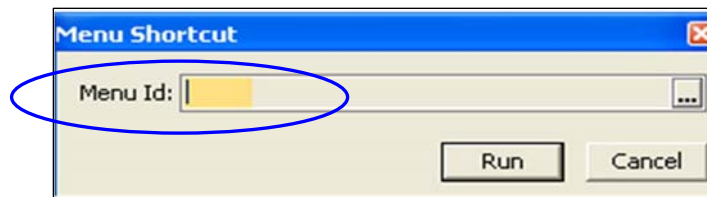


Basic Instructions

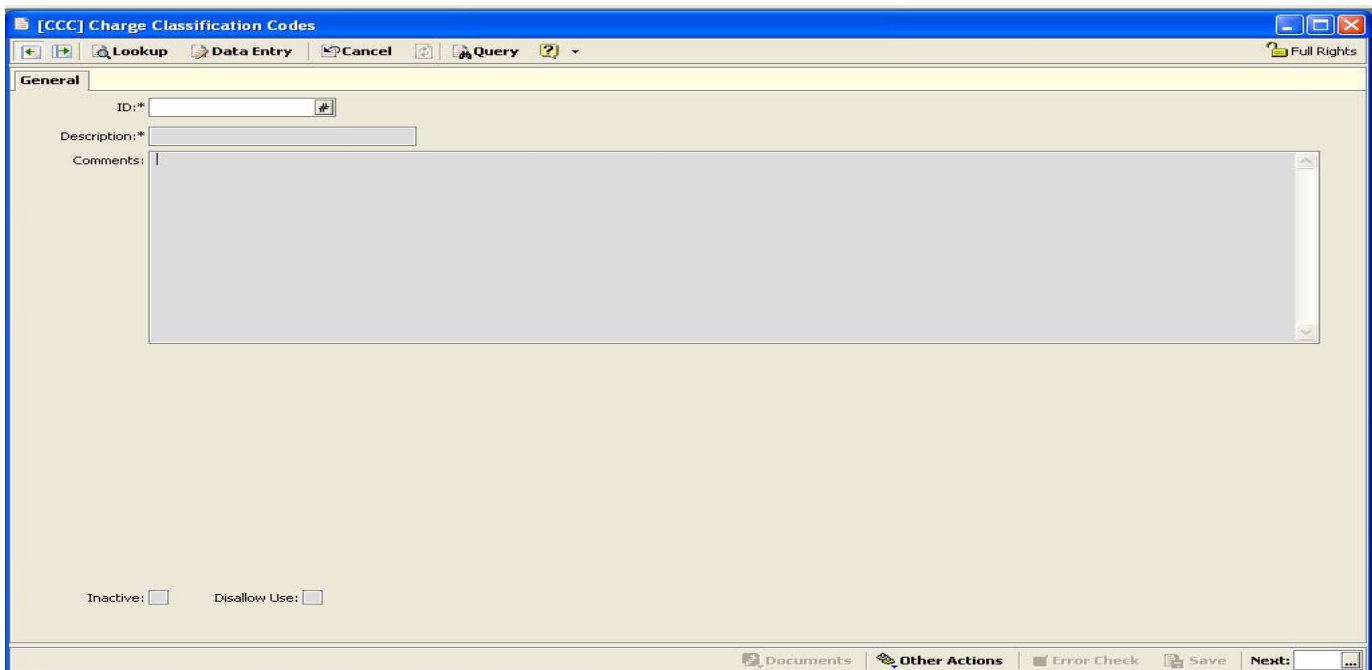
(These steps are performed the same way in each individual table)

Always use the CAPS lock and per Medicare, the hyphen – may be used ONLY between two last names, NO commas (,), period's (.) or number symbol's (#).

