



medoffice®

Presenting an in-depth review of
MedOffice Practice Management Software

MedOffice brings advanced technology
and intelligent solutions to your Business.



A MESSAGE FROM CLAIMTEK

Dear Healthcare Billing Professional,

Thank you for taking time to review this brochure.

If you've been looking for medical practice management and billing software that makes your work easy, accurate, and enjoyable, MedOffice is your answer. Our software has been created with you in mind and represents years of programming and screen design to ensure that it is the most advanced, easy-to-use, comprehensive and reliable medical software on the market.

We invite you to learn how MedOffice can help your business whether you are medical office or independent billing service. The pages in this brochure provide an overview of the most important elements in our software along with detailed annotations on each page pointing out our advanced features and the benefits you will obtain when using the MedOffice system.

We also invite you to visit our web site at www.claimtek.com to download a FREE demo of MedOffice so you can try it for yourself and witness its great features, designs and ease of use. I believe you will find that MedOffice truly supports the dreams you have of running a successful business.

Sincere regards,



Kyle Farhat,
CEO, ClaimTek Systems

A MESSAGE FROM CLAIMTEK

ROBUST CLAIMS ENTRY

ADVANCED SCHEDULING

HIPAA & SECURITY

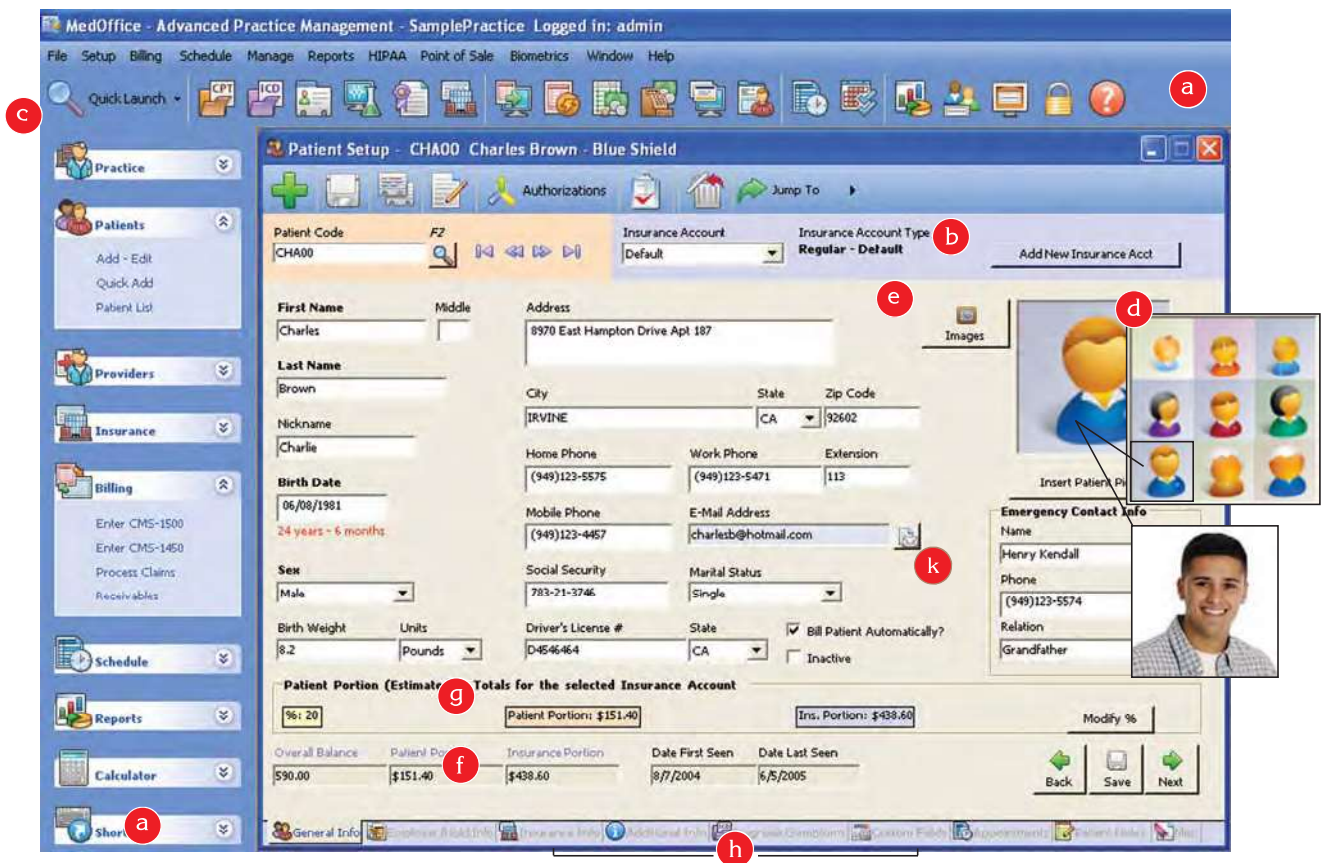
SUPERBILL GENERATOR

JOURNAL

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MedOffice takes medical practice management software design to a higher level!



We know that learning a new software program can sometimes be a time-consuming, frustrating task. To avoid this, our engineers spent months designing MedOffice to be the most user-friendly program created.

- Our interface is attractive, quick to learn and functional beyond comparison. We offer “wizards” and shortcuts that save time and effort.
- Every data entry screen in MedOffice has been rigorously developed to guide users step-by-step to enhance workflow and reduce errors.
- Because people work differently, MedOffice offers multiple ways to access all functions; each user can choose how to do their job in the way that is most comfortable for them.

MedOffice's Smart Features

- a** Clear system navigation using dynamic horizontal and vertical bars with large attractive icons allows quick accessibility to vital parts of the program, reducing the use of drop-down menus.
- b** Ability to create multiple insurance accounts for a single chart, such as a patient who has both a regular account and a car accident insurance case or Worker's Comp insurance case.
- c** Quick Launch Menu provides fast access to frequently used search functions.
- d** Artistic system-generated images let you identify patient gender and age at a glance - or you can scan in real patient photos.
- e** Integrated image scanning for insurance cards, ID cards... etc.
- f** View real patient & insurance balances at a glance.
- g** Project estimated patient balances.
- h** "Tabbed" screens allow access to great deal of information on a patient chart. No need to to jump around the system to find data.
- i** Fast “Jump-To” commands let you shift from one type of work (related to the active chart) to another quickly and effortlessly.
- j** View primary, secondary and tertiary insurance accounts side-by-side, all on one screen.
- k** Email from within the program. And much more.

