



Software for Acupuncture, TCM & Practice Management

FAQ

www.ShenProfessional.com

E-Book

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Acupuncture - FAQ

Which Acupuncture Points are available in ShenProfessional?

The 361 points of the body acupuncture and the Extra Points are available in ShenProfessional.

How to find an Acupuncture Point, for example HT 7?

All Acupuncture Points are located in Acupuncture Register of TCM Tutorial. Click on the command Point Information located at the Navigator. Acupuncture Register opens with the Point Information. Open the tree structure at HT and select HT 7.

If Navigator is closed, use the toolbar to open TCM Tutorial.

How to change the anatomical representation of the Acupuncture Charts?

Use the four regulators located at the left side of the Acupuncture Charts to change the anatomical representation.

Top regulator: Skin

Move the skin regulator upward to the top position, and move the other regulators down to the bottom position to view the skin level.

Second regulator: Muscle

Move the muscle regulator upward to the top position and move the other regulators down to the bottom position to view the muscle level.

Third regulator: Bone

Move the bone regulator upward to the top position and move the other regulators down to the bottom position to view the bone level.

Bottom regulator: Inner Organs with vessels and nerves

Move this regulator upward to the top position and move the other regulators down to the bottom position to view the bone level.

What do the colored needles in front of the points symbolize?

Acupuncture points that belong to an important group of points are marked with quick identification symbols:



Five Element Points are marked with a red acupuncture needle.



Front-Mu Alarm Points and Back-Shu Points are marked with a red exclamation mark.




Luo-Connecting Points and Yuan-Source Points are marked with a yellow acupuncture needle.



Five Element Points, which are Luo-Connecting Points or Yuan-Source Points, are marked with a green acupuncture needle.

Is it possible to print an Acupuncture Chart?

Yes, use the print button to print the displayed Acupuncture Chart: .

How to display only one point on an Acupuncture Chart, for example BL 15?

Click on the command Acupuncture Charts located at the Navigator. Acupuncture Register opens. Move the mouse to BL 15 on the left side, right-click opens the context menu. With help of the context menu, open the Acupuncture Chart of BL 15. Only BL 15 is displayed on the Acupuncture Chart.

The context menu for acupuncture points is available whenever acupuncture points are displayed. You have always access to the Acupuncture Chart and the Point Information.

How to compare two points, for example BL 15 with HT 7?

Open Acupuncture register of TCM Tutorial. Move the mouse to BL 15, right-click opens the context menu. With help of the context menu, open Point Information of BL 15. Go to HT 7 and activate Point Information of HT 7. Now Point Information of BL 15 and H 7T can be compared.

To compare the location of points with each other, open the Acupunctue Charts with the help of the context menu.

How to find effective points for a treatment?

There are several ways how ShenProfessional can support you to find effective points for a treatment:

Point Combination tab of TCM Information offers an effective point combination to treat a TCM diagnosis (recommended for Acupuncture beginners, modify this point combination to the needs of your patient).

Use the command TCM Information located at the Navigator and open the tab Point Combination.


Perform a Point Search (recommended for experienced Acupuncturists and for the study). This is a strong feature of ShenProfessional. Search for points treating a single TCM diagnosis or any combination of TCM diagnoses. Combine with special qualifications like Ghost Points or Earth Point. For example search for all Ghost Points, which expell Wind (this is an AND Point Search).


Use the command Point Search located at the Navigator and perform a Point Search


Use the full text search to search for points, which treat a special indication (for example search for Tinnitus, we don't recommend to treat patients without a Chinese diagnosis!).

How to perform a Point Search?

Use the command Point Search located at the Navigator. TCM register opens with the Point Search. Select a TCM diagnosis or a TCM term from the TCM Catalogue located at the left side. Selected TCM diagnosis is activated automatically. Open Result tab of the Point Search and you get the points according to your search.