- From the Table of Contents
- Locate the table in which you are going to set up e.g., under **Financial Settings** you see (CCC) this is mnemonic short cut menu Id: for Charge Classification Codes
- For each individual table you will use this same method.
 - a. Once inside the TCXMED program
 - b. Press your F12 key , the box below will appear



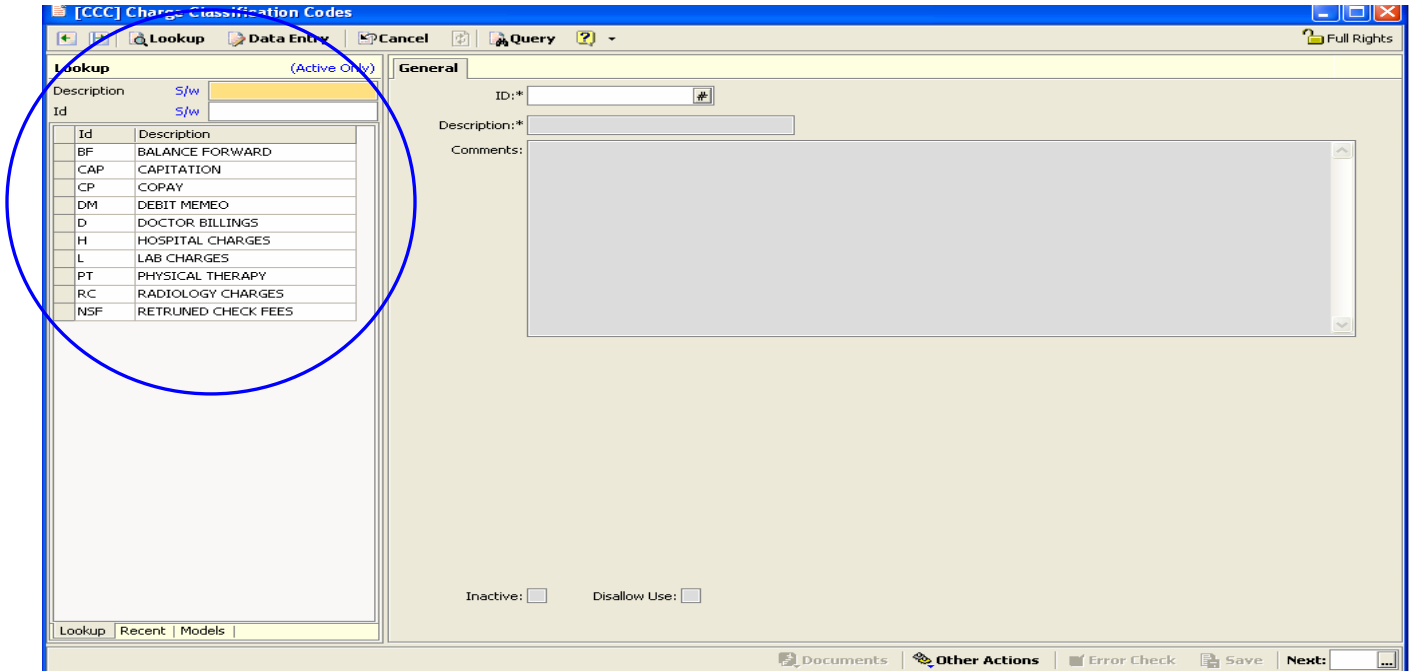
- c. Highlighted in yellow with the blinking cursor, **Menu Id:**
 - d. Type in CCC or any of the tables you want to go to
 - e. Press Enter
- By typing in CCC, the table for Charge Classification Codes will open. When the table opens up, it will be blank.



Basic Instructions

(These steps are performed the same way in each individual table)

- By hitting the short cut key F3, this will open the lookup sidebar, allowing you to see what is added to the table. Under the **Lookup Sidebar**, the cursor will be blinking on the Description. Type in the Description to see if the code has been entered.

