



VersaForm

Patient-Centered Computing

A medical clinic, even a small office, is a complex business. A patient's visit may begin with a referral letter, and an appointment follows. Then arrival, treatment, and perhaps lab orders. Progress notes are written, and often reports of findings. Billing and diagnosis codes must be assigned, copays collected, and insurance claims produced. When payments are received, secondary claims will be created, and patient statements must be sent. Lab results are received and charted, and may lead to a new appointment. Each of these must be documented and tracked—either by computer or on paper. Finally, reports must provide enough information to enable this entire process to be managed.

Only one element is common to each of these processes—the patient. If a computer system is to be effective in this environment, it too must focus on the patient. Each event or process must be related to a single database—a database in which everything is related to the patient.

VersaForm exists to provide this focus. VersaForm is an integrated software system in which all data—whether related to clinical functions, billing, or scheduling, is kept in a standard database organized around the patient.

Practice Management

Using VersaForm, your office will enter treatments and fees, print statements, Superbills, and insurance claims faster than ever before. Claims sent electronically will be paid more rapidly. By recording payments on-line, your accounts will be up to date and your bank deposits balanced.

Appointment Scheduler

VersaForm's Appointment Scheduler will dramatically speed the flow of work in your office. Registering and scheduling a new patient can take only a few keystrokes. It finds appointment slots quickly. The schedule may be set up on any time increment from 5 minutes to hours.

Electronic Medical Records

VersaForm EMR tracks patient problems, medications, allergies, and labs. It provides an easy way to quickly create progress notes and histories. It can even help to ensure compliance with Medicare/AMA documentation requirements.

The benefits of using an integrated system are clear. The office that has two or more systems—say a Practice Management and an EMR system—will always have an interface between the two. For instance, when a physician's charges and diagnoses are entered, they must be passed from the EMR system to Practice Management. On the other hand, demographic information must go from PM to EMR. Difficult to get right at the start, these interfaces will always be a potential source of problems. With an integrated system these problems don't even exist, because there is no data to be passed—it's there already!

Offices who need only Practice Management, or only EMR, can purchase only that part of the system. In any case, they use the same central database, and adding components is as simple as turning a switch.

The VersaForm system uses the Microsoft SQL Server database engine for all its data storage. This has several important advantages.

- The database is an industry standard, and is built to provide high levels of reliability.
- Capacity can easily be increased as needed by simply transferring to a larger or to a multiple CPU server. You are not locked in to a particular configuration.
- The database provides extensive backup and disaster recovery capability, and can meet the HIPAA requirements for the security and privacy of your data
- Microsoft SQL Server is well supported. Trained personnel are plentiful, should they ever be needed. Data is stored in a non-proprietary format. It can be reported, examined, and extracted by many industry standard tools and programs. As a VersaForm user, you will never be a captive.



VersaForm

Practice Management

PATIENT ACCOUNTING AND INSURANCE CLAIMS PROCESSING SYSTEM

The VersaForm Practice Management System is the most powerful practice management software you can buy at any price. Easy to use on a single computer or a network, it will automate your patient billing and your insurance claims, while you remain in complete control. By managing your accounts receivable, it will improve your cash flow.

What You Can Do

Using VersaForm, your office will enter treatments and fees, print statements, superbills, and insurance claims faster than ever before. Claims sent electronically will be paid more rapidly. By recording payments on-line, your accounts will be up-to-date and your bank deposits balanced. VersaForm will even produce your bank deposit slips.

It's Like a Ledger

VersaForm's screen is the patient ledger card, which is comfortable and familiar. Its on-line menus guide the operator in plain English. Help information automatically pops up for each data entry field. And VersaForm includes on-screen tutorials to help train your staff. (These are useful even years later, when you have new people joining your office.)

Managed Care

Managed care has changed everything. From now on, you will be engaged in a continual cycle of contract negotiating, service delivery, quality improvement, and cost reduction, all requiring you to know the effects on your practice. VersaForm tracks and analyzes each of your managed care plans. You will know which plans are profitable and which are not.

VersaForm handles capitated plans with a minimum of clerical effort. For all plans VersaForm keeps track of risk pools and holdbacks. A special module allows you to track authorizations and treatments, so you can see when the authorizations expire.

