

VersaSuite PM

Practice Management

VersaSuite PM combines flexible scheduling with comprehensive medical billing to meet the needs of the most demanding environment



Efficient management of time and cash flow is dependent on effective tracking of information and scheduling of resources. VersaSuite PM streamlines patient information for scheduling, billing and insurance management. It provides the flexibility to create unique schedules for different providers, rooms, resources and sites within your organization. In addition, it allows the review and control of data from many users, various resources, and across multiple sites with ease.

VersaSuite PM versatile insurance and billing features keep accounts receivable to a minimum and administrative costs streamlined. Ledger views can be customized to the each user's requirements. Patient and family ledgers can be maintained. Separate statements may be generated for each individual patient or the entire account. Insurance claims can be submitted electronically either directly to the carriers, through a variety of cost effective clearinghouses, or printed as required by some carriers.

The information contained in a practice management system is only as good as the ability to extract the data in meaningful ways. VersaSuite PM features a powerful report engine capable of producing hundreds of standard reports. With a single click of a mouse, one can generate summary reports ideal for management review or more elaborate reports for examining detailed transactions.

Combined with other VersaSuite modules, VersaSuite PM offers an integrated healthcare solution. This allows for the collection of all available patient information, including financial, clinical and personal data to be seamlessly shared among different users of the system.

VersaSuite PM pulls together the robust features needed to schedule patients, manage insurance needs, and complete the billing tasks for complete management of a clinical facility. Its unique features will enhance the use of time and resources and will enable the efficient tracking of cash flow on a daily basis.

VersaSuite PM is Practice Management done right!

Features at a Glance

- Customizable day, week, month, or yearly views
- Appointment Reminder and Alert capability
- Drag and drop appointment creation with ability to create recurring multiple appointments
- Resource-based scheduling, schedule by provider, room, or any resource
- Encounter Form generation
- Powerful search function
- Integration with other modules
- Enhanced Claims Submissions and Remittance Posting
- Patient and Family Ledgers
- Customizable Visit History and Ledger Views
- Unlimited Insurance Policies and Fee Schedules
- Batch processing of insurance claims and payments
- Comprehensive Reporting
- And much more

"The scheduling module is very intuitive with a quick learning curve. We are always finding new ways to use the large selection of features to increase our productivity and communication."

Sue Anderson, Administrator

Scheduling

Customizable Day, Week, Month, or Yearly Views

Designing your workspace to highlight information that is relevant to your needs allows you to run your business in a way that maximizes efficiency. With VersaSuite PM, the patient scheduler, visit histories, and insurance details can be displayed in a way consistent with your style. Your appointments can be color coded, time slots can be in different increments for different providers, and custom appointment statuses can be created.

Appointment Reminder and Alert Capability

Reminders and alerts can be set up within the appointments to prompt staff for follow-up appointments or to send appointment confirmation materials. Based on the type of appointment, user defined alerts can be generated to ensure proper patient education materials are dispensed or any other relevant tasks are performed.

Multiple schedule views allow for quick access to information such as the multiple doctor view to right

Drag and Drop Appointment Creation

The simple drag and drop of the patient's name into an appointment slot makes VersaSuite PM a program that is easy to learn and simple to use. Any changes can be cut and pasted to another time slot. You can create multiple appointments all at once by defining the appointment pattern. Detailed patient appointment information is available directly on the schedule screen.

Resource-Based Scheduling

Scheduling by provider, room, or any resource is easily achieved with VersaSuite PM. This capability allows creation of a schedule involving multiple resources, with different time allotments and sequences. Appointments are created in more than one schedule automatically while avoiding double bookings. The templates can be saved for future use or adapted as needed. Patients flow smoothly through departments and resource time is optimized.