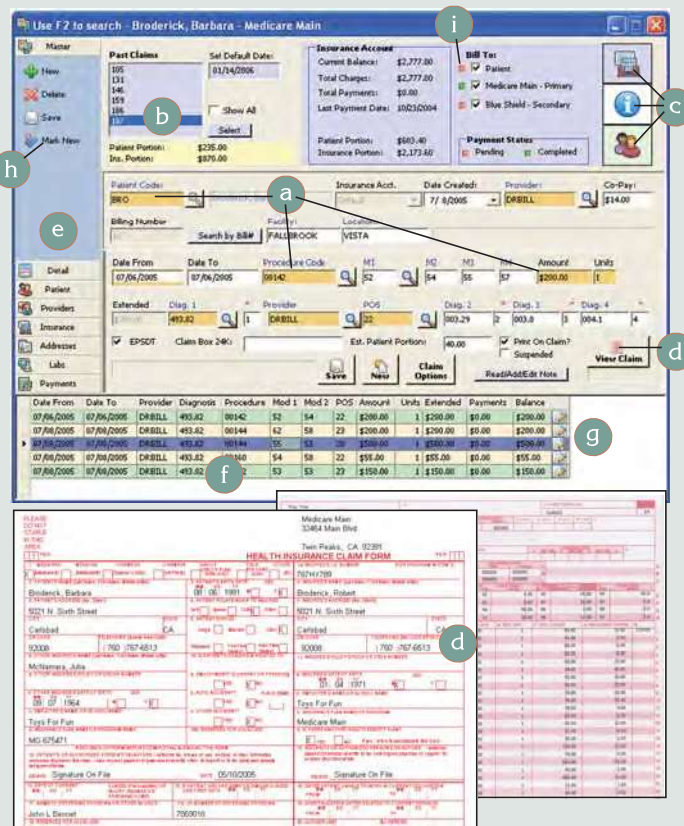
ROBUST CLAIMS ENTRY

Given the importance of efficient claims processing to your cash flow, we dedicated ourselves to creating the best claims entry module anywhere!

Our engineers consulted scores of healthcare professionals to perfect an efficient, easy-to-use and friendly claims entry module. Our screens take the guesswork out of claims entry and reduce the possibility of having claims rejected because of bad data.

MedOffice's Smart Features

- a Color coding of critical data fields.
- b One-click viewing of all open claims for each patient.
- c Fast toggling between views of the patient's current balance, the insurance balance, or recent billing & statement data.
- d You can view the CMS-1500 form (or CMS-1450) at anytime during claims entry, so you can catch missing data.
- e Side panel functions give you quick access to other vital information related to the patient when entering claims.
- f Attractive, colorful grid makes viewing claim's line details easier. Grids display payment and balance information too!
- g Attach notes to claims or statements at a detail line level.
- h Claims can be reactivated for resubmission in one click!
- i Find out quickly when claims are paid. Green color means payment has been applied. Red color means payment not yet received.



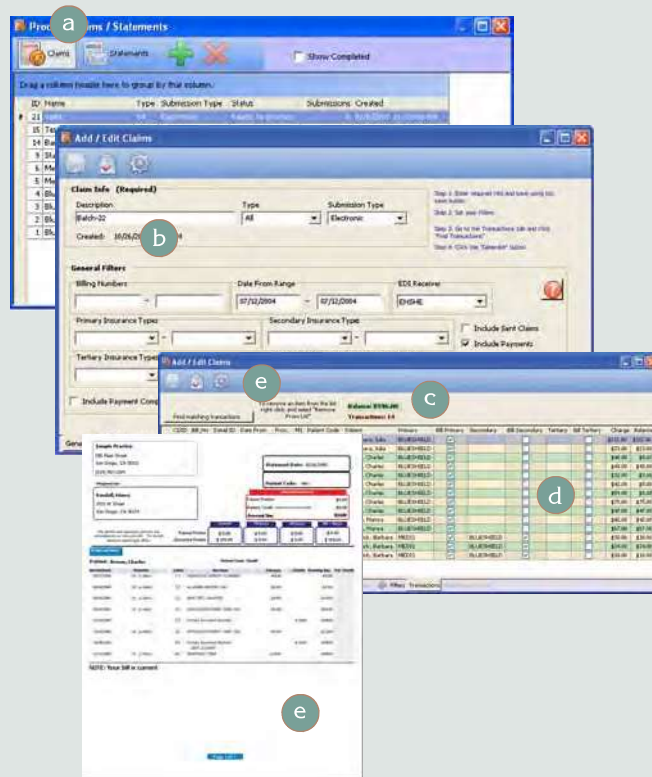
CLAIMS / STATEMENTS

MedOffice offers unmatched power in processing insurance claims and preparing patient statements.

Never lose track of your claims with MedOffice. When you are ready to process claims, simply define how you want to sort or batch them and MedOffice finds all unprocessed claims that fit your criteria in a split second. The same goes for Patient Statements.

MedOffice's Smart Features

- a Process claims or patient statements from the same dialog.
- b Sort the claims or statements to be processed using specific filters such as by insurance, patients, locations, or provider types.
- c View the dollar value of all the claims that match your criteria before processing.
- d Every batch processed is logged in "Submission Details" for future reference.
- e Process claims on paper or electronically in HIPAA-compliant format. Also, you can print several types of Patient Statements.



VERSATILE ACCOUNTS RECEIVABLE MODULE

Nothing is more vital to your business than keeping track of your payments.

MedOffice has the leading accounts receivable module in the industry. Our system simplifies the process of recording and applying insurance, patient, and capitation payments.

