



DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

September 2006

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Think About It

Make Invoicing Easier with DP Billing

DP Billing has always been the most popular add-on module for DrugPak and it is easy to see why: every business needs to charge their clients and DP Billing makes it easy!

DP Billing was the first add-on module for DrugPak and as we said, it continues to be the most popular add-on. The simple idea is that you setup your prices in DP Billing and enter your results

We're Here to Help You!

We appreciate that you have chosen DrugPak to manage your substance abuse testing data. This newsletter is an opportunity for us to pass on news, helpful hints, and suggestions. If you ever have any questions or problems, don't hesitate to contact us.

Be sure to regularly check for DrugPak module updates at [http:// www.drugpak.com/update](http://www.drugpak.com/update) and remember to read the release notes to learn more about the changes.

The following modules have recently been updated:

- [DrugPak Main Module \(8/30/2006\)](#)
- [Document Manager \(8/30/2006\)](#)
- [MRO Management \(8/30/2006\)](#)

- **Compatibility with MS IE in New DrugPak Update**

Recently Microsoft began releasing a new test version of Internet Explorer (IE 7). In a recent DrugPak Newsletter users were cautioned about an incompatibility between this new version of IE and some functions in the DrugPak Software Suite, particularly Document Manager.



New updates for DrugPak, MRO Management, and Document Manager are available from the DrugPak website to accommodate the upgrade to Internet Explorer. Any DrugPak user wishing to install the new version of Internet Explorer should first install the latest update of every applicable DrugPak module.

The new version of Microsoft Internet Explorer, version 7, is still in testing and Scanlon Associates does not encourage DrugPak users to upgrade until an official release is available. At the same time, we are pleased to offer expanded compatibility with this latest upgrade for

into DrugPak. With a few easy steps, DP Billing combines your prices together with your result records and creates accurate, easy-to-read invoices.

Various Prices

It is normal for organizations in the substance abuse testing industry to have a wide variety of prices depending on result volume, types of services, and special arrangements. DP Billing can address all kinds of price variations from the simple to the complex. If you charge different prices for pre-employment testing or random selections, DOT or non-mandated testing, and/or many other factors, DP Billing makes it easy to setup your price schedule and calculate your invoices.

If your prices depend on which laboratory or collection site is used, all charges can be computed automatically. If one client gets a different price than others you can easily customize their price. Advanced features make it possible to compute prices on other variables including what time the collection was performed, which MRO verified the result, and even customizable values!

Special Layouts

DP Billing allows various formats for the invoice such as grouping, subtotaling, and custom layouts. The detail text can be customized to your (or your clients') requirements (i.e. display SSN, CCF# and name, just CCF#, or a combination of several variables).

Export to Accounts Receivable

Once your invoices are ready

DrugPak users.

[Download the new DrugPak updates.](#)
[\(Requires Main Module and Document Manager, MRO Management if also installed.\)](#)

• **Converting from LabOne to Quest Diagnostics**

LabOne was recently acquired by Quest Diagnostics. DrugPak users who previously download result data from LabOne to import through MRO Management are being transitioned to downloaded from Quest. To facilitate this process Quest has been working with Scanlon Associates to provide the necessary MRO Management translation script as well as provide a utility to convert LabOne account number information into Quest accounts to be utilized by the Quest translation script.

Every effort has been made to contact MRO Management users affected by this transition, but if you are an MRO Management user and you have been using LabOne and you have not already been contacted by someone from our DrugPak Support Desk, please call us so we can provide this free assistance.

Both Scanlon Associates and Quest Diagnostics value your business and we are dedicated to making this transition as easy as possible for all concerned.

The DrugPak Support Team can be contacted via phone and email. Call us at (800) 321-7826 x220 or use the link below.

[Contact DrugPak support via email](#)

• **September Webinars**

Participant Import Webinar

Basic and advanced techniques for importing lists of participants into DrugPak. Importing is one of the most in-demand topics for our support Help Desk. This session will cover all aspects of taking client-prepared files and getting the data correctly into your DrugPak system.

