

# Oasis Practice Management Software

## Word Processor



Introducing Oasis Word Processor—A complete WYSIWYG MS Word compatible program, fully integrated into the Oasis system but without the complexity or expense of Word.

Why reinvent the wheel? Microsoft Word has always been the preferred choice for integration with Oasis. Word is a great product and has a standardized format that everyone uses. However it has its downfalls. MS Word is expensive to install across a network, and practice have hassles with mixed versions of Word over time. The biggest problem with the program however is its complexity. It's awfully difficult for novice staff to understand how to merge patient data. And since, this is a major requirement for most Practice Management systems (such as Oasis), it causes the most angst and support pressure. At Oasis, we decided to do something about it. So, we've written our own Word Processor. It's inexpensive, easy to learn and use, provides integrated Oasis mail merge and best of all stores data in MS Word's own format!



### Standard Toolbars

Oasis uses standard Word Processing Ruler Lines and Toolbars for text font selection, bolding, underlining, italicizing and text alignment—just like MS Word.

### Standard Menus

Oasis uses standard Windows menus for opening and saving documents, printing and print preview.

### Integrated Mail Merge

Oasis adds a special Merge toolbar. This makes it's easy to click on merge variables and add them to your template document. It takes a new staff member only minutes to learn and use the system.



Merging Letters with Oasis data is easy. Simply click on the Print button and choose the data source (Patients, Recalls or Appointments) then let Oasis do the rest for you.



Printing mailing labels is also simplified. Select the data source and then click on the Label Button. Oasis is configured to use the popular Avery J8160 sheet label format.



This button lets you merge current patient details so that you can easily create and print letters for the current Oasis patient.

### Export Facilities

Oasis provides special exporting options enabling you to output your Oasis documents to HTML format (for viewing via Internet Explorer) or in Adobe PDF format. This makes it easy to send secure documents via email to anyone who has a free Adobe viewer.

### Letterheads

Of course, what's a Word Processor if you cannot incorporate graphics such as Practice Logos and Letterheads. This is easy in Oasis and you can place graphics file images into special format tables and position text around the graphic if required.

### Template Libraries

Oasis Word Processing provides seamless integration with Oasis Patient Document Libraries. This means you can compose a library of preformatted "boiler plate" documents and simply select the one you want linking the document to the patient's record. As the new document is loaded for the patient, Oasis knows to "normalize" the document—replacing merge variables with the selected patient's data. This means when you view the document at a later date, it's a true reflection of data entered at the time.



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16-07-2004

Mr Angus Smith  
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ELTHAM VIC 3095

Dear Mr Smith

**HAPPY BIRTHDAY !**

On behalf of all the staff at the dental surgery, we wish you a very Happy Birthday. We look forward to seeing you at your next visit.

Kind regards,

Dentist Name