

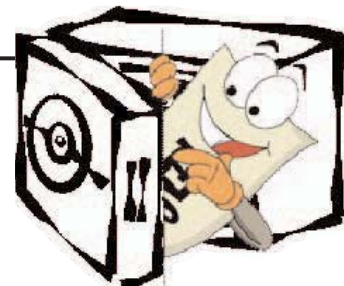
# OPTOSYS® INFO

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## BACKUP COPIES

The importance and quantity of data saved on computers is humongous, and companies increasingly rely on them.



Despite their power, computers are both complex and vulnerable. Everyone knows the menaces faced by users, especially individuals who have already had to face them. Threats include viruses, hard drive failures, power surges, bugs, incorrect commands, accidentally spilling your coffee cup, etc. All it takes is a few seconds and the data that you've accumulated over a period of time is irretrievably lost.

The solution is prevention. However it's reassuring to be able to rely on a recent backup copy when catastrophe strikes.  
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## Deal of the Month Online Purchases



**DELL 19" Flat Panel Monitor  
Model E198FP**

**\$225\***

For home or the office, Dell's 19" Flat Panel Monitor is designed for complete comfort and convenience to satisfy even the most discerning users. It provides up to 1280 X 1024 pixels for excellent clarity and vibrant images. The price includes Dell's 3-year warranty.



\* Taxes not included. Free shipping.

Welcome to fast  
and easy ordering!

## Calendar!

We will be in your area soon. It will be our pleasure to demonstrate the latest version of Optosys®2 to you, so come and see us.

- September 14, St-John, NB
- October 5 & 6, Montreal, QC
- October 19, Calgary, AB
- November 3, Markham, ON (Vision Institute)
- November 16, Halifax, NS

## Optosys®2 update #18

Our thanks go out to the clinics that have installed the latest update of Optosys®2.

- Clinique Super Vision Inc.
- Clinique Visuelle Saguenay Enr. et Groupe Visuel Multi Vision Enr.
- Clinique D'Optométrie Bélanger Inc.
- Bouchard, Lapierre & Associés Optométristes Inc.
- Clinique Visuelle Harvey & Savard Inc.
- Centre Ophtalmique Jacques Bouchard Inc.
- Clinique D'Optométrie Boul. St-Joseph
- Dr J.B. McRoberts, Optometric Corp.
- Clinique Opto. Jules Plante Inc.
- Gaétan Tanguay, O.D.
- De Visu
- Granger Bernier & Associé Inc.
- Clinique D'Opto Reine St-Onge Inc.



# Update 18 Available Now!

## Optosys<sup>®</sup>2 V18

### 1) Security Access by user or groups of users

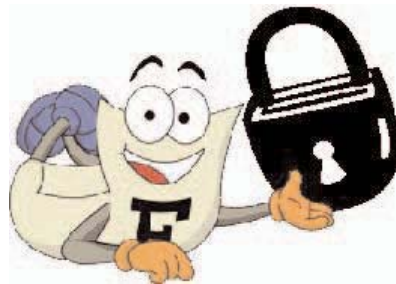


Set security access according to each employee's specific tasks and responsibilities by assigning access rights. For example:

- **Limit report printing** to your clinic manager
- **Limit access to pricing, sales, product description and other functions** according to whoever performs these tasks
- **And more!**

Assign **access rights** to:

- Add
- Modify
- Delete
- View
- Print



In the following **functions**:

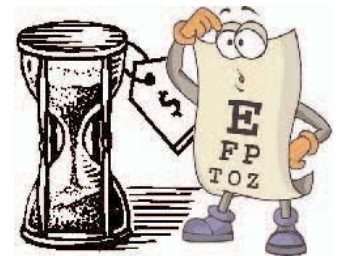
- Administration
- Agenda
- Mail Merge
- Invoicing
- General
- Inventory
- Medsys
- Patient
- Selection

### 2) Bar Code Management

**How do you save time** when handling merchandise?

That's easy! Simply use the **Product Search** functionality and your **bar code scanner** to:

- Enter the stock when received
- Order merchandise
- Return merchandise
- Reconciliate your inventory (Adjustment tab)
- Create prescriptions
- Invoice your patients



**What to do if your product doesn't have a bar code?**

Let Optosys<sup>®</sup>2 generate one for you and then print out your labels!

### 3) RAMQ Billing - Quebec (MEDSYSQC)

Co.	Optomet...	Service Date	Medicare	Service 1	Service 2	Service 3	Service 4	Total	Claim no.	Status	Created by	Date create
002	02	17/08/2004		9003				\$12.50	0000000002	New	Paوزه, Caroline	15/08/2007
001	02	17/05/2004		9001				\$23.30	0000000001	New	Paوزه, Caroline	13/08/2007

- Capture **claims** directly from the patient's file or in batches
- **Validation** prior to transmission of data
- **Transmission** is routed through the internet with one simple click
- **Error recovery** over the internet
- **Statement downloads** over the internet
- **Automatic consolidation** upon receipt of statements
- **Re-invoicing** from the original claim
- **Claim status** New, Validated, Transmitted, Refused, Paid, Partially paid, Not finalized, Final

Each of the steps can be viewed on screen or printed.

This function will be available across Canada in the near future.

### 4) Performance

The IT Department has been hard at work with CRIM\*, to respond to comments made by our members concerning the major sources of the software's slow response time.

#### We have enhanced:

- The Agenda
- The screen refresh operation
- The access to the database
- The speed at which data is saved



- Print speed
- Searches
- Selection performance
- Many other features!

### 5) Moreover...



In keeping with our commitment to serving you better, we've also made 40 other enhancements requested by our members!

Available as of October 2007  
Optosys<sup>®</sup>2 for VISTA

More information to come in October's edition of Optosys<sup>®</sup> Info.

**OPTOSYS<sup>2</sup>**  
*.com* The leading optometric practice management system...  
*Now connected to the world!*

# PREVENTION, YOUR INSURANCE POLICY!

A backup copy of your data is like an insurance policy for your business; therefore nothing should stand in the way of making backup copies on a regular basis.

- 1) **Procedures** should be clear and concise,
- 2) **Frequency** should be pre-determined and maintained,
- 3) **Storage** should be off-site,
- 4) **Verification** of data to ensure that it's not corrupted



## Procedures

If backup procedures are not clearly defined, ask us to help you determine the best procedures for you. We can assist you in developing your own **written procedures** detailing how to create your backup copies.



## Frequency

Your data should be backed-up daily. Any data lost since your last backup will have to be entered **manually** should your system malfunction.

Use individual CDs, DVDs or USB keys for **every day of the week** in case of a backup malfunction.



## Storage

Off-site storage is important in case of fire, burglary, flooding and any other situation where your backup copies may be lost.



## Verification

Verify your backup copies on a regular basis to ensure that the disk has not become corrupted. When in doubt, contact our technicians to assist you with the verification.



## CAUTION!

**OSI cannot be held responsible in the event that you do not routinely perform your backups or if the backup copies are not readable. It is entirely your responsibility to ensure that your backups are performed on a daily basis, stored in a secure off-site location, and verified regularly.**

In addition to your confidential business data, the media that you use, whether CD, DVD or USB Key, contain **personal and medical information** for all of your patients.

Ensure that the information contained on your backup copies does not fall into the wrong hands by **protecting your backup copies.**

When using a CD Burner to make your backup copies, we recommend that you use type "R" CDs or DVDs only, as type "RW" are not readable by all CD/DVD drives.

USB keys are great! They're quick, easy to use and very compact. They're also **easy to misplace or lose.**