To combine more than one TCM diagnosis or TCM term press this button  to open the TCM Catalogue in the Point Search and select the TCM diagnoses (TCM terms) for which you would like to perform a Point Search.

Press this button  to perform an AND Point Search (with positive activation) and go to the Result tab.

Press this button  to perform an OR Point Search (with positive activation) and go to the Result tab.

Is there a point combination for the treatment of a TCM diagnosis?

Yes, use the command TCM Information located at the Navigator. TCM register of TCM Tutorial opens with the TCM Information. Open the tab Point Combination of the TCM Information. Modify this Point Combination to your needs.

Is it possible to add own notes to the Acupuncture Points?

Yes, use the command Point Information located at the Navigator. Acupuncture register of TCM Tutorial opens with the Point Information. Open the tab Notes and enter your own notes there. You can use the full text search to re-find your notes.

TCM - FAQ

How to study all symptoms of a TCM diagnosis, for example all symptoms of Kidney Yin Deficiency?

Click on the command TCM Information located at the Navigator. TCM Register of TCM Tutorial opens with the TCM Information. Open the tree structure at "Disease Patterns of the Organs, Kidney Patterns". Select Kidney Yin Deficiency. Now the Symptoms tab of the TCM Information displays all symptoms of Kidney Yin Deficiency.

Note: In Chinese medicine, one symptom can lead to several TCM diagnoses. To study all TCM diagnoses of a symptom, move the mouse to the symptom you are interested in, open the context menu with a right-click and select TCM diagnoses.

How to study the cardinal symptoms of a TCM diagnosis?

Open TCM Theory, go to "Foundations of Chinese Medicine, Appendix, Study Charts, Cardinal symptoms - overview (or enter cardinal symptoms in the prefix search).

This page - Cardinal symptoms - overview - is very useful. You find the cardinal symptoms of each TCM diagnosis in a very focused manner.

How to study causes and treatment tips of a TCM diagnosis?

Click on the command TCM Information located at the Navigator. TCM Register of TCM Tutorial opens with the TCM Information. Open the tree structure and select the TCM diagnosis you want to study causes and treatment tips. Open Causes or Treatment tab of the TCM Information on the right side.

How to study root and branch of a TCM diagnosis?

Click on the command TCM Information located at the Navigator. TCM register of TCM Tutorial opens with the TCM Information. Open the tree structure and select the TCM diagnosis you want to study the root and branch. Open Root and Branch tab of the TCM Information on the right side.

Note: If you double-click a TCM diagnosis in the root or branch field, you can study its root and branch.

Is it possible to add own notes to a TCM diagnosis?

Yes, docking folder TCM Information, which is available for each TCM diagnosis, possesses a Notes tab. Enter own notes to the TCM diagnosis here. You can use the full text search to re-find your notes.

How to get the TCM diagnosis based on one symptom?

Click on the command TCM diagnoses located at the Navigator. Symptoms register of TCM Tutorial opens with the Symptoms catalogue and the TCM diagnoses. Click on the matching symptom to select it. The TCM diagnosis based on the selected symptom will be displayed in the TCM diagnoses Docking folder.

In all areas of ShenProfessional in which symptoms are displayed, the TCM diagnoses Docking folder with the Diagnosis Analysis can be opened via the context menu, providing you with the related information.

How to get a Patients TCM diagnosis based on several symptoms?

First, a Diagnosis date is necessary: Open Calendar, double click to open Appointments Assistant, select Diagnosis date and a Patient. Close the Appointments Assistant.



The appointment displays the diagnosis symbol. Double-click the diagnosis symbol to open Diagnosis register of Patient folder with the selected appointment of your patient.

The TCM diagnosis is performed in docking folder Examination and Diagnosis. Use the tab Examinations to enter your findings (SOAP notes).

At Symptoms tab it is necessary to select the symptoms of your patient.



Click on this button to open Symptoms Catalogue. Select your patient's symptoms in Symptoms Catalogue and close it. These symptoms are saved to this diagnosis date.

