotten to add some notes you will have to "Add" a new note to the Episode. This feature has been added to fall in line with Industry standards and best practice.
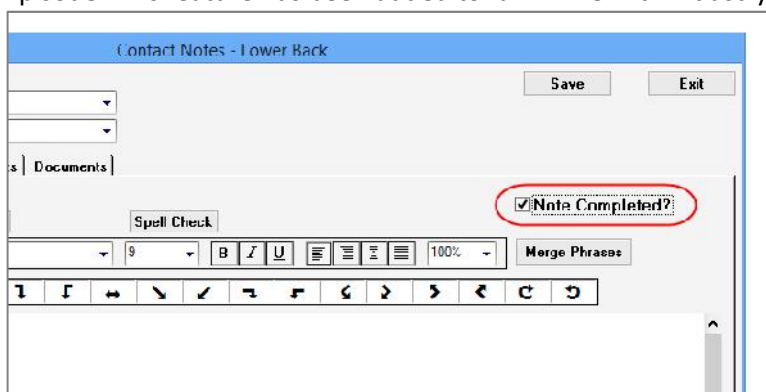
17. **Attendance Notes (Date/Time)**: The Date & Time gets stamped against each note in an Episode once it is "Completed" – in conjunction with above feature.
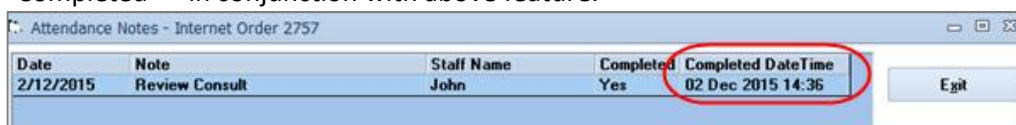
18. **Attendance Notes (View ALL Notes)**: We have added the "Attendance Notes List" tab. This allows practitioners to view notes from the patients other Episodes – as above simply click the "View All Episodes?" check box and this will show you all notes for all episodes for that patient. You no longer need to exit your notes to view other notes it's all done within the one section now.

19. **Exercise System Integration (Physitrack):** We have completed the integration with Physitrack - *only available from this version onward*. It enables you to create patient records in Physitrack straight out of PPMP, so you don't have to create them from scratch. However, all information relating to the exercise program you create for your patients is stored in the Physitrack system online not in PPMP. For further information please click here: Physitrack Flyer.pdf.

20. **Diary (New Client Appointment):** From the Diary view you can now search for New Client appointments, these are clients that are first time patients and have not been added into your database – usually they are created when you do an F2 ("Appointment New Client"); you were not able to search for these particular appointments previously.

21. **Diary (Find Appointment - Provider):** When you perform a "Find Appointment" From the Diary the results screen now shows the Provides name.

Minor Changes & Improvements:

1. **Diary (Practitioner View)**: When switching from Diary (Practitioner View) to Data Entry screen an error comes up to say the Diary is still open when in actual fact it's not and it prevented you from opening Data Entry screen. This is now fixed. When you close the Diary (Practitioner View) you can now open the Data Entry screen.

2. **Reports:**

    i. **Account History:** Disclaimer added to end of the "A/C History Print" (*found in "A/C Info" in "Client Details" screen*) report regarding any values the contain Combined Payments.

    ii. **Summary Activity:** We have added a Totals column (Paid Fees + GST) to this report.
    Located at: *Main Menu > Reports > Activity Reports > Summary Charges*

    iii. **List Charges Still Unpaid:** Clients with bad debts have been removed.
    Located at: *Main Menu > Reports > Account Balance Reports > List Charges Still Unpaid*

    iv. **Full Aged Report (Historical):** Added NEW report which allows you to filter on Balances as at a particular date.
    Located at: *Main Menu > Reports > Account Balance Reports > Full Aged Report – Historical on a Particular Date*

    v. **How Hasn't Been:** We've add the ability to select/deselect the options with in the list (Payment Methods & Staff List).
    Located at: *Main Menu > Reports > Lists > Who Hasn't Been*

    vi. **PPMP KPI Reporting - Provider Capacity:** This new report is designed to look at the percentage of time a provider is spending with client bookings. Below is an example:
    The blank spaces are being counted as "available" in the Diary example below:

    Located at: *Main Menu > Reports > Appointment Reports > Staff Appointments Capacity Report*

Select your criteria and the Diary slots to count:

An example of the report might look something like this:

3. **eNotes:** The eNotes tab is found in the "Client Details" screen and is where you can find your notes that you created using the MobileMatrix (Colleagues) Pen or Tablet Software:

   i. Have removed the minimize/maximise option.

   ii. The date filter defaults to 7 years; you can still alter dates as required.

4. **PhysioNotes Option:** Removed PhysioNotes option from Main Client screen. However you can still access from the Diary and from the Episode. *NB: Only relevant for those still using PhysioNotes.*

5. **1st Available Tab:** We have added an option in the Setup section to remove 1st Available tab in the Staff Screen. Located at: *Main Menu > Setup > Computer Resource Usage > Program Links*

6. **Backup Screen (Cloud):** Backup screen removed altogether. This only applies to our PPMP Cloud users – PPMP Cloud is automatically backed up no need for user intervention.

7. **Network Disconnection:** Sometimes clients find their network drops out and if PPMP is installed on the server or main PC the network path that is referenced to connect all the PC's to PPMP on the server is reset and you have to then go into Setup to update the path. To improve this process we have now implemented a checking system that detects that the network is down and it will then prompt you to try and reconnect; so you no longer have to go into setup and update the path. Example of message is below:
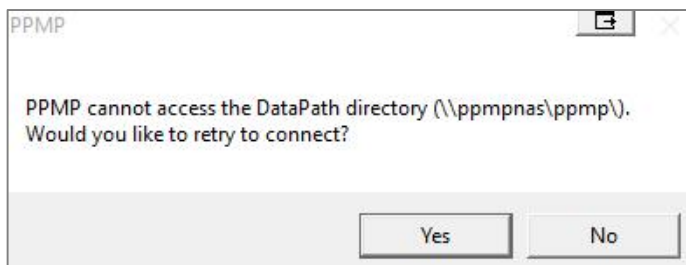
8. **PPMP Email Function:** We have added a few extra features to our built in email module:

   i. **CC:** A "CC" option has been added in via a tick box. This will send a copy of the email to the email address stated in the "From Email" field. You can use this option to send emails to your email client (i.e. Microsoft Outlook) to store these emails for future reference.