It's Secure

Each VersaForm user or group of users can be assigned unique permissions within the VersaForm security system. Thus, clerical users can be denied access to clinical information, and individuals can be assigned authority to view, create, modify, or print specific categories of data. Additionally, the system maintains an audit trail so you can always determine who changed what, when.

Networking For Multi-User Offices

VersaForm Practice Management is available for use on a single computer or on a network, so that many computers can share the same information. Small practices may start with a single-user system and convert to a network system as their needs increase.

Easy and Smooth Operation

- The system is real-time; as transactions are entered, patient ledgers and reports are updated immediately.
- As procedures and diagnoses are entered on the patient ledger, the descriptions and charges are automatically filled in. No need to remember the codes; you can select them from a pop-up list.
- You can have as many fee schedules as you need.
- Patient and insurance balances are always current. Totals are recalculated as soon as charges or receipts are entered.
- Charges may be billed either to the patient or to a guarantor's account.
- Payments and adjustments may be credited either to a particular charge ("open item billing"), to the oldest outstanding balance, or proportionally. VersaForm maintains a payment history so you can review the history of payments at any time.
- Superbills and statements can be printed on plain paper, on professional letterhead or on self-mailers. They can be produced before the patient leaves, or batch-printed later.
- Patient recall information can be entered to provide appointment reminders and follow-up.

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Electronic Medical Record

The **VersaForm EMR** makes it easy to keep computer-based records for each patient you see by letting you

- Quickly and easily enter progress notes and histories;
- Instantly review patient problems, medications, allergies, and lab results; and
- Enter charges for automatic billing.

Whenever you call up a patient's record, all the information you need is right there. The data is available instantly and so well organized that it's easy for you to recall the patient's history and move on to assess the current situation.

PROGRESS NOTES AND TEMPLATES

Progress notes are crucial and you've got to be able to enter them quickly. So we've paid special attention to the creation of SOAP notes, histories, plans, evaluations, and anything else you may write.

Templates

Templates use variables to allow for information that changes from patient to patient. You can create templates for

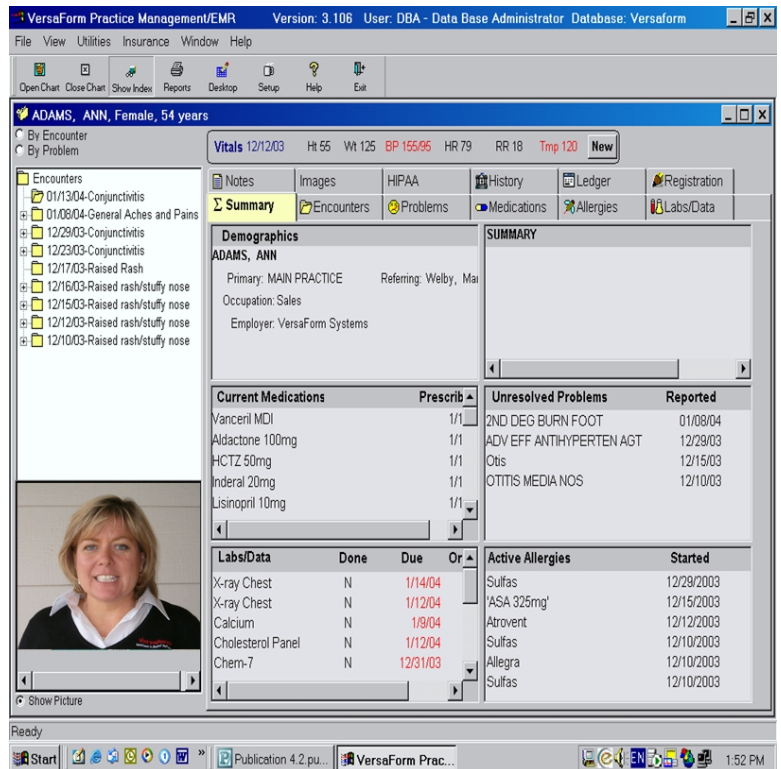
- Checklists
- Forms with blanks to fill in
- Outlines of exams
- SOAP notes
- Complaint-oriented notes (e.g., chest pain)
- Specific workups (e.g., pregnancy)
- Referrals
- Answers to requests for information

Complete and Auditable

VersaForm Templates let you create comprehensive and detailed notes—with no extra effort. When they are reviewed, your notes will reflect the comprehensive care that you provide.