Encounter Form Generation

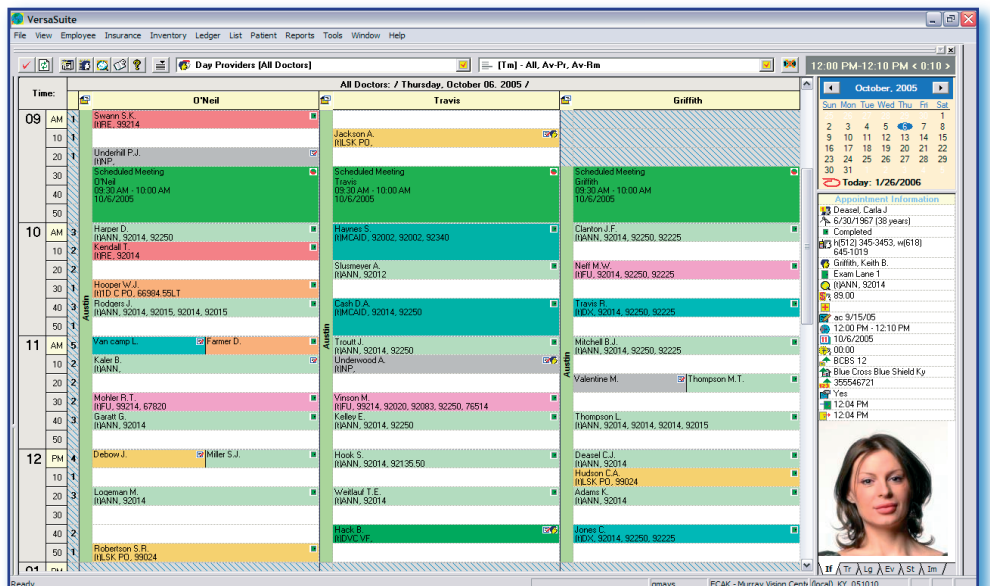
Once an appointment is made, an encounter form is generated with all the necessary information. This can be formatted into a letter or be edited and e-mailed directly to the patient and other recipients.

Powerful Search Function

You can use the VersaSuite PM search tools to increase the speed and efficiency of different tasks. These include rapidly finding the correct patient, filtering patient lists by site, or locating the earliest appointment available by provider and type of procedure.

Integration with Other Modules

For the office wanting a true paperless solution, VersaSuite PM integrates with other VersaSuite modules for a truly integrated clinical system, providing a smooth transfer of patient information. Compatibility with Microsoft Office Suite allows import and export of information for further processing if needed.



“VersaSuite has simplified our billing beyond our hopes and expectations. We are able to prepare statements based on location, doctor, or both. Posting those payments and giving credit to the correct profit centers is just as simple.”

Dr. David Jaco

Enhanced Claims Submissions and Remittance Posting

Insurance claims can be submitted electronically either directly, through a variety of cost effective clearinghouses, or printed as required by some carriers. VersaSuite also supports electronic remittance posting and electronic eligibility and benefit verification for carriers that support the ANSI format for these processes. VersaSuite offers line item posting of charges, express posting of patient and insurance payments, batch filing of insurance claims, and batch posting of insurance checks.

Patient and Family Ledgers

A complete family ledger can be maintained while ensuring the integrity of the individual patient’s ledger. Family members can quickly be separated as they assume responsibility for their own accounts. Individual ledgers are easily combined to form new family accounts. Payment posting to the account member’s procedure charges is easily achieved.

Customizable Visit History and Ledger Views

Appearance of the visit history and ledger can each be customized to optimize information needed for the individual user. Columns can easily be rearranged to make users preferred information readily accessible. Ledger entries can be color coded to emphasize particular entries, such as patient payment or accounting adjustments.

One Click Checkout to Post Charges, Collect Co-Pay, and Print Receipt

Express check out of patients allows posting of charges, collection of appropriate patient amounts based on current coverage and printing of receipts. These functions are facilitated from a single screen designed for efficient check out at the end of a patient’s appointment. Additionally, necessary appointment recalls will be prompted and made at this time based on the completed procedures.

Medical Billing

Unlimited Insurance Policies and Fee Schedules

There is no limit to the number of insurance policies that can be associated with a patient. Policies can be prioritized as primary, secondary, tertiary, or other. An unlimited number of inactive policies can be maintained for historical referencing. Moreover, VersaSuite is capable of holding unlimited insurance fee schedules.

Batch Processing of Insurance Claims and Payments

Using filters to list appropriate claims and charges, VersaSuite efficiently facilitates batch claim submission and posting of remittance to multiple accounts. While posting, transfers can be made to secondary insurance, crossovers are automatically noted, and transfers of charges can be split between multiple actions.