Participant Import - 60 minutes - \$59
Thursday Sept 7th 2:00 PM Eastern Time*

DOT MIS Form

Learn how to best prepare and generate the DOT MIS Form directly from DrugPak. Understand how participant records, random selections, and result records combine to



to send to your clients you can also send the invoice data to your accounting software. DP Billing is equipped with export functions compatible with Peachtree Accounting and QuickBooks and custom solutions can be created for other accounting packages. When you receive payment on your invoices, your A/R software will already be waiting for them!

Contact [John Wasson](#), DrugPak Sales Manager at (800) 321-7826 x203 for more information about DP Billing and to start your free 30-day trial!

[Visit DrugPak.com to learn more about DP Billing](#)

produce the MIS report. This helps ensure accurate numbers and printing. Grouping options can get your reports generated quickly. This is critically important now for accurately reporting client year-end results.

DOT MIS Form - 60 minutes - \$59

Thursday Sept 21st 11:00 AM Eastern Time*

Basic Filter Building

In this short summary of Symbolic Logic 101, learn the basic concepts for building and using filters in a variety of situations. Filters can be used to handle the special situations for viewing and retrieving data in the unique ways your clients demand. After learning about filters, people have made comments like "The doors of DrugPak have really opened for me after I learned how to do this." The Basic Filters class is a prerequisite for additional advanced webinars that will be offered in the future (Using Custom Billing Features and Advanced Data Export). However, anyone can take it now and learn how to implement filters in DrugPak right away even if you don't intend to participate in the advanced webinars.

Basic Filter Building - 90 minutes - \$69

Friday, Sept 22nd 11:00 AM Eastern Time*

Support Plan members receive an automatic \$10 discount on all webinars!

Contact Scanlon Associates today to make your advance reservations. Call (800) 321-7826 x202.

Attendees are welcome to have one computer connected to the on-line portion and one phone connection to the conference call, but have as many people view and listen in your office as you wish. Advance payment is necessary to reserve your place and includes the cost of the web connection and the toll-free conference call.

***Please note: all times for webinars are Eastern.**

Adjust for your location accordingly and please be prompt!

There is a limited number of "seats" available for each webinar. Please be considerate of others who may wish to attend. In the event you cannot attend a webinar for which you have registered, kindly give at least one day notice that you will not attend. We will be unable to give refunds or reschedule webinars unless we receive your cancellation at least one day before the scheduled webinar start time.

[Click Here for the complete webinar schedule](#)

- **Complicated Billing Situations?
Try "Custom Billing Rules."**

DP Billing makes it easy to arrange your prices and automate your invoices, but what do you do when you have a price structure that is not easy to arrange?

Many DrugPak users have complex pricing for some or all of their clients. While DP Billing makes it easy to setup simple prices it also has tools that allow you to define more complex prices. DP Billing's Custom Billing Rules can use filter statements to define variations in price. Here are some examples of typical Billing Rules, but you can always contact DrugPak Support for assistance in setting up

these and other advanced features.

Example 1: Charge a fee for after-hours collections. This situation can be defined by the following filter; (*UPPER (timecollec) >'1800' or UPPER (timecollec)<'0800' AND NOT(EMPTY (timecollec))*)

This means "the collection time some value entered (not empty) and is after 6 PM or before 8 AM". Using this filter, you can add a fee to the standard testing and/or collection fees.

Example 2: Offer a discount if the collection site is your office. It is easy to add a fee for a particular collection site, but what if your price is standard regardless of where it is collected, but you give a discount for one particular collection site? DP Billing Custom Rules can be used to add a fee or subtract a discount! The filter *coll_site='ABC'* can be used (where ABC is the collection site code in question) and a minus dollar value (i.e. -\$10) will take care of this variation.

Example 3: You charge a higher fee for hair tests than your other sample types. If most of your drug tests are on urine samples and your standard fee reflects this price you can create a custom rule to define the difference in price for any other sample type. In the example of a hair test the filter would be *spec_type='H'*.

DP Billing's Custom Billing Rules can be accessed in DP Billing in the File menu (top left of the window). Billing rules can be defined for all companies (through the DEFAULT profile) or for any one company. Multiple rules can be established and the order of execution can be manipulated.

[Learn more about DP Billing and other modules through DrugPak Training](#)

support@drugpak.com
<http://www.drugpak.com>

(800) 321-7826

- **Think About It**

"Life is 10 percent what you make it and 90 percent how you take it."

--Irving Berlin 1888-1989, Russian Composer

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