Dictation

VersaForm solves a major problem for those who dictate notes. A physician who sees 20 patients each day dictates 5000 notes over the course of a year. If these are stored as computer files they quickly become unmanageable, and it will be nearly impossible to find any particular visit. VersaForm can retrieve those records quickly and effortlessly. VersaForm provides the ideal way to save notes dictated with speech recognition systems such as those from IBM and Dragon Systems.



Images

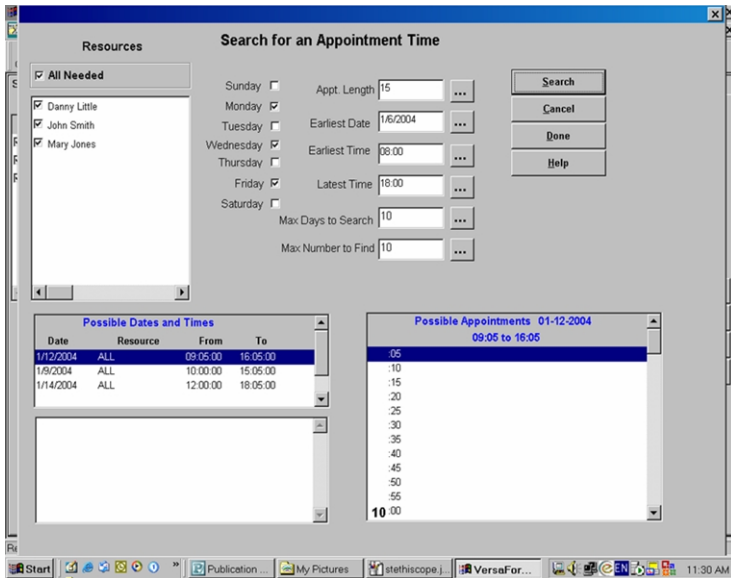
Photos, scanned documents, and most types of image files can be easily stored in the patient chart. Once you've acquired an image, you can annotate it by either typing or drawing to indicate significant features, and you can copy or print them any time.

Features

- Medications/Prescriptions
- Lab Results
- Documents - Progress Notes,
- Medical Letters, Spell Checking
- Patient Medical History Form
- Problem List-Chronic and Most Recent
- Vital Signs
- Orders
- Shot Records/Encounter Tracking
- Procedure List
- Recalls
- Patient Status
- Referred to Specialist/"Referral Tracking"
- Patient List/Instructions (Scanned/Typed)
- HIPAA Documentation Repository

VersaForm

Scheduling & Reporting



Find what you are looking for Effortlessly.

- View appointments for a single resource or for several at the same time.
- Schedule appointments as brief as 5 minutes.
- Block out times for meetings, vacations, hospital rounds, and other regular functions.
- Search for open time slots based on next available time, day of week, time of day, provider, treatment room, location, appointment type, special requirements.
- Create simultaneous or successive appointments for multiple providers/resources (e.g. physician and lab)

Contact us for a Free Demo

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COMPREHENSIVE REPORTING

VersaForm has a complete set of standard reports—too many to list here. Among them, however, are:

Reports of Charges, Payments, and Adjustments

- **Production Reports:** List all charges, payments, and adjustments to provide an audit trail for each day. Shows at a glance what services were rendered,
- **Activity Reports:** Lists all charges and credits by procedure code, patient or provider, for analysis of revenue sources. Provides a detailed listing of charges billed and payments received by each provider.

Accounting Reports

- **Aged Accounts Receivable:** Reports aged amounts as well as total due for each patient to aid in collections.
- **Payments and Deposit Record:** Gives you an accurate accounting of money coming in to the practice.

Capitation Reports

- The **Capitation Analysis** reports show capitated charges, co-payments and adjustments by service, provider. They report capitated services as well as non-capitated services. They show the forgone fee-for-service charges for capitated patients and make it easy to evaluate that portion of the practice's business.

