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BCCP Lite (BCPL) Operation Manual

Double click the “Snyder BCPL” desktop icon to start the Snyder Epiphany system.



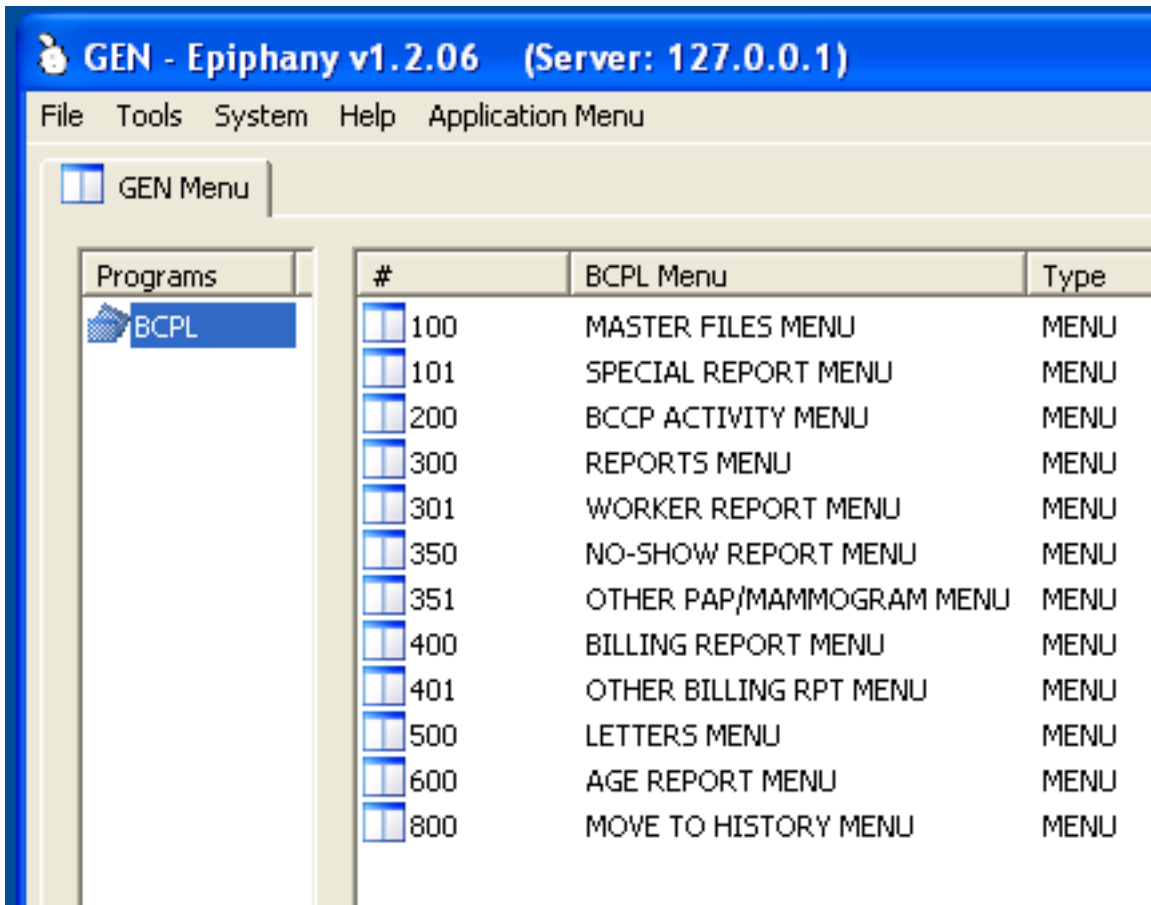
Enter your user name & password and click “Log In”.

Notes: Both name and password are case sensitive.

The default name is “postgres” and the default password is “Solution5526”.

A screenshot of a 'Log In' dialog box with a light beige background. It contains five input fields and two buttons. The fields are labeled 'Server:', 'System Date:', 'User Name:', 'Password:', and 'Company:'. The values entered are '127.0.0.1', '06-05-2009', 'postgres', 'Solution5526', and 'GEN' respectively. The buttons are 'Exit' and 'Log In'.

This is the main menu of the BCPL system. We'll start by setting up your master files. To do this, click on "100 Master Files Menu" in the main menu.



This loads the "100 Menu"

#	BCPL Menu	#	BCPL 100 Menu
100	MASTER FILES MENU	105	COMPANY MASTER RECORD
101	SPECIAL REPORT MENU	110	CLIENT MASTER RECORDS
200	BCCP ACTIVITY MENU	115	CITY MASTER RECORD
300	REPORTS MENU	120	WORKER MASTER RECORD
301	WORKER REPORT MENU	130	CPT CODE RECORD
350	NO-SHOW REPORT MENU	140	PROVIDER MASTER RECORD
351	OTHER PAP/MAMMOGRAM MENU	150	RACE MASTER RECORDS
400	BILLING REPORT MENU	155	AGE BY GROUP RECORD
401	OTHER BILLING RPT MENU	160	DIAG CODE MASTER RECORDS
500	LETTERS MENU	170	COUNTY MASTER RECORDS
600	AGE REPORT MENU	180	REFERRAL SOURCE RECORDS
800	MOVE TO HISTORY MENU	190	INACTIVE CODE RECORDS
		195	TYPE OF SERVICE RECORD

Double click on "105 Company Master Record" to load the job.