Change to the Diagnosis tab, the TCM diagnoses of the selected symptoms are displayed.

What do the colored organs mean, displayed in docking folder TCM diagnoses?

The colored organs give a first overview which organs are involved. For example if a symptom of your patient lead to Heart Yin Deficiency, the Heart field will be colored red.

If there are only few colored fields you can be sure, that they have to be treated.

What do the numbers mean shown in docking folder TCM diagnoses?

There are three columns of numbers:

1st column: Most frequent TCM diagnosis

The numbers in the first column refer to the number of symptoms that lead to these TCM diagnoses. For example if the highest number is 5, this means that 5 symptoms of your patient lead this TCM diagnosis.

2nd column: Most frequent Root 

The numbers in the second column shows how frequently these TCM diagnoses are root (primary cause), leading to other TCM diagnoses. For example if the highest number is 7, this means that this TCM diagnosis is 7 times root of other TCM diagnoses. These 7 TCM diagnoses are branches.

3rd column: Most frequent Branch 

The numbers in the third column shows how frequently these TCM diagnoses are branch (secondary complication), resulting from other TCM diagnoses. For example if the highest number is 3, this means that this TCM diagnosis is branch of 3 TCM diagnoses. These 3 TCM diagnoses are the roots.

To display root and branch highlight the TCM diagnosis and the root and branch symbols are displayed in front of the according TCM diagnoses.

My patient has some very important symptoms. How to get to know to which TCM diagnoses these symptoms lead?

! Mark these symptoms as very important. Move the mouse to the symptom, right-click opens the symptoms context menu. Select very important. A red exclamation mark appears in front of the symptom.

! All TCM diagnoses resulting from these symptoms get the exclamation mark as well.

To get to know which symptoms exactly lead to a TCM diagnosis, open the context menu to this TCM diagnosis and click on the command "Symptom affiliation".

How to sort by "best match, importance, root or branch" in docking folder TCM diagnoses?

In docking folder TCM diagnoses use a right click to open the context menu. This context menu contains the sort options. Click on a sort option to select it.

Tip: With the context menu of TCM diagnoses, Point Search, Acupuncture Charts and TCM Information can be opened.

How to develop a treatment strategy?

A working way to get an efficient treatment strategy is to treat - according to ShenProfessional's TCM diagnoses - the most important TCM diagnosis, the best match, the most frequent root and the most frequent branch.

But consider the following:

Developing the appropriate treatment strategy for your patient is an individual process. It requires not only a good foundation in the theory of Traditional Chinese Medicine, but also a lot of experience, which is even more important. ShenProfessional cannot give you the experience, but it can help you to understand the foundations of TCM, and offer you valuable information and helpful tips.

A thorough and systematic examination, as well as a good understanding of the theoretical foundations of TCM, are the key to an accurate diagnosis and since Traditional Chinese diagnosis depends almost entirely upon observation data, there is no substitute for it, in order to establish a working treatment strategy. Select the patient's signs and symptoms in the Symptom Catalogue. A possible procedure on how to develop a treatment strategy is described as follows:

Study the TCM Information

Study the TCM Information for the most frequent TCM Diagnoses, the most important TCM Diagnoses, the most frequent Roots and the most frequent Branches. Study also the Root and Branch tab, which is located in the TCM Information folder and can be accessed by using the navigation button to scroll to display additional tabs. Try to find the matches between the Root and Branch of the TCM diagnoses and the Diagnosis Analysis.

Study Root and Branch

Study the Root and Branch of the most frequent TCM Diagnoses, of the most important TCM Diagnoses, of the most frequent Roots and the most frequent Branches, shown in the Diagnosis Analysis.

There are many ways to Rome

TCM is very vast and often there is more than one way of treating a patient successfully. The deeper the understanding and the vaster the knowledge the more treatment options seem to exist. The skill-level of a practitioner is reflected in his or her ability to choose the most effective treatment principle and develop a working treatment strategy.