   ii. **PPMP SMTP Server:** You can now use our own PPMP Azure SMTP Server to send out all your emails from within PPMP. Please note that this is still only a *sending out* feature and we do not store sent emails, use the above feature to send copies of these emails to your own email client (i.e. Microsoft Outlook).
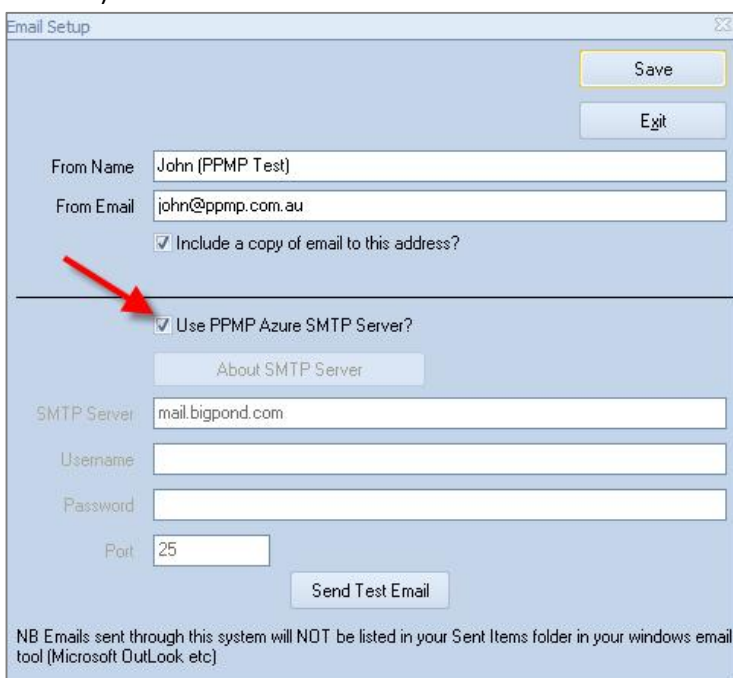
iii. **Email Accounts Option:** Patient accounts can now be emailed out, not just printed. This feature further supports our focus to continue to add value to the paperless office strategies more and more businesses are adopting in days ever grow technological world. Illustration example below:
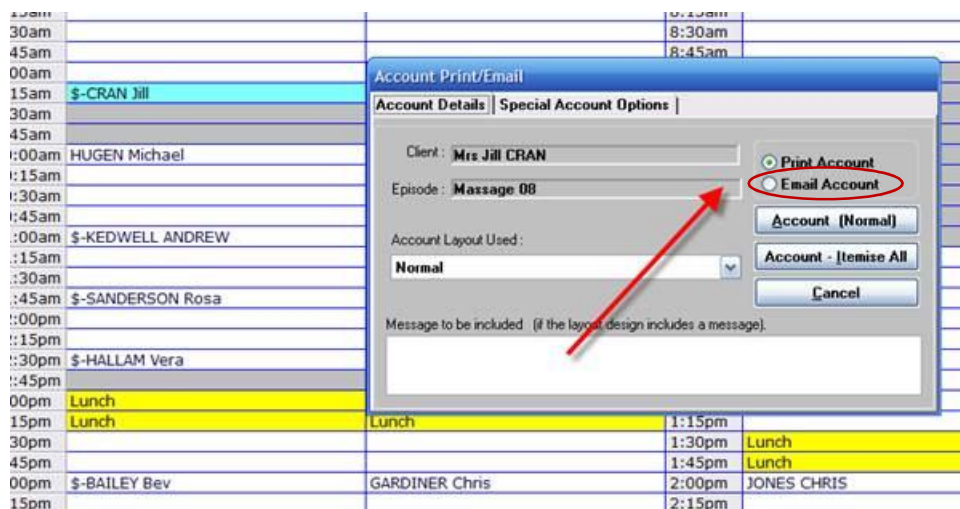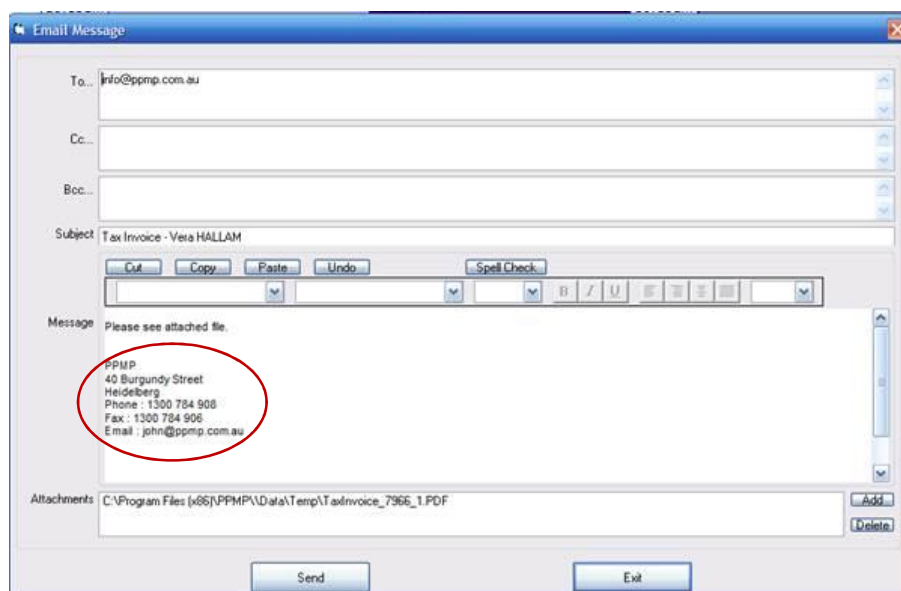

iv. **Email Signature:** When sending an email PPMP automatically adds the Practice details as part of your email signature.

