

CiMO

chapter 2 review

CHECKING YOUR UNDERSTANDING

12. [ILO 2.2] Describe two ways of issuing a command in Medisoft.
13. [ILO 2.4] What are two ways data are entered in a box?
14. [ILO 2.6] What two types of Medisoft help are available?
15. [ILO 2.2] Which menu provides access to Office Hours, Medisoft's scheduling feature?
16. [ILO 2.5] What is the format for entering dates in Medisoft?
17. [ILO 2.7] Describe two ways of exiting Medisoft.
18. [ILO 2.7] Why is it important to back up data regularly?
19. [ILO 2.8] Why is extra caution required when purging data?
20. [ILO 2.7] When is a data restore performed?
21. [ILO 2.9] Give an example of how Medisoft's Auto Log Off feature protects patient data.
22. [ILO 2.9] Give two reasons why it is important to assign each user a login ID and password.
23. [ILO 2.3] List the six Medisoft databases.
24. [ILO 2.3] What is the purpose of the Medisoft toolbar?

APPLYING YOUR KNOWLEDGE

25. [ILO 2.6] Use Medisoft's built-in help feature to look up information on the following topics:
 - a. How to enter diagnosis codes
 - b. How to print procedure code lists from the Medisoft database
26. [ILO 2.7] You come to work on a Monday morning and find that the office computer is not working. The system manager informs everyone that the computer's hard disk crashed and that all data that were not backed up are lost. What do you do?
27. [ILO 2.5] Why is it important to know how to change dates in Medisoft? What could happen if dates are entered incorrectly?
28. [ILO 2.7] Why is it important to know how to back up and restore Medisoft database files?

Medisoft Chapter Review Answer Key

Cynthia Newby



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familiarity with basic English keyboarding and transcription skills and knowledge of basic medical terminology

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