Ledger and Visit History views can be customized by the individual user to emphasize information important to their tasks

Name (Sub-Total)	Trans. Date	Proc. Code	Pt. Policy	Desc	Ins. Orig. Amt	Ins. Remaining	Pt. Orig. Amt	Pt. Remaining	Deduct. Amt
Charges (0.00)	8/9/2005	99214	Medicare-Adminastar of KY-Medicare	OFFICE/OP VISIT.	77.00	0.00	0.00	0.00	0.00
Charge (0.00)	8/9/2005	92225	Medicare-Adminastar of KY-Medicare	EXTENDED	120.00	0.00	0.00	0.00	0.00
Allowable Write Off	8/9/2005		Medicare-Adminastar of KY-Medicare	Allowable Write Off	(76.28)	0.00	0.00	0.00	0.00
Balance Transfer (0.00)	9/1/2005	92225	Blue Cross Blue Shield Ky-BCBS 12	EXTENDED	8.76	0.00	0.00	0.00	0.00
Balance Transfer	9/1/2005		Medicare-Adminastar of KY-Medicare	Balance Transfer	(8.76)	0.00	0.00	0.00	0.00
EOB Ins. Payment	9/22/2005		Blue Cross Blue Shield Ky-BCBS 12	EOB Ins. Payment	(8.76)	0.00	0.00	0.00	0.00
EOB Ins. Payment	9/1/2005		Medicare-Adminastar of KY-Medicare	EOB Ins. Payment	(8.04)	0.00	0.00	0.00	0.00
Charge (0.00)	8/9/2005	92250	Medicare-Adminastar of KY-Medicare	FUNDUS	74.00	0.00	0.00	0.00	0.00
Charge (15.38)	9/8/2005	92136	Medicare-Adminastar of KY-Medicare	OPHTHALMIC	100.00	15.38	0.00	0.00	0.00
Charge (102.83)	9/14/2005	66984 54RT	Medicare-Adminastar of KY-Medicare		1,300.00	102.83	0.00	0.00	0.00
Allowable Write Off	10/5/2005		Medicare-Adminastar of KY-Medicare	Allowable Write Off	(766.07)	0.00	0.00	0.00	0.00
Balance Transfer (102.83)	10/5/2005	66984 54RT	Blue Cross Blue Shield Ky-BCBS 12		102.83	0.00	0.00	0.00	0.00
Balance Transfer	10/5/2005		Medicare-Adminastar of KY-Medicare	Balance Transfer	(102.83)	0.00	0.00	0.00	0.00
EOB Ins. Payment	10/6/2005		Medicare-Adminastar of KY-Medicare	EOB Ins. Payment	(411.36)	0.00	0.00	0.00	0.00
EOB Ins. Payment	9/14/2005	66984 55RT	Medicare-Adminastar of KY-Medicare		180.00	25.71	0.00	0.00	0.00
Allowable Write Off	10/5/2005		Medicare-Adminastar of KY-Medicare	Allowable Write Off	(51.47)	0.00	0.00	0.00	0.00
Balance Transfer (25.71)	10/5/2005	66984 55RT	Medicare-Adminastar of KY-Medicare		25.71	0.00	0.00	0.00	0.00
Balance Transfer	10/5/2005		Medicare-Adminastar of KY-Medicare	Balance Transfer	(25.71)	0.00	0.00	0.00	0.00
Balance Transfer (25.71)	10/5/2005	66984 55RT	Blue Cross Blue Shield Ky-BCBS 12		25.71	0.00	0.00	0.00	0.00
Balance Transfer	10/5/2005		Medicare-Adminastar of KY-Medicare	Balance Transfer	(25.71)	0.00	0.00	0.00	0.00
EOB Ins. Payment	10/5/2005		Medicare-Adminastar of KY-Medicare	EOB Ins. Payment	(102.83)	0.00	0.00	0.00	0.00
Charge (1,300.00)	9/21/2005	66984 5479LT	Medicare-Adminastar of KY-Medicare		1,300.00	1,300.00	0.00	0.00	0.00
Charge (180.00)	9/21/2005	66984 55RT	Medicare-Adminastar of KY-Medicare		180.00	180.00	0.00	0.00	0.00
Payments									

Aging Balance	Last Payment	Today's Charges	Undistributed Payments	Ins. Plan Balances
0 - 30 Days	154.00 Ins.	(102.82) Ins.	133.00 Ins.	0.00 Plan
31 - 60 Days	0.00 Pt.	(90.36) Pt.	21.00 Pt.	0.00 1 - Medicare-Adminastar of KY -
61 - 90 Days	0.00 Ins. Date	10/5/2005 Total	154.00 Total	0.00 2 - Blue Cross Blue Shield Ky - BC
Over 90 Days	1,771.52 Pt. Date	10/10/2005		3 - Medicare-Adminastar of KY -
Total	1,925.52			
		Ins.	1,904.52	
		Pt.	21.00	
		Total	1,925.52	

"The reporting is fantastic! With our previous software, a single production report would take 3 or 4 minutes to run. With VersaSuite it takes 3 or 4 seconds!"