9. **Fees & Charges:** Fixed adjusting price bug.

10. **Staff Setup:** Option to update all payment methods with provider number (remove old entry). Found in: *Main Menu > Setup > Fees + Charges Setup > Change the Standard Fees + Charges*
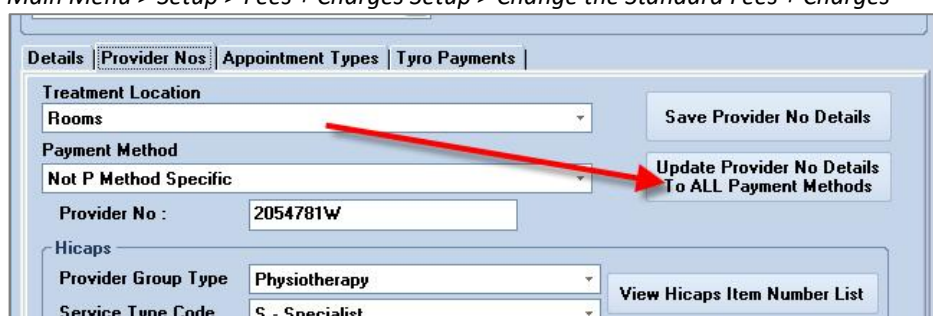
11. **Recall Checking & Emailing:** If you have Recalls due, PPMP now checks on these due Recalls and pops up a screen to remind you of them when you open the Diary.
Setup of this feature is done at: *Diary > Options > Diary Layout & Colours*

Also, when emailing patients regarding a recall; you had to type in the email message & click the "Send Email" button to send this message. Now, you still click the "Send Email" button 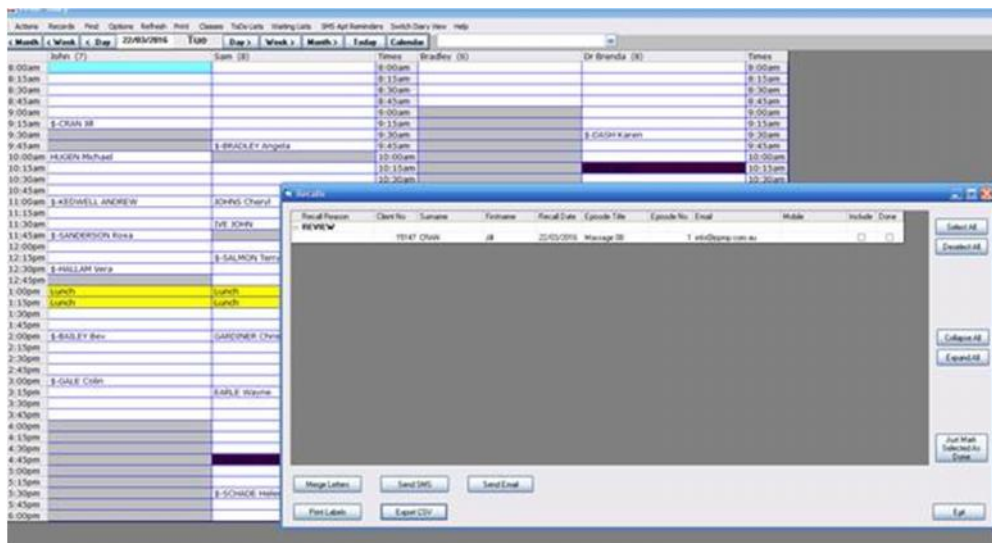however it then opens the PPMP email screen instead to now allow you to utilise the PPMP built in emailing features i.e. attachments.