MedOffice's Smart Features

- Enter a total receivable and see all prior receivables on one screen. Color legend makes it easy to identify whether receivables originated as insurance, patient or capitated payments.
- Apply each payment directly to specific claims and charges. Simply select a patient, view his or her unpaid claims, and assign the amount to pay to the appropriate claim. You can post payments to claims line items in two different ways depending on skill level.
- For each patient claim, view the history & details of each payment applied to it. Never lose track of how claims have been paid.
- When a claim is completely paid from all sources (patient, primary insurance, secondary, etc.), it is marked as "Complete". MedOffice automatically calculates any remaining write-off!
- A clear display also shows you how much of the entire receivable remains to be applied so you can track your cash inflow with complete accuracy.

DYNAMIC SEARCH CAPABILITIES

Whatever data you need to find, you won't lose time searching in MedOffice.

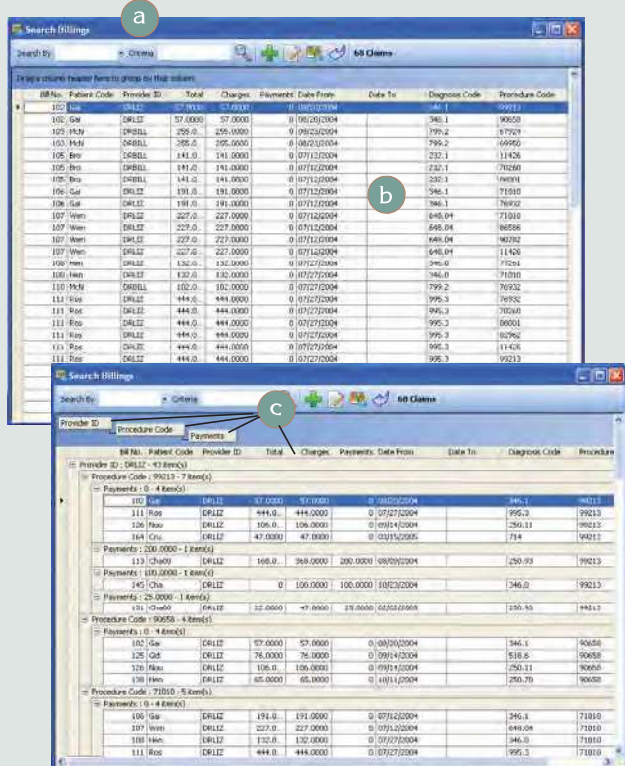
MedOffice makes it simple to search for any item with its powerful dynamic search capabilities.

You can perform searches by grouping headers in different queries. This allows the resulting report to be viewable in many different ways.

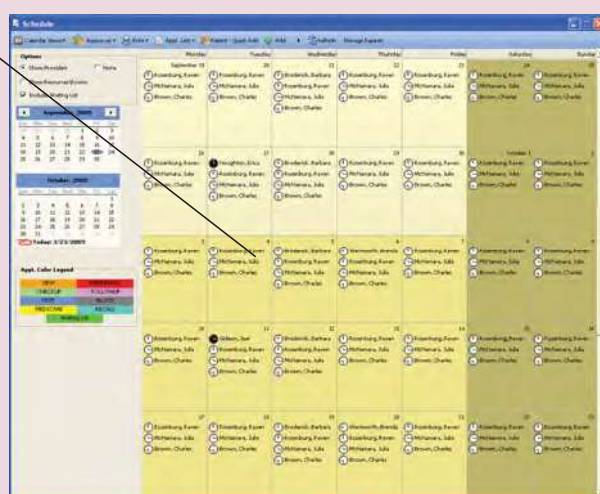
Example: You want to search for certain bill numbers (claims). Following a first top-level search, simply drag the column headers to the top and MedOffice automatically resorts the results so you can view the claims by provider, procedure code, payments...etc.

MedOffice's Smart Features

- Choose your desired search type and criteria.
- A first-level search displays the information.
- Drag column headers (in desired order) to the blue area to sort by those headers. The results display in a tree-like view that's easy to understand. You can re-sort headers to get different results.



ADVANCED SCHEDULING



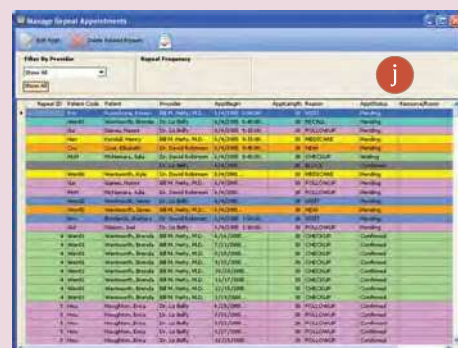
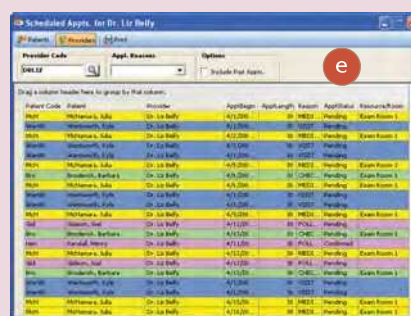
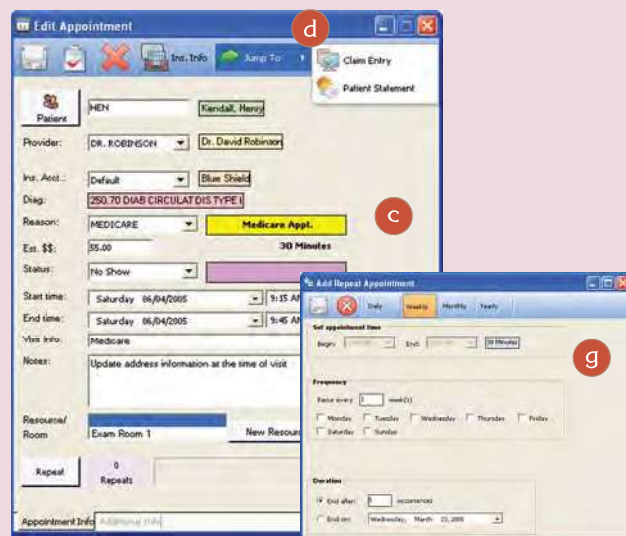
MedOffice offers a feature-rich scheduling module that meets your demanding needs.