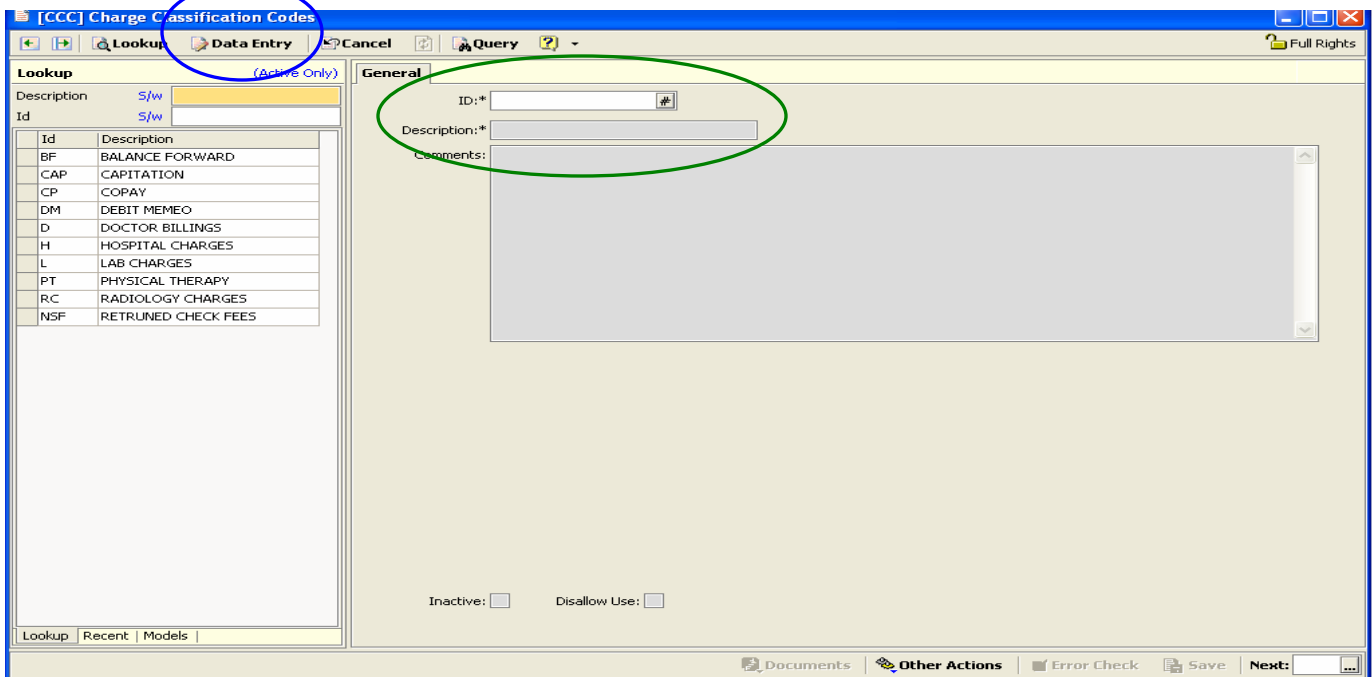


Basic Instructions

(These steps are performed the same way in each individual table)

Data Entry Entering in New ID and Description.

- There are three different ways to choose Data Entry
 - a. With your mouse double left click on **Data Entry**
 - b. Press the F4 key twice
 - c. Or Ctrl+E for Data Entry

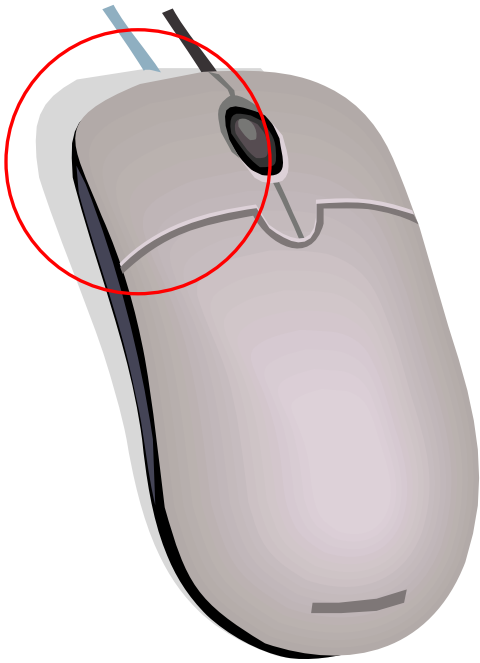


- The cursor is now on the General Tab in the **ID* field**
- This is where you will enter the ID (You should have already determined whether you are using numbers or letters.)
- After entering the ID, press Enter
- The cursor will be blinking **Description field**
- Enter the description
- Press the Tab key, if you need to enter Comments, otherwise you are ready to Save
- There three different ways to Save
 - a. With your mouse, left click on the **Save** button at the bottom right corner of the table.
 - b. Press the F11 key
 - c. Or Ctrl+S for Save



Basic Instructions

(These steps are performed the same way in each individual table)



Left Mouse Click