Dr. Brad Lewis

Reporting

Hundreds of Standard Reports

Created on the experience of years of interaction with our clients, VersaSuite offers hundreds of useful reports through its proprietary report generator. Included among these reports are code usage, daily deposit, trend analysis, accounts receivables, fee schedules, and in-depth claims management reports. Clinic performance, employee performance, patient information, and insurance plans and claims are just a few of the areas covered by VersaSuite standard reports.

Custom Reports Can Be Created and Saved for Future Use

Reports unique to the needs of the practice can be created and saved for future use. These reports can be simple changes to a standard report or can be created using any field in the underlying Microsoft SQL or Oracle database. They can then be grouped with standard reports for scheduled runs or to be run on an ad-hoc basis.

For additional information or to request a demonstration, contact us at:

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Schedule Report Groups to Run Automatically

Reports can be grouped by common themes such as weekly reports or patient reports. The groups can be scheduled to run at appropriate times to deliver timely information. Each report runs on a separate execution thread to insure the completion of each report regardless of the status of other reports in the group. Reports can be scheduled to run after working hours making crucial information available at the start of the next business period.

Track Staff Activity Through Audit Trail Reports

All activity on the VersaSuite system is tracked via the individual employees unique logon. Any additions or changes an individual makes can readily be reported through the system audit trail. Errors can be quickly detected and desirable activities can be noted through staff activity reports.

Filtering of Report Information with Multiple Options

Each standard report offers a multitude of filters for refinement of the resulting report. Most reports can be toggled between a summary report and a full detailed report with a single switch. Sorting by different findings can be done instantly. For example, a report breaking out procedures by site can be further broken down to show the procedures of each of the site's provider or only those of a specific provider through changing the filters.

Export Data for Additional Analysis

While the manipulation of data within VersaSuite is very comprehensive and flexible, the need may occasionally arise to export data for sharing with outside parties or additional processing. VersaSuite supports direct export to Microsoft Excel or an external file. The report can also be emailed, faxed, or printed from VersaSuite.

Code	Provider	Patient	Ins. Prod.	Pt. Prod.	Ins. Adj.	Pt. Adj.	Ins. Net Prod.	Pt. Net Prod.	Ins. Coll.	Pt. Coll.	Count
Code Usage (Post Date) 09/01/05 - 09/01/05											
66982	Markis, Carlos W.	Healer, Gary	1,700.00	0.00	(693.95)	758.01	1,006.05	758.01	248.04	0.00	1
			\$1,700.00	\$0.00	(\$693.95)	\$758.01	\$1,006.05	\$758.01	\$248.04	\$0.00	1
66984	Markis, Carlos W.	Althoff, Joan C	1,700.00	0.00	(928.81)	0.00	771.19	0.00	842.66	0.00	1
			\$1,700.00	\$0.00	(\$928.81)	\$0.00	\$771.19	\$0.00	\$842.66	\$0.00	1
66984.54RT	Markis, Carlos W.	England, Bettye L.	1,300.00	0.00	(683.04)	0.00	616.96	0.00	514.13	0.00	1
	Markis, Carlos W.	Shelton, Myrtle	1,300.00	0.00	(795.06)	0.00	504.94	0.00	504.94	0.00	1
			\$2,600.00	\$0.00	(\$1,478.10)	\$0.00	\$1,121.90	\$0.00	\$1,019.07	\$0.00	2
66984.54LT	Markis, Carlos W.	Bushart, Tempa	1,300.00	0.00	(683.04)	0.00	616.96	0.00	514.13	0.00	1
	Markis, Carlos W.	Shelton, Myrtle	1,300.00	0.00	(683.04)	0.00	616.96	0.00	514.13	0.00	1
	Markis, Carlos W.	Underhill, Henry Clay	1,300.00	0.00	(683.04)	0.00	616.96	0.00	514.13	0.00	1
			\$3,900.00	\$0.00	(\$2,049.12)	\$0.00	\$1,850.88	\$0.00	\$1,438.56	\$0.00	3
66984.5479LT	Markis, Carlos W.	Nowworthy, Nancy C	1,300.00	0.00	(875.87)	\$102.83	\$514.13	\$102.83	\$411.30	\$0.00	1
			\$1,300.00	\$0.00	(\$785.87)	\$102.83	\$514.13	\$102.83	\$411.30	\$0.00	0
Total			\$11,200.00	\$0.00	(\$5,835.85)	\$860.84	\$5,264.15	\$860.84	\$3,760.63	\$0.00	7