

The Benefits of Your Office Check-up

- Expert evaluation of your practice "Health". Intense focus by "trained eyes" on your practice operations.
- Identify opportunities to improve efficiency through streamline processes.
- Increase your ability to see more patients within your scheduled office hours.
- Help you to "pull out" more dollars for the work being done. Reducing your accounts receivable and increasing your collections.
- Determine the steps needed for improvements through quality analysis and measurement.
- Comprehensive evaluation includes the following areas:
 - General Practice Viability
 - Front Desk Operations
 - Back Office Operations
 - Billing Functions
 - AR health and management
 - Financial indicators

The "Physicians Office Check-up" improved the way we did billing and accounting. We actually found ourselves more efficient and profitable.

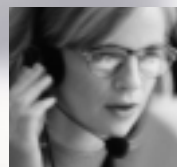
Nadine Jones, Doctors Office Manager,

The "Physicians Office Check-up" made my practice run so much more productively- even our patients noticed. Thanks HCTech Consulting!

Dr. John Smith and Associates

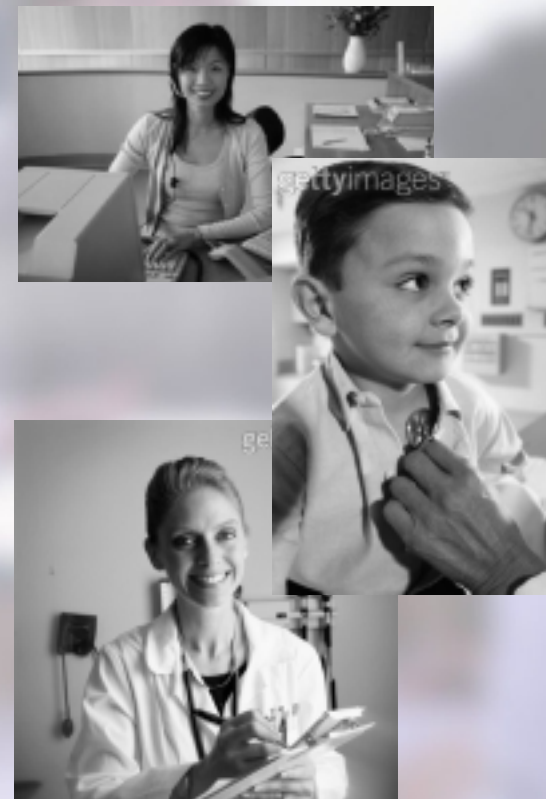
HCTech Consulting's "Physicians Office Check-up" is what every doctors office needs!

Kearney Medical Group



For more information on "Physician Office Check-Up" and other products call
Stratis Bahaveolos
HCTech Consulting Inc.
708-205-6421
or visit us at
www.hctechconsulting.com
Creating Business Solutions That Work

DOES YOUR OFFICE NEED A PHYSICAL?



The Physicians Office Check-up

HCTech Consulting, Inc.
Creating Business Solutions That Work

If You Answered Yes, Then the Physicians Office Check-up is For You.

This product is designed to allow our experts to focus quickly and intensely on your practice to help highlight areas that need improvement.

Our team utilizes trained eyes, advanced tool sets, and a structured approach to enable them the ability to lift up from the day-to-day issues and see things you can't.

Typical evaluations are completed in less than a week and conclude with a professional presentation of scoring, highlighting areas that need improvement, and recommended next-steps to correct any problem areas. We are excited to offer this unique new product to you and the healthcare community.

How Does Your Office Function?



Only you and your staff would know. However, through our careful observation of your practice operations we will examine key areas and ask these important questions:

- Does your front desk gather the required information from the patient during check-in to maximize payments?
- Are the processes minimizing patient appointment wait times?
- Are the interaction in the office and the phone helping to promote the growth of your practice?
- Do patients walk into your office; owe you money, and leaving owing you more?

Your Check-Up Team



The diverse backgrounds of our team members brings to bare an incredible mix of knowledge and experience allowing us to quickly identify areas of improvement.

Our team members are experienced in running hospitals, physician practice organizations, billing companies; large physician practice offices, occupational medicine, information system organizations, and advanced technology initiatives including electronic medical record initiatives. In addition to this hands-on, real world experience in the healthcare industry, our team members have advanced degrees (MBAs) and have spoken professionally on these topics. We have done this before working as both hospital administrators and in consulting relationships.

Beyond our physician Office Check-up, HCTech Consulting offers consulting services to help you to manage through the needed changes. Our experienced can help you to manage through these changes just as we have for other clients in the past.

Receivable Management



- Are you capturing and billing for all of the services rendered? You are not able to collect on services that you have not billed for.
- Are there processes in place to ensure your billing happens on a timely basis? The longer it takes you to issue a bill, the longer it takes to be paid. Additionally, there is a point when collecting on old accounts becomes increasingly difficult.
- Are you monitoring your accounts receivable and taking steps to minimize it? Lost dollars can add up quickly if not monitored and managed correctly.
- Are you being paid enough for the services you provide to your managed care patients? Managed care contracts can make this difficult to understand.

Here's How Your Check-Up Works



Step 1 Observation. Depending on practice size and complexity, a team of 3-4 consultants will work with your office manager and staff to schedule an observation day for our team to observe practice operations first hand. Interviews with selected staff members will be conducted and requests for historical report data will be made as required.

Step 2 Analysis. Our team will then go away for 2-3 days to analyze findings and strategies on recommendations to be provided. During this analysis step, we will combine the information learned through observation and the historical report data you have provided with our experiences and industry knowledge to allow us to focus in on key areas that need attention.

Step 3 Report. Presentation material will be prepared and the team will present our findings in a meeting session. A typical physician check-up can be completed within less than a week. Specific areas included are in the check-up include: practice capacity/growth/staffing, Front desk check-in/insurance knowledge/wait times/ability to collect patient payments, Back office encounter forms/ enc form user knowledge/enc form pending process/charge capture/batching/charge lag, Billing frequency/elec claims processing/AR/collection rate/payor mix/denials, Practice economics.

Don't let another day go by without better understanding the 'health' of your practice!

For more information on "Physician Office Check-Up" and other products call Stratis Bahaveolos at 708-205-6421

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