eTHOMAS
Practice Management Software
Providing the best office automation solutions for successful healthcare businesses.
Comprehensive doesn’t have to mean complicated.

At Genius Solutions, Inc. we believe that implementing a computerized office management system should be as easy and comfortable as possible. We have created a practice management system that looks at the needs of you, the end-user, and puts those needs first, as we strive to help you enhance and streamline your current office operations.

Implementing our practice management solution will give you the tools to manage your practice and keep your practice from managing you.

Founded in 1986 by a team of healthcare software professionals, Genius Solutions, Inc. has a proven track record in developing cutting edge medical software applications, and experience counts! With more than 21 years of experience in the healthcare management industry, we understand the needs of you, our professional business customers, and the daily challenges you face in an ever-changing healthcare environment.

The Total Health Office Management Automation System (THOMAS), practice management software was created to help you streamline your healthcare office management operations by automating functions such as medical billing, appointment scheduling, financial and statistical analysis, and patient correspondence. eTHOMAS’ enhanced capabilities, customization options, and scalability can give you the ultimate practice management control, regardless of the size or specialty of your medical business organization.

We care–our software development philosophy is You. We are always on the lookout for additional product and program solutions that will allow you greater freedom and ease to do what you do best, and still increase your cash flow and grow your business. Our applications are in use throughout the United States, because of this design and development philosophy.

…We look forward to working with you.
PROGRAM FEATURED BENEFITS

- Built-in help is available on each screen
- Validation messages help you input data accurately and efficiently
- Track procedure codes, generate recall reports, and monitor work and cash flow with dozens of built-in financial, system, and customizable reports, which can also be integrated into Microsoft® Excel or Word
- Produce customized, route/encounter slips attaching patients’ visits to claim posting, eliminating lost charges
- Customize your Appointment Scheduler in dozens of ways and adjust your business flow with built-in reports for appointment tracking
- Attach multimedia to patient files—scan in, upload, store, and view—patient pictures, insurance cards, and other user-defined files
- Scalable from small to large wide area network environments
- Comprehensive security and activity tracking for HIPAA compliance and confidentiality
- Feature-rich applications such as e-Prescribing, e-Statements, and Automated Appointment Reminder Calling integrate seamlessly into your system

CONTACT US FOR MORE INFORMATION
Genius Solutions - Sales Department
phone: 586-751-9080 fax: 586-751-9230
www.geniussolutions.com
eTHOMAS Patient Registration & Routing

- Insurance and Benefit tracking for copays and deductibles
- Complete history of patient visits and financial information
- Multimedia capabilities providing a variety of information at your fingertips
- Generate patient statements, claims, and route/encounter sheets either as a group or on a per-patient basis
- A complete history of a patient’s visits and financial activity is available for you to view or print out at any time, for the patients themselves or for in-office use
- Track insurance, benefit, and visits for insurance carriers; copays and deductibles; and accommodate capitation, pre-authorization plans, HMOs, and self-pay patients

Patient Entry and ongoing patient history and documentation could not be easier or more thorough.

Patient information is easy to enter and update. Our Patient Entry Wizard will take you from one screen to the next, as you fill in appropriate patient, policy, and benefit information for each patient. Enter contact information for a guarantor, emergency contact, and other general contacts such as phone, cell, work, fax and e-mail. We supply features that make your day-to-day patient tasks easier.

Stay abreast of your patients’ health and financial needs through our notes and date-triggered alert messages and warnings.

Our insurance tracking allows for an unlimited number of carriers, start and end dates for a specific insurance and warnings if you attempt to use that carrier outside the valid dates. Electronically scan the front and back of insurance cards, patient I.D. cards, or other information for future access at any desktop. No more running to grab a patient file to verify an insurance number or claim address, or worse, not being able to read the copy once you get your hands on it. The ability to track co-pays. Deductibles for approved services, and expected payments are all tracked automatically. Generate outbound and track inbound referrals. With eTHOMAS, all of this information is at your fingertips.

If you are looking for comprehensive, intuitive, patient-centered features, eTHOMAS is your answer!
Enjoy the ultimate appointment scheduling experience with our comprehensive and customizable Appointment Scheduler

Take advantage of our advanced, feature-rich scheduler. Don’t resolve yourself to everyday rows and columns, eTHOMAS offers you multiple options for utilizing and customizing the appointment scheduler, to best meet your office’s specific needs. Unlike off-the-shelf calendars, the eTHOMAS appointment system is extraordinarily flexible and tremendously powerful—there is no “settle-for” in eTHOMAS. Make day-to-day patient management and office flow easier to see, control, and track.

Create customized appointment codes and assign them any color or code you would like. This gives you the opportunity to look on your daily calendar at a glance to see what your day is like. Designate specific hours in a day for special types of appointments. Color block off hours for new patients, or perhaps hospital rounds or surgery.