Our scheduling module is designed to fulfill the demands of a hardworking, busy office. It's loaded with features that make scheduling tasks easy and efficient. All in all, this outstanding scheduling system will satisfy all those responsible for scheduling in your office.

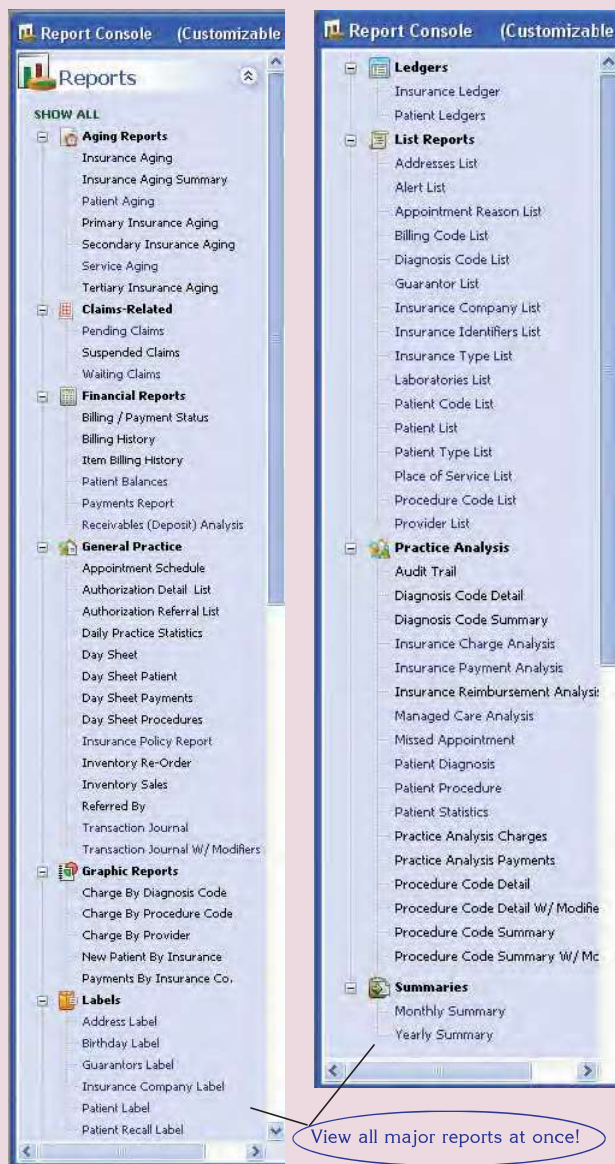
- Different schedule types for each day of the week.
- Perform future earnings forecast based on your scheduled appointments.
- Send appointment reminder notifications by email!

MedOffice's Smart Features

- Toggle quickly between different views of the schedule. You can view appointments by the day, week, or month; or by resource utilized; or by provider.
- Color coding by appointment reasons *and* by appointment status. Easily track cancelled or no-show appointments.
- Versatile appointment-setting screen allows you to view vital patient information such as insurance, diagnosis, estimated appointment revenue, and authorizations.
- "Jump to" function allows you to quickly access claims entry & patient statement screens.
- View or print daily appointment lists per provider for any single day or range of dates. Find out how many appointments were seen today for new patients, existing patients, or both. Also view or print appointment history per provider or per patient.
- Quick-Add function allows you to schedule an appointment for a new patient without creating a full chart.
- Fast scheduling of multiple repetitive appointments in advance for the same patient.
- Ability to block out a range of times or dates to safeguard your personal or out-of-office time.
- Superbill printing for each day's appointments for each provider in the practice.
- Schedule and manage repeat appointments effectively.



EXTENSIVE REPORTS



MedOffice's reports allow you to upgrade the effectiveness of complete practice management.

Some health care clinics simply do not get into the details of practice management often because their software is difficult to use, uninformative, or limited in reporting capabilities.

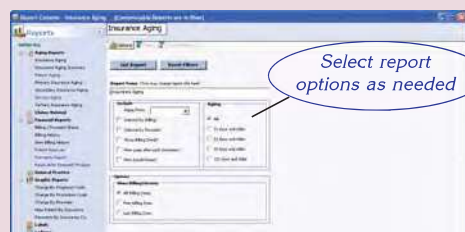
Not so with MedOffice. Our Reports module comes ready with hundreds of extensive reports analyzing critical issues in practice management, including detailed analysis of:

- **Aging reports**
- **Claims-related reports**
- **Financial reports**
- **General practice reports**
- **Graphic reports**
- **Practice analysis**
- **General ledgers**
- **Lists and labels**
- **Monthly & yearly summaries**

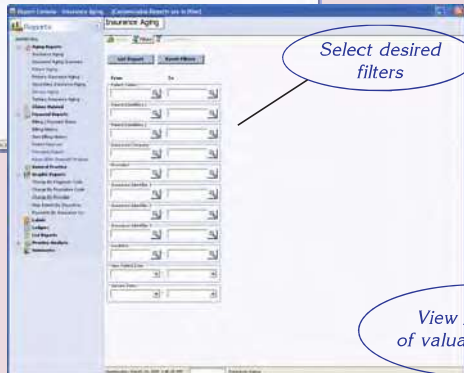
MedOffice's wide-array of useful reports help you make better decisions about the day-to-day and long-range performance of your practice. You can examine your cash flow, growth patterns, expenses, future income, and plan your next steps.

You can also design your own custom reports using our built-in Report Writer. You can create virtually any type of report to monitor and analyze your practice management objectives.