Based on the treatment principle one has to select the acupuncture points that match the diagnosis and choose a point combination according to the treatment strategy. A treatment strategy is based upon the application of your treatment principle to the specific physio-energetic level affected.

Monitor your patient's progress with each treatment. Reevaluate the patient if the symptoms don't improve and results are unsatisfactory. Modify your treatments according to the patients condition.

I prefer studying TCM books, why should I use ShenProfessional's TCM Theory?

Please make a 30 min. test with a friend and compare your knowledge:

1. Study 30 min. any TCM book about the foundations of TCM.
2. Your friend studies 30 min. foundations of TCM in ShenProfessional's TCM Theory.

Compare what you have learned!

The result will be amazing. With ShenProfessional's TCM Theory you will learn about 50% more in the same time. This is like speed learning!

Why is ShenProfessional's TCM Theory so effective?

ShenProfessional's TCM Theory has the following advantages:

- > it is free from any unnecessary content. You study only what is necessary.
- > it has a complete logic structure. You will easily understand what you read.

Does it make sense to study TCM so fast? Yes, absolute. If you don't know the basics, you won't be able to understand your patients. The difficulties in Chinese medicine are not the foundations. In many books, the foundations are explained more complicated than they are. This is needless and waste of time. The difficulties are in the daily live, in the daily practice, to understand your patient, to develop an effective treatment strategy and to find the most effective points.

Patient - FAQ

A new patient calls and wants to schedule an appointment, how to go ahead?

"Hi, my name is Sasha and I have a horrible back pain. I would like to schedule an appointment..."

Open the Calendar and double-click the time of a free appointment. The Appointment Assistant opens. At first appointment you want to perform a diagnosis and a treatment. Select Diagnosis date and Treatment date.



Click this button to open Patient folder in order to add a new patient.



At Patient folder click this button to add a new patient. Enter at least the last name of your patient and click Ok.

Close the Appointment Assistant. The appointment for diagnosis and treatment is scheduled.

From appointment to TCM diagnosis, how does this work?

First, a Diagnosis date is necessary: Open Calendar, double click to open Appointments Assistant, select Diagnosis date and a Patient. Close the Appointments Assistant.



The appointment displays the diagnosis symbol. Double-click the diagnosis symbol to open Diagnosis register of Patient folder with the selected appointment of your patient.

The TCM diagnosis is performed in docking folder Examination and Diagnosis. Use the tab Examinations to enter your findings (SOAP notes).

At Symptoms tab it is necessary to select the symptoms of your patient.



Click on this button to open Symptoms Catalogue. Select your patient's symptoms in Symptoms Catalogue and close it. These symptoms are saved to this diagnosis date.

Change to the Diagnosis tab, the TCM diagnoses of the selected symptoms are displayed.

From appointment to treatment, how does this work?

First, a Treatment date is necessary: Open Calendar, double click to open Appointments Assistant, select Treatment date and a Patient. Close the Appointments Assistant.




The appointment displays the treatment symbol. Double-click the treatment symbol to open Treatment register of Patient folder with the selected appointment of your patient.

The Treatment is displayed in docking folder Treatment. At tab Information enter the TCM diagnoses, Treatment principle etc. At tab Acupuncture save the Points you want to use in this treatment.

From treatment to invoice, how does this work?

Open Treatment register of Patient folder with the treatment date of your patient. Highlight the treatment date and open docking folder Billing data. Assign one or more billing codes to this treatment date.

Open billing folder and either select the patient you want to bill or use the filter option "due billing" (you can use the command "due billing" located at the Navigator as well).

Highlight the name of your patient and click the invoice button  to create the invoice.

Print the invoice directly or export it to MS Word.

Is it possible to use Patient folder without an appointment?

Patient register can be always used without an appointment. At Diagnosis and Treatment register an appointment is always necessary and the common way is to use the Calendar to schedule the appointments.