Click the "Display" button twice to bring in the first record and click the change button to begin changing the record.

This will place your cursor in the "1. Name" box. Change "YOUR NAME HERE" to your company name & press enter. Once you've pressed enter, this will set the focus to box #2. Continue this process until you have updated all of your company information. Click "Close".

Note: You can switch back to the main menu at any time by clicking on the "GEN Menu" tab.

GEN Menu BCPL 105

BCPL 105 - PROVIDER MASTER RECORD

1 NUMBER = 1

2 NAME = YOUR NAME HERE

3 ADDRESS 1 = ADDRESS

4 ADDRESS 2 = CITY, STATE ZIP CODE

5 ADDRESS 3 =

6 NXT INVOICE#= 1

7 NXT PATIENT#= 3

8 NXT PROVIDR#= 2

9 CENTURY = 20

10 BILLRATE#1YR= 2008 <---- CPT billing rate for this year

11 BILLRATE#2YR= 2009 <---- CPT billing rate for this year

Display Change Enter Remove Next Prev Close

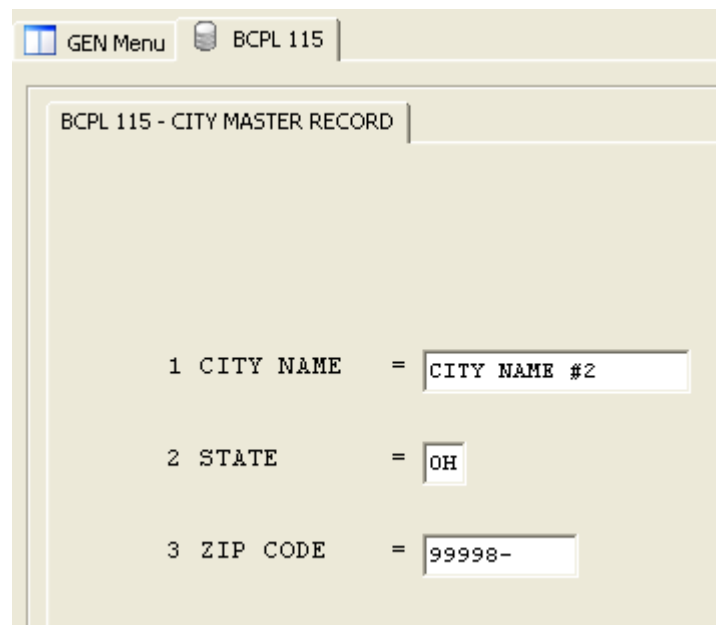
Entering a new city record:

Back at the main menu, double click on "115 City Master Record"

This file contains all of your client cities. An example record has been entered, double click the display button to view it. Once it is open, you may change it to a valid city or remove it completely.

To enter a new city, click on the "Enter" button. This will place your cursor in the "1. City Name" box. Enter the city name and press enter. This will place your cursor in the "2. State" box. Enter the two letter state abbreviation and press enter. This will place your cursor in the "3. Zip Code" box. Enter the zip code and press enter. This will complete the record entry and start another, by placing the cursor again in box #1. You may continue to enter cities or press F1 or Close to stop the entry process.

Note: If you make a mistake and need to edit a previous box, you may press F1 at any time to move the focus back to the previous box. Or once the record entry is complete, you can click on the box that you wish to change and make your edit. Once the edit is complete you must press enter to save the change.



GEN Menu BCPL 115

BCPL 115 - CITY MASTER RECORD

1 CITY NAME = CITY NAME #2

2 STATE = OH

3 ZIP CODE = 99998-

All Other Record Jobs

All of the following record jobs will act in much the same way as the previous examples.

- 110 Client Master Records: This file contains all of your clients. Once all of your other master files are setup, you can begin entering clients.
- 120 Worker Master File: This file contains all employees. Each employee is given a "Worker Code" which is used throughout the system.
- 130 CPT Record Code: This file contains all CPT codes and current rates. 2008 & 2009 CPT codes and rates a preloaded.
- 140 Provider Master Record: This file contains all providers and provider contact data.
- 170 County Master Records: This file contains all counties and their statistics.
- 210 BCCP Activity Entry: This file contains all client activity, such as provider visits, follow ups, relevant CPT codes & resulting visit diagnosis.
- There are many other records not listed, but they are mostly self explanatory. If you do have any questions, please contact us at: 330.364.5526

Final Notes

- The BCPL system provides a wide variety of reports, however not all of the reports in the full BCCP system are available in BCCP Lite.
- In the full version of the BCCP system all records and reports are completely customizable.
- Updated documentation is available at: <http://www.snydersi.com>
- If you have any questions, please feel free to contact us at 330.364.5526 or via email sales@snydersi.com