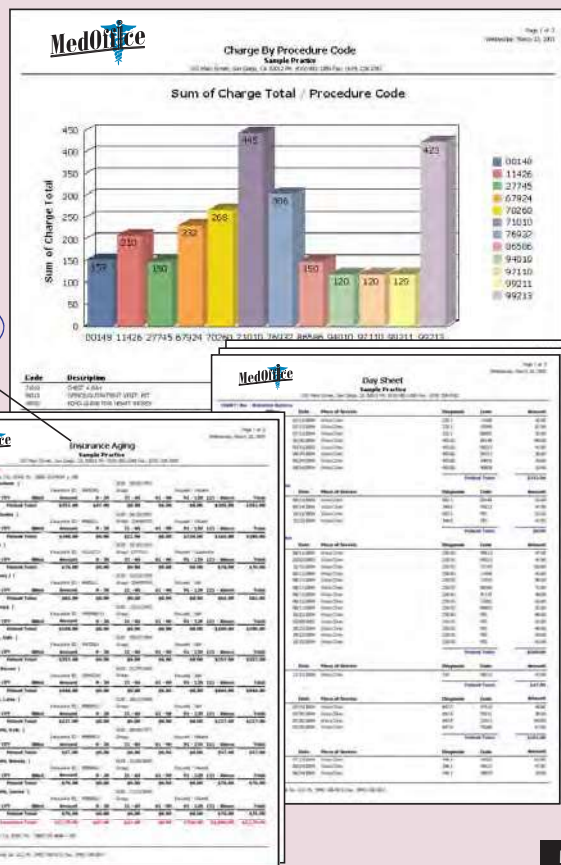
If you wish to do further manipulation of your data, MedOffice allows you to easily export your reports to several popular programs like Excel, Access, Word, and Crystal Reports. You can also export your reports as PDF or RTF documents!



Change titles and logo if you wish



View hundreds of valuable reports!



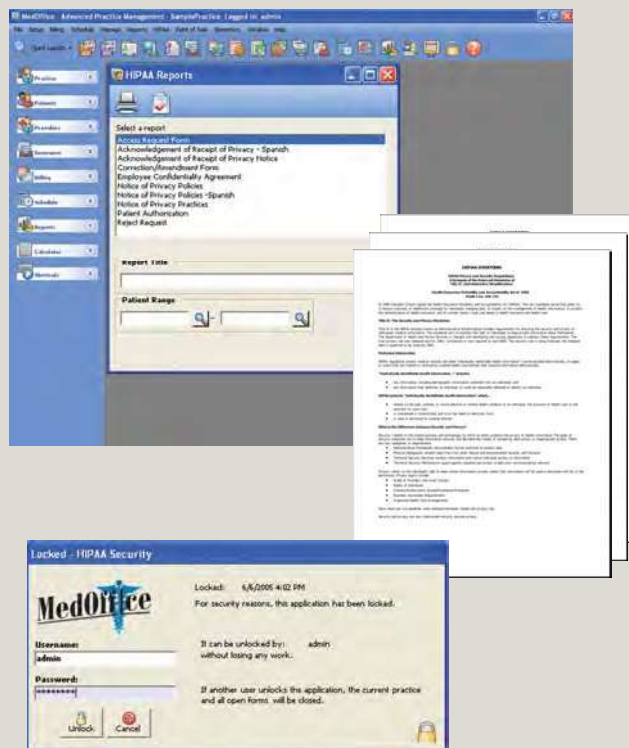
HIPAA & SECURITY

MedOffice puts HIPAA compliance at your fingertips.

HIPAA compliance is no longer a choice. As a result, MedOffice incorporates all the critical HIPAA-related requirements:

- Application Log Off Timer to ensure automatic logging off if software is left unattended for a specified period of time.
- Multi-Layer Password Security to control which users have access to various functionality of the software.
- HIPAA Reports for Employees and Patients, including a variety of important reports for daily use.
- Audit Trail Analysis that prints a report of each user's activity for any specified period of time.
- Medical Record Transfer Request Log to track any request by a patient for copies of their medical records.

Many critical HIPAA forms are provided to produce HIPAA-related documents for patients as needed. The reports are dynamic, automatically drawing information from the patient database so there's less keyboarding. You can produce forms for one or several patients at a time.



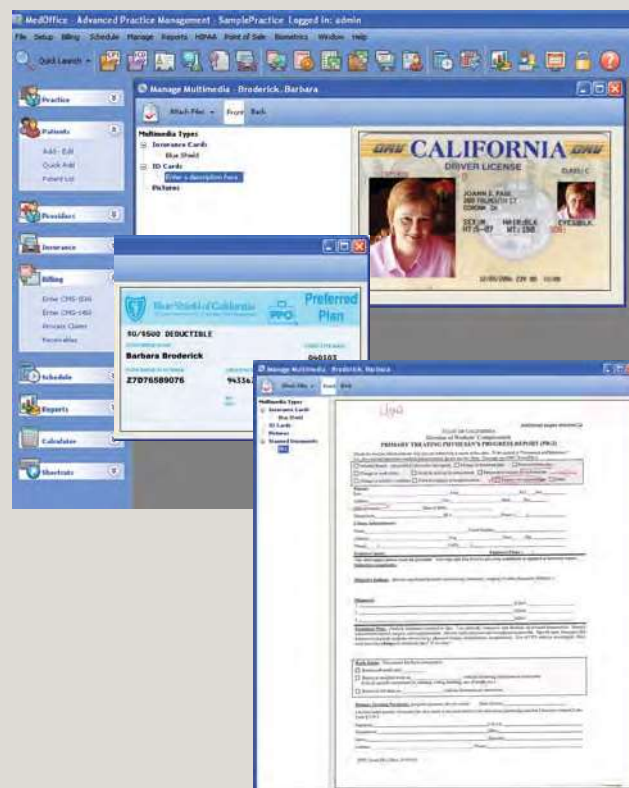
DOCUMENT SCANNING

Scan documents and images into patient records with ease!

MedOffice is on the cutting edge when it comes to making full use of current digital technology. Append any outside digital file to a patient's chart including scanned documents such as driver's license, photos, insurance cards, business cards, full-size documents and much more.

