

@data testhdr,testfile`

This is a test merge letter. The line above tells WORD to look for two different files.

The first, testhdr, contains a list of words that you can use in your custom letters which will be replaced by data from the family accounts. The rest of this letter gives you the words found in that file and what will appear from the dental family accounts when you use them.

The second, testfile will vary with each use of #31 Patient Lists on the Tolman Dental Main menu. Each time you select a group of patients to whom you wish to send a custom letter, you will be asked to enter a name for that group. That will be the name of the second file listed above. It will contain the data to merge into your letters.

To give this all a try, first print out this letter using just the Esc Print Printer command. You should get an exact copy of what you see here.

Next, if you haven't already run #31 Patient List from the Tolman Dental Program, do so but limit the selection to just a few families. When you are prompted for a name for the file, enter Testfile.

Then return here, loading this document and run Esc, Print, MERGE, Printer rather than Esc, Print, Printer and you should get a bunch of letters with info filled in from your Testfile file.

The "@" and "`" symbols are made by entering Ctrl-[and Ctrl-].

I hope this all makes sense.

Family account # = @famkey`

	Head of House	Spouse
First Name	@hFIRST`	@SFIRST`
Last Name	@HLAST`	@SLAST`
Street Address	@HSTREET`	@SSTREET`
Town	@HTOWN`	@STOWN`
State	@HSTATE`	@SSTATE`
Zipcode	@HZIP`	@SZIP`
Home Phone	@HHPHONE`	@SHPHONE`
Work Phone	@HWPHONE`	@SWPHONE`
Ins. co. num	@HINS`	@SINS`
Employer #	@HEMPNUM`	@SEMPNUM`
Date of Birth	@HDOB`	@SDOB`
Social Sec Num	@HSSN`	@SSSN`

User codes 1-4 ®UC1⁻ ®UC2⁻ ®UC3⁻ ®UC4⁻
Document # ®DOC⁻
Bill (Y/N) ®BILLCODE⁻
Fee Schedule ®FEEDCODE⁻
Send Bill to ®BILLTOMAIL⁻
Send Mail to ®MAILTO⁻
Send Recalls to ®RECALLMAIL⁻
Current charges ®CURCHG⁻
Current payments ®CURPMT⁻
Thirty days due ®THIRTY⁻
Sixty days due ®SIXTY⁻
Ninety days due ®NINETY⁻
Balance ®BALANCE⁻
Last Personal Payment ®LASTPAYAmT⁻
Last Personal Payment date ®LASTPAYDT⁻
Last Insurance Payment ®LASTINSAMT⁻
Last Insurance Payment date ®LASTINSDT⁻

Outstanding Claims for:

Head of House ®Claim1⁻
Spouse ®Claim2⁻
Bill to ®CLAIM3⁻
Total Claims ®TOTALCLAIM⁻

Insurance Estimates for:

Head of House ®INSEST1⁻
Spouse ®INSEST2⁻
Bill to party ®INSEST3⁻
Total Estimates ®INSEST⁻

Insurance Payments this year for:

Head of House ®INSPAY1⁻
Spouse ®INSPAY2⁻
Bill to party ®INSPAY3⁻
Total Estimates ®INSPAY⁻

If selection based on particular members then:

Member First Name ®FIRST⁻
Member Last Name ®LAST⁻
Member sex ®SEX⁻
Members primary Ins ®PRIMEINS⁻
Relationship to Head of Household ®REL⁻
Members Date of birth ®DOB⁻
Members Medicaid # ®MMI⁻

Members Recall date ® RECALLDT⁻
Recall to address (Head,Spouse) ® RECALLTO⁻
Members Last visit date ® LASTVISIT⁻
Members Completion Status ® CLAIM⁻
Next Visit Date ® NEXTVISIT⁻
State of treatment ® STAGE⁻

If selection based on particular Transaction:

Treatment date ® date⁻
Transaction # ® TRANSCODE⁻
Fee ® FEE⁻
Tooth # ® TOOTH⁻
Surfaces ® SURFACE⁻
Provider # ® DOCTOR⁻