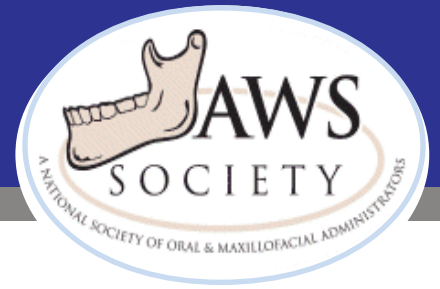




JULY 2010



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**SAVE THE DATE**  
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...  
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Scottsdale, Arizona  
The FireSky Resort  
www.FireSkyResort.com

## ***PCI Compliance***

*Julia Spradlin* • Practice Administrator, Fairfax Oral and Maxillofacial Surgery

Recently an e-mail was forwarded inquiring about Credit Card Processing companies that mentioned PCI Compliance. What is PCI? Is our practice compliant? Is our credit card processing company compliant?

PCI is the **Payment Card Industry**. Organizations that process credit card payments must be compliant with the **Payment Card Industry Data Security Standard (PCI DSS)**. PCI DSS is a worldwide information security standard defined by the Payment Card Industry Security Standards Council. The standard was created to help organizations that process card payments prevent credit card fraud through increased controls around data and its exposure to compromise. The standard applies to all organizations which hold, process, or exchange cardholder information from any card branded with the logo of one of the card brands.

To summarize PCI compliance there are three components.

1. The processor that you use must be PCI Compliant
2. The method that you process must be secure. (terminals and USAePay)
3. Your organization or practice, as the merchant, must be compliant.

In terms of your compliance, you need to be following good business practices, like protecting card numbers, properly destroying any papers with a card number and only those that “need to have card data” have access to the numbers. Additionally, your computer must have firewalls, anti-virus and you must change passwords regularly. You should have your IT service confirm you are compliant by scanning your networks to be sure that they are secure.

Validation of compliance can be performed either internally or externally, depending on the volume of card transactions your organization is handling. Regardless of the size of the organization, compliance must be assessed annually. Organizations with larger volumes of transactions must have their compliance assessed by independent assessors, known as Quality Security Assessors. Organizations with smaller volumes need only to complete a Self-Assessment Questionnaire (SAQ). You will need to confirm where you fall in this category. Also, some regions require both regardless of the amount of transactions.

If your organization is found to be non-compliant you risk losing the ability to process credit card payments and being audited and/or fined.

There are numerous sites with huge amounts of confusing information on PCI Compliance. I would suggest that you look at the site [http://usa.visa.com/merchants/risk\\_management/cisp\\_overview.html](http://usa.visa.com/merchants/risk_management/cisp_overview.html).

# Excel Pivot Tables Turning Data into Information

Ruth Whitehurst



Do you remember life without Excel? Manipulating data using “cedar and lead” (a.k.a. ledger sheets and pencils) to analyze data. Excel helped us change the way we made decision. But we wanted more. . . .

Data Mining programs and tools were developed to help us turn lists of data into information that we could use to make better decisions, but they are expensive and often are not user friendly.

Excel has provided a solution! The Pivot Tables tool is one of the most powerful features in Excel. Pivot tables allow you to quickly (in a matter of minutes) summarize and analyze large amounts of data into lists and tables, by simply dragging and dropping columns to row, column or summary positions. Excel 2007 has vastly improved the Pivot Table function over 2003.

We can all pull lots of lists of data from our practice management and general ledger systems. However, the list format makes it difficult to compare information by doctor or office. Data can be powerful in making decisions and changing behavior. While the uses of pivot tables are limited only by one’s imagination, the following are examples of how I use pivot tables to prepare analysis—each analysis takes minutes, not hours:

- Procedure Code count by doctor:
  - > E&M / visit code distribution
  - > Imaging and anesthesia coding
  - > Extraction code utilization / distribution
  - > Procedure statistics
- Adjustments by doctor
- Charges and Cash Receipts by Doctor and/or office and or department
- Referring Doctor referrals to each doctor
- Expenditures by Office
- I could go on and on . . . .

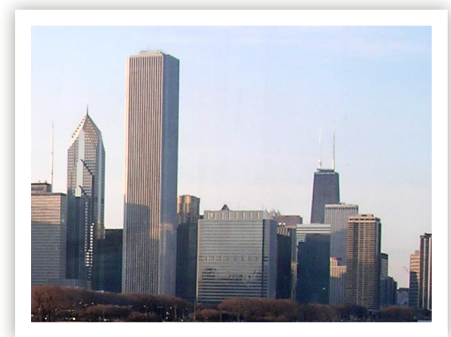
How long would it take you to create this report? If your answer is more than ten minutes, I encourage you to become familiar with Excel Pivot Tables!

		AQ	BC	BT	CF	EV	GB	GG	RC	RW	TW	WC	Total
d7140	Ext erupted tooth/exposed root	38%	51%	34%	16%	49%	32%	28%	33%	17%	15%	32%	33%
d7210	Surgical Extraction	61%	48%	66%	78%	51%	68%	72%	67%	78%	79%	67%	65%
d72101	Diff surg ext				6%					5%	6%		2%
	<b>TTL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
d7220	Impact,Soft Tissue	15%		6%	11%	10%	3%	6%	2%	14%	12%	3%	6%
d7230	Impact,Partial Bony	20%	10%	19%	20%	24%	39%	32%	17%	38%	31%	31%	24%
d7240	Impact,Complete Bony	64%	88%	74%	69%	65%	56%	61%	80%	46%	54%	59%	68%
d7241	Surg removal-CBI Dif	1%	2%			1%	1%	1%	2%	2%	3%	7%	2%
	<b>TTL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Call for Volunteers!!

AAOMS NATIONAL MEETING • September 27–October 2, 2010 • Chicago, Illinois

This year’s AAOMS National Meeting is in Chicago and The JAWS Society is pleased to announce that we will have a booth at the trade show this year. We are hoping to increase our membership numbers by having a presence at this event. Hosting a booth at this year’s meeting reinforces our commitment to increasing our membership and hopefully working more closely with AAOMS. We are asking the JAWS Society Members who will be attending the National Meeting to help us. If you plan to attend the meeting and can help staff the booth, even for 15 minutes, please contact Ellen Greene at [ellen@bayoral.com](mailto:ellen@bayoral.com). The more volunteers we have, the easier it will be and the more fun for all of us!



We also plan to have a networking opportunity during the meeting this year as well. Watch your email and our website, [www.jawssociety.org](http://www.jawssociety.org), for details on Where and When!