12. **Medicare Easyclaim (Tyro/HICAPS):** You now have the ability to log transaction details for helpdesk.

13. **Document Scanning:** We have been saying and warning everyone for quite some time now, that this will happen and it finally has. The "**New Scan**" button to allow you to scan directly from within PPMP has now been take off. You can still continue to scan documents via your default scanning software that comes with your Scanner and then import/attach these documents to your patient record via the "**New Document**" button under Episodes.

14. **Remote Access:** Our PPMP remote access application can now be run from the PPMP help menu. This is the tool (we use the Teamviewer application) we use to remote connect to your PC for support purposes. Please note by running this application that it will uninstall any other Teamviewer application you may have had installed. We have found that clients tend to delete or move the app and then struggle to find it again. Once you have installed it for the first time you will not have to do this everytime you need to give PPMP support staff access, it's only if you have lost the icon or you double click it and it doesn't seem to run correctly. Found in: *Main Menu > Help > Team Viewer*

15. **Account Run:** You can now sort the list by Client No. or Client Name.

16. **Receipts (show Next Appt):** We have now added the "Next_Appointment" field in the Account/Receipt template designer module. This will now allow you to add this field to your receipt template which will then show patients the date & time of their next appointment. The field to look out for looks like this:

NB: For those of you who have not used the Template Designer please call our support team for guidance on 1300 784 908 / opt 1.

17. **Discharge Screen:** The discharge reason codes now link to the "Discharge Reason Setup" screen where this list of reasons is created.

To add/create discharge reasons goto: *Main Menu > Setup > Client Record Lists Setup> Discharge Reason Setup*
To use the Discharge reasons goto: *Client Details > Episode > Discharge > Reason for Discharge*

V9.4.0

Please find a summary below of what is included in this new PPMP release v9.4.0.

New Features:

22. **DVA Screen**: Enable multi claim selection & adjust screen refresh after change.

23. **DVA Online**: Enable multiple payee provider.

24. **Emailing Through PPMP**: Emailing within PPMP will now be done internally and not via third party application (i.e. Microsoft® Outlook). To utilise this feature you will need to setup your email (Main Menu: *Setup > Internal Email System*) first; there is an info button [About SMTP Server] that you can click that explains the setup of your SMTP.

25. **Additional Charges Filter Box**: New Filter box has been added to the "Standard Fees" screen. This is the screen that you use to add a Stock Item to the invoice. (Diary: *F9 on Appointment > Standard Charges*). Also you can add the same Medicare code number to multiple Stock Items, in the "Medicare Code" column.

26. **New Filters**: Filters have been added to "eNotes" screen to help drill-down on specific notes more quickly.

27. **Address List**: A new "Search Filter" field added for Address List (Main Menu: *Setup > Addresses*).

28. **SMS Country Code**: "SMS Operating Country" field added for "New" SMS setup (focus is more for International client setup). No action needed by existing Australian clients; this field is set automatically for you.

29. **Customised Colour**: You are able to now define a customised colour for Online Appointment bookings (i.e. HealthEngine Appointments) for New or Existing Patients (Diary: *Options > Diary Layout and Colour > Diary Colours*).

30. **HICAPS Connect**: Added ability for WorkCover VIC claiming.

31. **Tyro**: Tyro "Item Number List" added to (Main Menu: *Setup > Staff > Provider Nos*).

32. **Tyro**: Added terminal paring application to PPMP setup screen.

Minor Changes & Improvements:

18. **Payment Entry Date**: When you have the "Data Entry" screen open at the same time as the Diary screen and you take a payment from the Diary, the payment date will be taken from the date found in the "Data Entry" screen not the Diary date. This has now been fixed and you also now get a message to advise you to close the Diary before you open the "Data Entry" screen.

19. **Physio Notes**: Physio Notes database removed from PPMP Backup procedure.