The benefits of this outstanding feature are significant:

- Your patient charts are more informative, centralized, and complete.
- You can assess quickly whether a patient's insurance card is up-to-date.
- You can easily retrieve a wider range of data about each patient to review, print, or email.
- You eliminate space-wasting paper files and clutter from your office.
- In the near future, you will be able to add voice and video files as well.



APPLICATION SECURITY



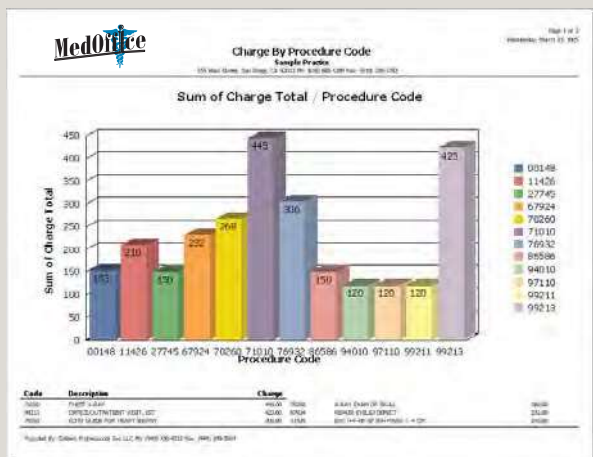
Ensure the security and privacy of patients and practice data.

MedOffice gives you full control over the level of access each user in your office is authorized to have.

MedOffice's Smart Features

- a You can enable security for the entire program -- or in the event that you are the sole user, you can disable it completely.
- b Determine each staff member's ability to see screens or change data on a form-by-form and/or command-by-command basis.
- c Assign access rights to each user. You can choose from Full Access, Read Only, or No Access for any staff member in your office.
- d If you use MedOffice to manage multiple practices, you can assign each user to access only certain practices.
- e Users can choose from a variety of colorful icons to identify their profile.

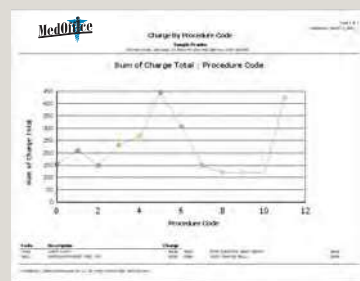
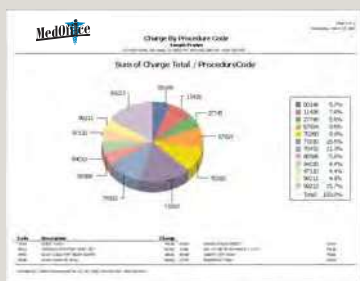
STUNNING GRAPHICS



MedOffice's sharp & sophisticated graphics allow you to intelligently assess key indicators of your practice.

Pleasing to the eye, MedOffice reports are presented in numerous graphic styles that allow you to absorb information quickly. The software includes many valuable categories that help you analyze daily, weekly and monthly activities. Additional graphics can be customized to fit the specific needs of any medical office:

- Charges by procedure or diagnosis code.
- Productivity by provider.
- New patient by insurance.
- Payments by insurance
- Referred-by reports...and much more.



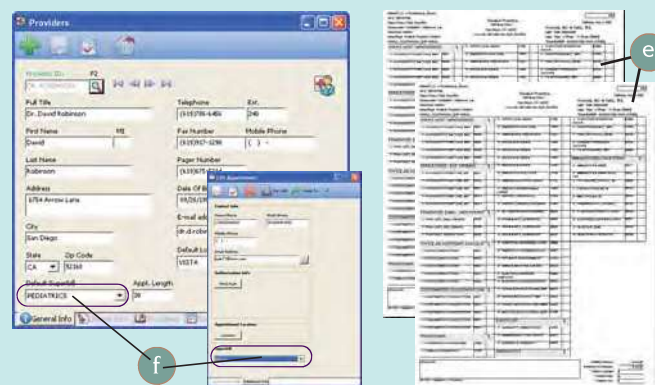
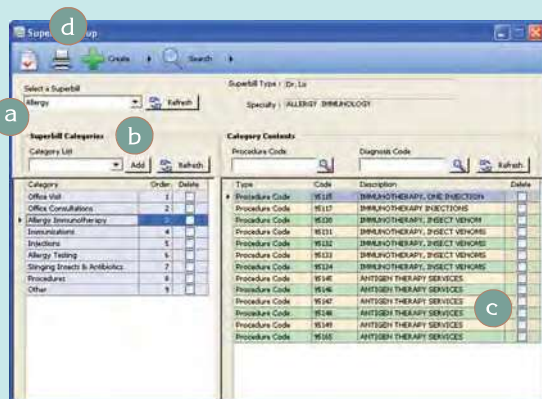
SUPERBILL GENERATOR

Take control of your superbills.

Our vision is to assist health care providers to the fullest extent possible. That's why we developed a flexible superbills generator utility with which you can design and print your own superbills quickly. Each provider in the practice can have a different superbill - or even several.

MedOffice's Smart Features

- Select one of our preformatted superbills or create your own in a snap.
- Name your own categories, titles, headers and footers, codes, and other superbill elements.
- Quickly enter the codes that go under each category.
- Print out all superbills needed for a specific date, range of dates, or provider.
- Superbills are serialized and contain vital patient & insurance information.
- Assign each provider a default superbill to be printed from the Scheduling Module before each day's appointments. If necessary, you can override the default superbill with a different one during the Appointment setup.

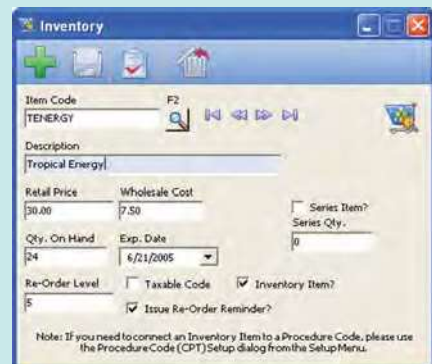
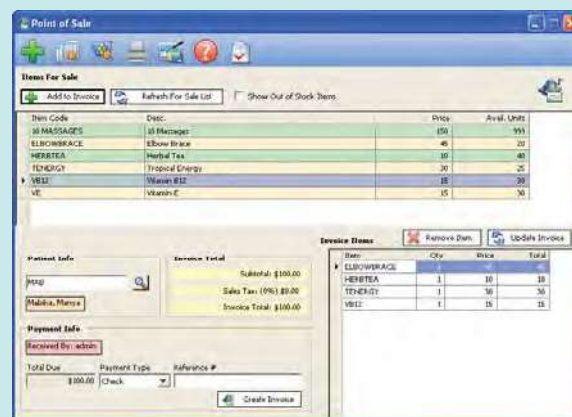


POINT-OF-SALE TRACKING

MedOffice enhances your ability to sell non-insurance products and services.