If you don't want to use the Calendar, you can use the automatic scheduling function of Patient folder. Highlight you patient at Patient register open Diagnosis or Treatment register and start to edit diagnosis or treatment. You will be asked whether you want to schedule an appointment automatically. Click Yes.

How to delete a patient?



This is the delete button. Press this button to delete a patient.

Note: If you delete a patient all appointments and invoices of this patient will be deleted as well.

How to save acupuncture points used in a treatment?

There are several ways to save points in a treatment. The points are saved in Acupuncture tab of Docking folder Treatment at Treatment register of Patient folder.



Use this button to open the Acupuncture Catalogue, select the points you want to use in the treatment. Click Ok.


Use drag and drop

Acupuncture points can always be dragged into the docking folder Treatment. For example open Acupuncture register of TCM Tutorial and drag points from there into the treatment. Or perform a Point Search and drag points from the result to the treatment. Or open Point combination of TCM Information and drag points from the Point combination in the treatment.

How to display the used technique to an acupuncture point saved in a treatment?

Move the mouse over an acupuncture point saved in a treatment, right-click with the mouse opens the context menu. At this context menu, you can choose between "Neutral needling (default), Sedation, Tonification, Moxibustion".


How to create a patient letter with MS Word?

 Use this button located at the bottom of docking folder Patient data of Patient folder, to create a patient letter with MS Word. This command exports only the data of the selected patient to MS Word.

MS Word opens and you can edit the document and print it.

Tip: Enter your practice data at the Options. They will be added to the MS Word documents.


How to create a serial letter with MS Word?

 Use this button located at the bottom of the left side of Patient folder, to create a serial letter with MS Word. This command exports all patients to MS Word.

Select a document and MS Word opens. Edit the document and print it.

Tip: Enter your practice data at the Options. They will be added to the MS Word documents.

How to create a mass e-mail with MS Word?

 Use this button located at the bottom of the left side of Patient folder, to create a mass email with MS Word. This command exports all patients to MS Word. To send an e-mail, the e-mail address of your patient has to be entered at Patient folder.

Select a document and MS Word opens. Depending on your MS Word settings, there may be security messages from MS Word. Read them and continue. Edit the document to your needs.

At MS Word, register Mailings is open. Open the command "Finish & Merge" and select "Send E-Mail messages". A window opens where you have to select the Message options:

At "To" select "patients_emailaddress".

At Subject line: Enter your subject.

Mail format: Plain text

Click Ok to send the emails.

Tip: Enter your practice data at the Options. They will be added to the MS Word documents.

Appointments - FAQ

How to schedule an appointment?

Open Calendar at the date you want to schedule an appointment. Double-click at the appointment and the Appointments Assistant opens. Select Diagnosis date and/or Treatment date and a Patient. Close the Appointments Assistant.

How to postpone an appointment?

To postpone an appointment within a day or within the 7day week, just use drag and drop

To postpone an appointment to another week, cut (STRG+X) it, go to the correct date and paste (STRG+V) it.

How to delete an appointment?



This is the delete button. Press this button to delete an appointment.

Is there a way to open the Patient folder from an appointment?

Yes, double-click the displayed symbol at the appointment to open Patient folder



Double-click the symbol of a Diagnosis date to open Diagnosis register of Patient folder.



Double-click the symbol of a Treatment date to open Treatment register of Patient folder.

How to print a confirmation of scheduled appointments?

Open the Calendar and highlight the first appointment you want to be printed.



Use this button to open MS Word with the scheduled appointments.

The highlighted appointment and all following appointments will be exported to MS Word.

How to mail a confirmation of scheduled appointments?

Open the Calendar and highlight the first appointment you want to mail.



Use this button to mail the scheduled appointments.

The highlighted appointment and all following appointments will be mailed.

How to change the time units in the Calendar?

Open the Options and go to the entry Calendar. Change to time units to your needs.

Time units 2 means, one hour is divided into two parts and an appointment will be 30 min by default.