20. **"Payment X Practitioner" Reports**: Footer note added to the "Payment X Practitioner" Reports about deposits. If you don't know what reports these are they are listed below and can be found under (Main Menu: *Reports > Payments Reports*):

> What + How Paid -Date Range - X Trt Pract'
>
> What + How Paid - Rcpt No Range - X Trt Pract'

21. **Batch Payments**: You now have the ability to leave open a partially paid batch.

22. **Combined Stats Report**: GST column added to Combined Stats report.

23. **"New Patient" Colour Change**: When you create a "New Patient" in the diary the booking colour remains until the patient gets "Treatment Charged".

24. **Share Folder**: PPMP "Share Folder" reset on Workstations – message box & instructions shown.

25. **HICAPS Terminal Sync**: Enable/Disable HICAPS Connection terminal Synchronisation with PPMP staff list.

26. **Additional Charges**: You can now set Stock Item prices for different Payment Methods. This can be done via the NEW column "Payment Method" in the "Charges" screen, select the Payment Method and then

enter the new price in the column against the appropriate Stock Item (Main Menu: *Setup > Fees + Charges Setup > Item Number Fees Lists*).

27. **Episode/Document Screen:** In the Episode/Document screen the "Document List" area, "Scanned Documents List" area, the Filter and other buttons have all been combined into one area.

28. **Licence Management**: We have fixed the license counting function for multiple clinic databases that run on a single PC. Most of our Clients will not be affected by this fix.

29. **Deleting Episodes**: You were able to delete an Episode regardless of whether it was "brand new" or existing with Financial/Attendance notes data associated; and deleting Episodes with associated data meant you could no longer view this data once the Episode was deleted. This has now been fix; you can ONLY delete Episodes that are "brand" new with no associated data, once you add notes or financials these Episodes can NO longer be deleted, restoring data integrity.

30. **TAC EDI Billing**: The APA server settings have been removed due to the fact that the APA no longer offers this service. We have engaged TAC (Vic) directly to allow this feature to continue to function.

31. **PPMP Restore Routine**: We have change the PPMP Restore routine to remove backup database on user's hard disk drives (if exists).

32. **Stock Report**: Stock Report was listing all charge type items with a code.

33. **Payment Reports**: Some payment reports were missing criteria selection in report footer this has now been rectified.

34. **KPI Report**: KPI report filters were not working, that has now been fixed.

35. **Class Billings**: Class billings is now been counted as a Treatment.

36. **SMS Log Screen**: Scroll bars were not working in SMS log screen. That has now been fixed.

37. **Stock Sold Report**: The Sub-total is now fixed on Stock Sold report.

38. **Appointment Report**: The "New Client Count" field in this report has been fixed.

V9.3.0

Please find a summary below of what is included in this major release of PPMP (v9.3.0).

New Features:

1. **WCQ Electronic Invoicing:** We are very happy to announce our electronic invoicing with WorkCover Queensland service is completed and available to our Queensland customers. Prerequisites for using the service are: you must update to PPMP v9.0.0 or higher and you must be a PPMP customer currently signed under our Maintenance & Support Agreement. There will be a separate newsletter coming out shortly offering further details.

2. **Tyro HealthPoint:** Health Fund, EFTPOS and Medicare Easyclaim integration via Tyro is now completed within the PPMP Software. However at the time of this documents release Beta testing was not yet completed. Please call PPMP (1300 784 908) to check on progress.

3. **HICAPS:** Support for HICAPS Connect Software version 1.0.3.39.

4. **SMS:** SMS Client with outstanding balances.

5. **Attendance Notes:** Ability for the following:
   i. Merge details from Client/Episode Screen.
   ii. Insert Phrases.
   iii. Password protection & stop editing and deleting.

6. **Bar Codes:** Bar code support now available for the "Addition Charges" function.

7. **Help Menu Updated:** The Help Menu has been updated to include the new PPMP Manual & Video Tutorials.

Minor Changes & Improvements:

1. **Report Requirements Screens:** Calendar picker has been added and so to have "Select All" buttons.

2. **Discharge List:** The Discharge Reason List can now be changed and added to (Main Menu: *Setup > Client Record Lists Setup > Discharge Reason Setup*).

