

PROGRAM MANAGEMENT

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MEDICAL ACCOUNTS PROGRAM

DMENU3 , DMENUS

- **Cost-effective, stable, user-friendly** program for managing all administrative aspects of a medical practice Menu based – not requiring a mouse- Making tell support easy.
- **Cash practice OR Part Cash / Submit OR SUBMIT ONLY**
- Suitable for use in **all types of medical practices** (including General Practitioners, Specialists, Physicians, Surgeons, Dentists, Dieticians, Podiatrists, Occupational Therapists, Speech Therapists etc)
- These programs have been in usage and development **since 1990**
Also used in Canada Australia and Africa via e mail
- **SAVES YOU MONEY**, as it **improves actual cash flow AND SAVES YOU TIME**
- **All printouts can be sent to 'My Documents' for printing on ANY printer**
E mail statement to a patient from My Documents using 00STXT ..TXT

The following aspects of practice administration can be handled:

1. **Statements for patients: immediate, monthly or bi-monthly** – as required → *see example*
(statements for a medical scheme can also be generated if necessary)
 - Fold to fit into a **window envelope**
 - Statement layout is according to **BHF & Medical Scheme** requirements
 - Date format: cyy/mm/dd (Eg 2006/06/07)
 - Printed onto standard **A4-size paper OR your own letterhead**
 - **Ageing** of statements (for **30 / 60 / 90 / 120 days**) is done automatically when a monthly statement run is done; alternatively an 'ageing program' can be run
 - Statements can be printed **from a selected treatment date**, in **Medical Scheme sequence**
 - **Enter your bank details** for patients to do direct / electronic payments
2. **Patient details** are entered & stored per patient (main member's details entered)
3. **Referring doctors' details** (including Practice No.) are entered & stored under a code per doctor, as decided by the user (if required)
4. **Registered Medical Schemes** are pre-loaded onto the system: user may add others
5. **Tariff codes** are loaded
(These can be updated annually from a floppy / memory stick)
Alternatively: you may update annually FROM an e-mail from the CMS)
6. **Private fees per treatment code** may also be entered by the user.

7. NB: a "hot key" feature, i.e. **group code feature** may save you time and reduce errors
8. **ICD10 - compatible** - recommend using short lists & invoiced per line item
9. Patient **PAID account information will be sent to the History File** (recalled if needed)
10. A variety of **patient and doctor's reports** can be produced to be posted / E-mailed / sent to 'My Documents' for further processing and printing
→ Letter to doctor / patient / Medical Scheme
11. Patient & practice **epidemiology reports** can also be generated.
Eg, A report indicating the statistics of doctors who refer patients over a time period OR a report indicating the most frequently used tariff / ICD10 codes
12. **Audit trails and age analysis** reports can also be produced
 - Print DAILY cash totals – total earnings for a day / any time period
 - Print total owed by each person – up to today
 - Print transactions in fees code sequence
 - VAT Report if required
 - 'Deleted transactions / corrections' Report (reduces fraud)
 - Financial year-to-date Report
 - **Age Analysis Report per Medical Scheme** i.e. see which Medical Schemes owe money, over what time period
Credit Age Report and '90 days and over' and 'Current debtors' Age Reports
 - **Control List for Medical Schemes:** check that the statements printed per medical scheme correlates with the names on this list. Menu M # 6
13. **Back-up programs** have been built into the system - backups are compulsory onto memory devices (stiffies / memory sticks). Restores are done from DMenu4
14. Special **support – programs** have been incorporated: these allow for easy telephonic support. Majority of queries are resolved telephonically using DMENU4
Phone our cell number or e mail your queries.
15. **FEES:**

→ The Medical Accounts Program for Allied Medical Professionals (including podiatrists, dieticians, physiotherapists, occupational and speech therapists, psychologists etc) is a straightforward system, purchased as a once-off purchase. Only annual software upgrade charges apply.

In cases where the practice is very large or complex, a monthly support fee is applicable.

Call-out fees are charged at current market-rates.

→ The Medical Accounts Program for *Medical Professionals (GP's, surgeons, dentists) is a much more comprehensive package and includes monthly support, for which a monthly fee applies.**DMENUS**

→ For all users: telephonic support is for your account

We use "call divert" ie when you phone our number it is diverted via Telkom to support
Annual Software upgrade will be charged

16. **User Manual must be read** - queries must be resolved
The time you spend learning this system will be a life long investment

17. Easy to open additional practices using this system

18. Due to the streamlining of your practice management,
It is easy to sell a practice if managed by this program
NOTE: the program is sold per user/ for life.
Your Data belongs to you. It forms your businesses "goodwill"

19. The new user would have to purchase the program for them
Copyright is reserved

Printers: Good quality dot-matrix printers are the preferred choice as ribbons are easier to obtain than cartridges; and statements are not lost via paper jams / thermal time-out /less "waiting to print "

- use black ink cartridges for inkjets

- A good printer is the Epson LX300+, FX890, and Panasonic - continuous feed paper 8 . 5 x 11 inches

COST from R 1 500 (includes postage and packaging)

The program is currently used throughout South Africa, Australia and Canada

The following prices are only examples :

- Installation fee - if required (Gauteng): R 250
- *Monthly fee for Medical Professionals: from R 0.00 to R300
- Upgrades via e mail: R 400- pay electronically
- Should data, Eg patient information, have to be copied across from another system onto this one - this will be charged for, at a minimal fee
- Cost of training (if required): R 500 / session

This is NOT our EDI SYSTEM. Before going onto any EDI system first use this DMENU3 system. Taking the step from a manual to a proper medical system is a big one, and we strongly recommend that you first use the easier DMENU3 System before moving onto EDI (This is to protect you!)

For many users of all medical software EDI is not practical. Beware of cheap Sales Talk!

**Please contact us at Program Management for further detailed information
- speak to Oskar Scharf BA (WITS) , DIP WITS TECH ELEC.**

ORDERING INFORMATION - YOUR DETAILS:

E-mail: scharf@icon.co.za

MEDICAL ACCOUNTS PROGRAM: R1 500

TRAINING / INSTALLATION / POSTAGE COSTS: As per quote

Please also fax us an example of the Statements you are currently using in your practice

YOUR Name	
Title	
Practice NumberBHF	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
TELEPHONE	
FAX	
CELL	
E-MAIL	

To make a direct deposit :

PROGRAM MANAGEMENT

STANDARD BANK, NORTHGATE BRANCH : 001106

ACCOUNT NUMBER CHEQUE : 402153308

Add R100 to receive program and data on memory stick