If your office sells Point-of-Sale (POS) products and services directly to your patients, MedOffice's powerful Point-of-Sale tracking system is for you. Our module:

- Keeps track of all your POS inventory.
- Issues reminders to reorder when the inventory dips below any point you select for each product.
- Prints valuable reports so you can assess each product's sales history and profitability.
- Allows you to sell "Gift Certificates, "series" or packages of products or services, and as the buyer uses up items, you can debit the account and fully track its usage.
- Handles invoices and payments outside of your regular A/R module so you can maintain separate records from insurance-billed claims.



CREDIT CARD PROCESSING



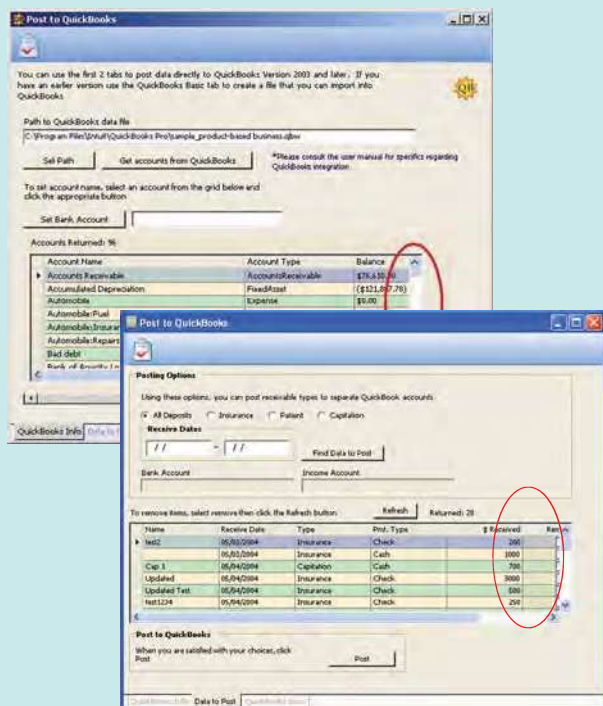
We offer a seamless integration of your credit card capabilities.

MedOffice has a completely integrated credit card payment system available from both the Accounts Receivable and Point-of-Sale modules.

- Accept credit card payments and process them immediately.
- Credit card payments made towards claims can be linked directly to specific claims.
- Credit card payments made for non-insurance point-of-sale items are recorded separately.
- You can void sales or issue credit back; the affected transaction is automatically updated, including claims payments so there is no need to manually find and adjust a claim.

Note: ClaimTek can provide MedOffice users with highly competitive rates on a merchant account for Visa, MasterCard, American Express, or Discover.

QUICKBOOKS INTEGRATION



MedOffice ties right into the leading small business program to simplify all your accounting needs.

If you use QuickBooks for your other business practice accounting, you'll appreciate the coordination that MedOffice offers you to post your accounts receivable data right into QuickBooks! No other practice management software has come this far in its attention to advanced functionality in professional practice management.

- Seamlessly integrate your accounts receivable with QuickBooks versions 2003 and newer.
- For older versions of QuickBooks, you can simply export the data to a file that QuickBooks will then import.

Either way, MedOffice will improve your ability to monitor your finances and maintain comprehensive records of your practice.

MedOffice has features to enhance all your office administration needs.

Task Tracking

This feature allows you to create and track specific tasks that you want to assign to personnel in your office.

- You (or any staff member) can define a task and assign it to any individual.
- You can specify a Start Date and Due Date, and assign a Priority Level to the task.
- Create a dated reminder for each task.
- Track the status of each task toward completion.

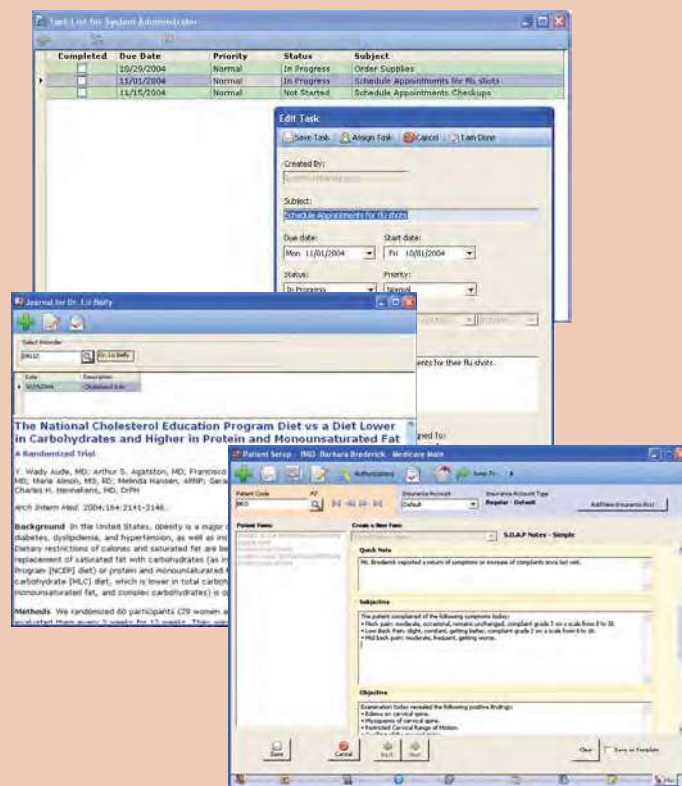
Journal Creation and Maintenance

Our journal feature allows you to write a daily journal entry or important reminders for that day, complete with full word-processor-like functionality and features.