Time units 3 means, one hour is divided into three parts and an appointment will be 20 min by default.

Billing - FAQ

How to assign billing codes to diagnosis or treatment date of patient?



Double-click the symbol of a Diagnosis date at the Calendar to open Diagnosis register of Patient folder. Open docking folder Billing data and assign a billing code.



Double-click the symbol of a Treatment date at the Calendar to open Treatment register of Patient folder. Open docking folder Billing data and assign a billing code.

Note:

You can either assign a billing code to the date or the description of the date.


What is "Due billing"?

If you have assigned a billing code to a diagnosis or treatment, this item is "due billing". There isn't an invoice for this item yet.

How to display all invoice items, which are due for billing?

Use the command "Due billing" located at the Navigator to display all invoice items, that are due for billing. Billing folder opens automatically.

Or, open Billing folder and select the filter option "Due billing".

The filter option "Due billing" is displayed by this symbol 

At Patient folder billing codes can be assigned to the date, the diagnosis or the treatment. The following symbols display items, that are due for billing:



due billing items, that are assigned to a date



due billing items, that are assigned to the description of a diagnosis




due billing items, that are assigned to the description of a treatment

How to create an invoice?

Precondition for creating an invoice is, that there is a patient saved in Patient folder and billing codes or products are already assigned to this patient.

-> use the command "Due billing" located at the Navigator. Billing folder opens and displays all unbilled items.

-> highlight the patient you want to bill and click on this button .

-> all due billing items of this patient are billed and the invoice is displayed in docking folder Invoices and can be printed. This is a collective invoice.


Note:


If you highlight a single item instead of the patient's name and create an invoice, only the highlighted item is billed. This is a single invoice.

What is an independent invoice and how to create it?

An independent invoice is created in billing folder and billing codes or products are added to the invoice there. It is called independent invoice, because it is independent from billing codes assigned in Patient folder.

-> use the command "Selected Patients" located at the Navigator to open billing folder.

-> if your patient isn't already selected, use this button  to open Patient folder and select your patient.

->  use this button to add a new invoice.

-> add billing codes to the invoice and print it.

How to print an invoice without MS Word?



Use this button located at the bottom of docking folder Invoice in Billing folder to print invoices (or reminders) without MS Word.

Note:

Add your letter head, the footer and sender and short sender in the Options at "Layout for invoices and reminders" in category "Shen documents".

How to print an invoice with MS Word?




Use this button located at the bottom of docking folder Invoice in Billing folder to export an invoice to MS Word and print it with MS Word

Note:

Add your practice data in the Options at category "practice data". These data are used with the export to MS Word.

How to display the paid invoices of a patient?

Use the command "Selected Patients" located at the Navigator to open billing folder.

If your patient isn't already selected, use this button  to open Patient folder and select your patient. All paid invoices and also all unpaid are displayed.

How to display all unpaid invoices?

Use the command "due payment" located at the Navigator to open billing folder with all unpaid invoices.

Note:

To turn a unpaid into a paid invoice, assign a payment date to the invoice.

How to add a new billing code?

Use the command "billing codes" located at the Navigator to open Billing codes.



Use this button to add a new billing code.

How to add a new product?

Coming next version.

How to add my practice data to the invoices?

To add your practice date to the MS Word invoices, open category "Practice data" in the Options and enter your data there.

To add your practice date to the Shen-invoices, open category "Shen-documents/Layout for invoice and reminders" in the Options and enter your data there.

How to edit the templates for the reminder?

To edit the MS Word reminder, open and edit them with MS Word.

To edit the Shen-reminder, open category "Shen-documents/Layout for invoice and reminders" in the Options and edit the reminder there.

How to edit the currency and VAT?

Open category "Currency and VAT" at Options and edit the currency and VAT.

Misc - FAQ

How to resize a folder?