3. **Data Entry Screen:** You can now enter a date in the "Entry Date" field, this applies to Payments/Attendance Notes (Main Menu: *Data Entry > Data Entry*). What this helps you do is record a payment for a transaction that occurred on a different day and NOT have to roll the date back on your computer.

4. **Data Entry Screen:** Have added access to Attendance Notes via the "Attendance Notes" Button (Main Menu: *Data Entry > Data Entry*).

5. **Simple Listing Reports:** The "Treatment Location" filter and "Charge" and "Episode" options have been added to the Requirements screen of the two Simple Listing reports (Main Menu: *Reports > Payments Reports > Simple Listings - <Date Range> or <Receipt No Range>*).

6. **Packs Expiry Report:** The Requirements screen has been added to this report to allow date filtering.

7. **Stock Sales Report:** The "Charge Type" selection has been enabled, to allow you to select a charge type as part of this report filter.

8. **Stock Sold by Practitioner Report:** This is a new report and going by the title should be self-explanatory. **Please Note:** This report **will not work** for those clients who have their Consultation Fees still setup in the Item Number Fee List – physical stock setup (Main Menu: *Setup > Fees + Charges Setup > Item Number Fee Lists*).

9. **Email Addresses Exporting Report:** We have added the ability to search by "Client Attended" or "Client Start Date" (Main Menu: *Reports > Lists > Client Email Addresses For Exporting*).

10. **Client Account History Report:** We have added the totals of all "Payment Types" (i.e. cash, cheque credit card, etc.) to the bottom of this report.

11. **Reports Menu:** Report Menu has been cleaned up a little; some reports were shifted to more logical groupings and some new groups were added (i.e. KPI Reports). Please take a few moments to re-familiarise yourself with the Reports Menu.

12. **Pack Items in Diary:** You can now view Un-Used or Used Pack Items from the diary (Diary Menu: *Options*).

13. **"Add Printer" Help File:** We have now added a link to the "Add Printer" help file which shows staff how to add/change a printer to enable you to print your Invoices and Receipts (Main Menu: *Setup > Account and Receipt Printing Setup > "Printer Setup Help"*).

14. **View Accounts & Receipts:** When viewing your Accounts & Receipts (Patient Record: *A/C Info > View > Print <buttons>*) a preview screen will now always show first before you print.

15. **Batch Account Print Run:** When running a Batch Account Print run the report will preview automatically, same as above.

16. **Printing Diary:** When you select anyone of the Diary print options (Diary Menu: *Print > Diary <4 reports options*) you now have the ability to select a printer you wish to print to – great idea if the practice manager wishes to print this report to the back office printer so as not to hold up the reception printer.

17. **Fees & Charges Print Option:** We have added the "Print All Fees" & "Print Current Fees" buttons to the Fees & Charges Screen (Main Menu: *Setup > Fees + Charges Setup > Change the Standard Fees + Charges*).

18. **List Letters on File:** When you go to this section in the patient record (Patient Record: *Letters/Email > Letters > Letters On File*) the letters are now listed in date order.

19. **Default Fonts for Attendance Notes:** You can now customise your font for the Attendance Notes feature (Main Menu: *Setup > Computer Resource Usage > More PPMP Op… > Default Attendance Notes Font Settings*).

20. **User Designed Printout Report:** This report can be found at (Diary Menu: *Print > Diary-User Designed Printout*). However this improvement is added to the customization section of this report found at (Diary Menu: *Options > Design User Diary Printout*). We have now added Patient phone number fields to the variable fields list. This allows you to now add patient phone numbers to this report. If you have never used this report and wish to found out more please call our support team on 1300 784 908 / opt1.

21. **Mailout:** The Email option in "Mailout" has been fixed.

22. **Client Account History Report:** The "Payment Totals" at end of reports are now showing.

23. **Reports:** The "Episode" option is now set to default. This is found in most reports under the heading of "Use Payment and Treatment Charges".