You can also import RTF and PDF files into your journal such as articles, memos, and office notes.

S.O.A.P. Notes & Encounter Documentation

Quickly create patient documentation and re-use as templates! The patient information is automatically populated to save you time and effort. Notes can be saved as PDF for printing or for emailing. You can also export them to MS Word.



EMAIL CAPABILITIES

Easily communicate with patients, insurers, and other critical contacts.

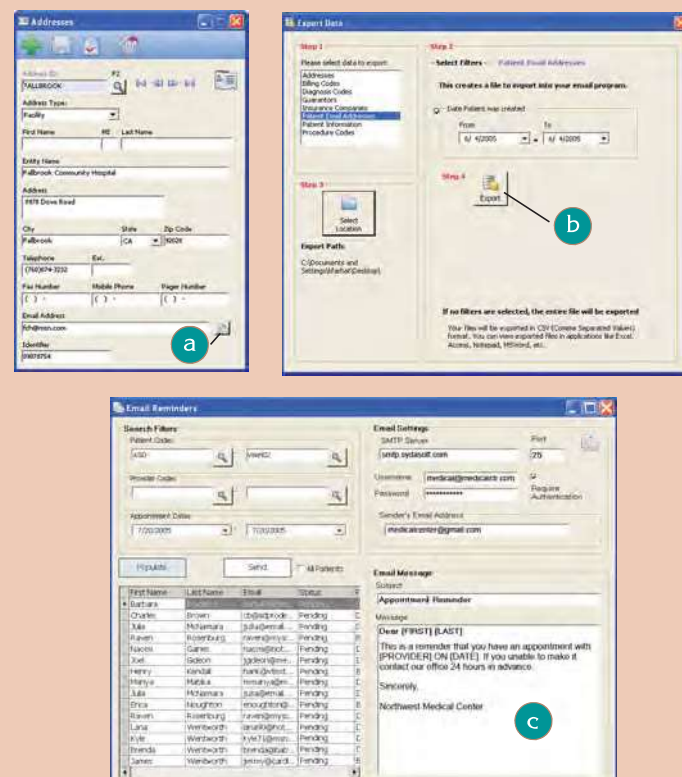
If you are not tapping into the benefits of email communication, MedOffice will help you transition into this new era. You can email colleagues in your practice, referring doctors, insurance companies, or any contact in your address book directly from within the record.

You can email appointment reminders to patients directly from the Scheduling module, saving you both time and money from traditional appointment reminder methods.

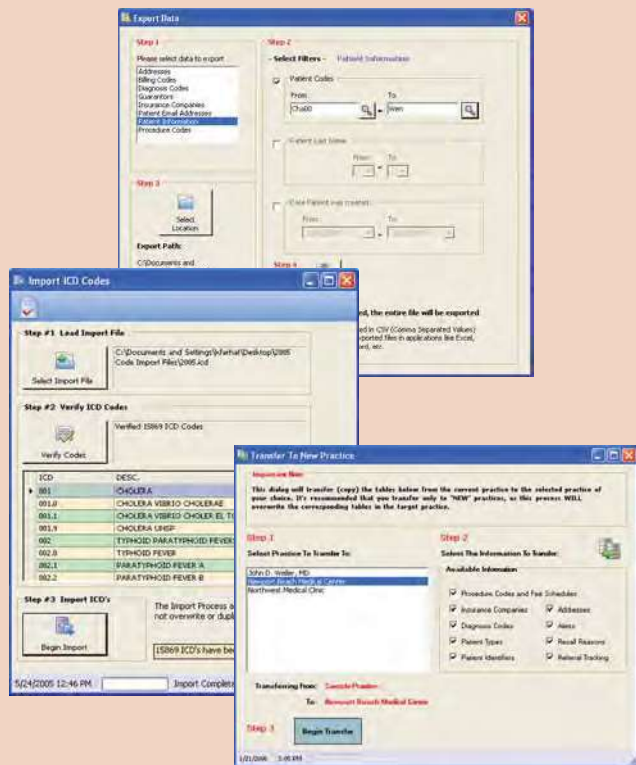
What's more, you can export all patient email addresses at once to MS Outlook or other email applications such as when you want to broadcast an announcement.

MedOffice's Smart Features

- Email functionality is implemented throughout the program. You can email patients, providers, insurance and others on-the-fly.
- Export patient email addresses to MS Outlook and other programs.
- Send email messages such as appointment reminders and season's greetings directly from within MedOffice!



DATA EXPORT / TRANSFER / CODE IMPORT



MedOffice helps you coordinate your data with your other software.

We know there are times when you need to export your files to other software, so we've created a powerful export function that works with applications like Excel, Access, MS Word or another practice management software.

Transfer data within MedOffice!

Whether you are a doctor's office wanting to start a new database or a billing service wanting to add a new account, you can easily transfer common data such as insurance companies, procedure codes, fee schedules, diagnosis codes, patient types, identifiers, contacts, alerts and others. *Save time!*

Import or update Procedure & Diagnosis Codes with ease.

MedOffice allows you to import & update the diagnosis (ICD), procedure (CPT), HCPCS, and revenue codes (purchased separately). The code import process updates the database without overwriting or duplication. This is essential as your older codes may be attached to previous transactions that must continue to be stored. The code import process automatically goes through a process of verification first to ensure total accuracy -- another detail that raises MedOffice above the competition!

ADVANCED TECHNOLOGIES

More robust advanced features make MedOffice truly state-of-the-art!



Biometrics:

MedOffice offers the ultimate security: fingerprint recognition. No one can log on until they have provided an authorized biometric signature.



Voice Dictation:

You can dictate directly into your patients' records. No time-consuming and expensive transcription.



Handheld Device:

MedOffice offers remote access to the main server from anywhere in your office. Transfer data directly into patient files or access additional information from a handheld device.

DYNAMICS OF MEDOFFICE

The Dynamics of the MedOffice / MedOffice-Remote Electronic Billing Cycle



medoffice®