If you would like to resize the entire folder display proportionally, use the mouse to point at the corner of the folder window. The cursor arrow transforms into a diagonal double arrow. Press the left mouse button to stretch or shrink the corner of the window by continuing to press the button until the size is adjusted to your needs.

If you would like to minimize or maximize the size of a folder window, you can, like in all Windows programs, use the buttons on the right side of the title bar.

How to restore the original size of a folder?

Use the command "Restore" in Windows menu of menu bar.

What are docking folders?

The Docking folders in ShenProfessional are the most important source of information. A Docking folder can be part of a register.

Docking folders are unique because they can be separated from the affiliated register. The separation of a Docking folder from its affiliated register allows you to switch to full picture mode or to view several folders simultaneously.

Separate a Docking folder from the main folder

Select one of the two options to separate a Docking folder that is part of a register from its main folder:

1. Double click on the Docking folder tab.
2. Use the drag and drop function in order to move the Docking folder, select the Docking folder tab by pointing on it with the mouse cursor, hold down the left mouse button, drag the folder to a new location and release the mouse button.

Re-attach a Docking folder to the main folder

Press the Docking folder close button located in the Docking folder window at the upper right corner of the title bar. You can also use the shortcut Alt+F4, or manually move the Docking folder back to its original place using the mouse.

What can be done with drag and drop?

ShenProfessional uses the drag and drop editing function in order to drag and drop text between documents or among different applications. It is, for example, used to move folders, to drag symptoms into the TCM Diagnoses, to drag TCM terms or TCM diagnoses into the Point Search function, or to drag acupuncture points into a treatment protocol.

To use the drag and drop function select the text by pointing on it using the mouse cursor, hold the mouse button pressed and drag the text to a new location and then release the mouse button.

Example:

If you would like to drag acupuncture points from the result of a Point Search into the Acupuncture tab

which is located in the register Treatment of Patient folder, arrange Treatment register and Point Search next to each other and then drag the selected acupuncture points from the Result tab into the overview of the treatment points.

What is the context menu?

The context menu is an important source of essential information in ShenProfessional. To get access to the context menu, use the right mouse button, whenever a question mark appears on your cursor.

Examples:

At each acupuncture point the context menu can be opened with access to Point Information and Acupuncture Chart.

At each TCM diagnosis or TCM Term the context menu can be opened with access to Point Search, TCM Information and Acupuncture Chart.

At each symptom the context menu can be opened with access to TCM diagnosis.

How to backup?

There is no automatic backup function installed. Just copy the complete folder of ShenProfessional and paste it into your backup folder.

How to enable or disable the Shen Assistant?

Open Shen-Assistant at category Preferences at the Options. Check or un-check the Shen-Assistant.

Note:

If the Shen-Assistant is un-checked, screentips are still available. To disable them, go to Tips and Format in the same category and un-check screentips.

Why should you enter your practice data?

If you would like your practice data to appear automatically on the print outs, you should enter them. There are two different places to enter them:

Practice data for MS Word documents:

Go to Practice data at the Options and enter your practice data there. All fields are available as merge fields in the MS Word documents.

The templates have them already included and are ready to use.

Practice data for Shen documents:

Shen documents are documents like invoices which can be printed without using MS Word. Enter the necessary practice data at Layout for invoices and reminders at category Shen documents.

The MS Word documents contain merge fields, what is a merge field?

ShenProfessional automatically creates a mail merge document every time you click on export to MS Word. The merge fields are fields to indicate where the information from each record of your data source should be inserted. These data are patients data, invoice data and your practice data (depends on the context).

How to add a merge field into a MS Word document?

With the MS Word export, ShenProfessional has automatically created a mail merge document. If you want to customize the document and add a merge field use the command "Insert merge field" in MS Word. You will see a list with the available merge fields.

I want to move ShenProfessional to another system, how shall I do this?

Copy the complete folder of your ShenProfessional 3.0 installation on a flash drive, connect the flash drive to the other system and paste the complete folder.