Avoid lost charges by generating route slips based on appointments in the scheduler for any specific date and track those route slips to ensure you have not missed any charges.

Our Appointment Management System is a “must see” feature! You are the artist, eTHOMAS is the canvas.

• Define and color-code your own appointment codes, time blocks, and restrictions for optimal resource management at a glance
• Schedule multiple appointments at one time, automatically
• Find appointments when patients forget them
• Find next open appointment to accommodate your patient’s availability
• Schedule, reschedule, or cancel appointments easily with our point-and-click calendar
• Easily and quickly accommodate vacation time or spur-of-the-moment provider reschedules
• Avoid missed charges with the use of route slip tracking
• Integrated appointment reminders and recails are available
eTHOMAS Processing Patient Charges

Fast, Efficient, and Adjustable—see how eTHOMAS helps you with patient charges and payments.

An office management automation system must do more than simply submit primary, secondary, and tertiary insurance claims to be the type of tool your office will demand. With eTHOMAS, you have the flexibility to produce the type of billing that fits your needs, when you need it. Print or transmit claims at any time, then track your Account Receivables with our sweeping claims management reports quickly, and easily follow-up on any outstanding claims.

Genius Solutions’ customers enjoy the flexibility and efficiency electronic claim submission can provide to a fast paced healthcare environment.

With higher claim acceptance rates, reduced errors and faster claim payment turnaround, you can experience the advantage electronic claim processing can bring to your business organization. With properly coded route/encounter forms, trained employees can enter hundreds of charges per hour. In many cases, you can eliminate redundant data entry by allowing eTHOMAS to follow your default choices and automate the process for you. When you need to make transaction adjustments or changes, you will find it uniquely effortless to do so in eTHOMAS.

If speed and efficiency are your targets, then eTHOMAS hits a pair of homeruns.

- Electronically generate claims, invoices, statements, EOBs, and inquiries
- Recall tracking by procedure code improves patient care and on-going office income
- Patients can be set up for various collection plans—traditional, fixed rate, HMO, capitation, and patient contracts
- Generate walkout receipts “on the fly” as patients check out
- Group patients together by family and take advantage of Family Features such as family statements, receipts, and appointment monitoring
- Built-in, comprehensive claim edits and pre-billing reports to minimize rejections
- "Last Claim" feature allows you to create a new claim identical to the last one, for that patient
- On-screen claim form preview and review
- Choose multiple or single insurance company billing or claim submission options

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### Payment Posting & Auto Posting

**eTHOMAS**

Let eTHOMAS put your money at your fingertips faster, by streamlining your Payment Posting for you.

With our automated payment memorization features, eTHOMAS will track procedure allowed amounts, pay rates, copayment values and participating adjustments rates to help guide you through a more streamlined payment posting cycle. By memorizing the payment activity of your practice for each insurance carrier processed, eTHOMAS will automatically enter the most current expected payment values for you, saving you the time of manually entering this information yourself. This powerful feature also helps ensure proper reimbursement by providing you with a tool to measure any fluctuations in insurance reimbursement or insurance omissions.

Take your insurance payment posting to the next level by incorporating our automated electronic remittance features. With our automated electronic remittance application you can process even the largest electronic payment voucher in seconds. Each newly received electronic remittance check is conveniently displayed in our electronic remittance check register automatically notifying you of new insurance payment activity.

With eTHOMAS at your side, you will be able to review, edit and batch-post entire checks with a new found ease.

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**Payment Posting & Auto Posting**

<table>
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<th>Claim #</th>
<th>Insurance</th>
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<th>Adjustment</th>
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<td>Blue Shield</td>
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<tr>
<td>THOMAS</td>
<td>Anthem</td>
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<td>0.00</td>
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</table>

**Insurance Information**

- Blue Cross: 01-00000000
- Blue Shield: 01-00000000
- Anthem: 01-00000000

**Payment Posting**

<table>
<thead>
<tr>
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<tr>
<td>01/13/2020</td>
<td>$200.00</td>
</tr>
<tr>
<td>01/14/2020</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

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**For visual ease of use, the patient ledger includes color-coded payments, credits, debits, and insurance information**

**For better transaction evaluation, you can sort the patient ledgers by various fields**

**Easily adjust items posted in error**

**Include optional notes on the patient statements**

**“Smart” software “learns” your payments, co-pays, and adjustments, reducing time and increasing posting accuracy**

**Automated insurance payment posting from 835 insurance remittance advice**
eTHOMAS Patient Statements

• eTHOMAS checks for existing patient addresses prior to statement printing
• Preview statements, on-screen, prior to printing them out
• Take advantage of cyclic billing, so that you are not processing thousands of statements, at any one time
• “Tag” patients from the list of patients set to receive statements and stop them from printing out
• Use our preprinted forms or take advantage of our e-Statements application to further enhance your eTHOMAS experience
• Easy to read, color statements
• Statement forms contain the ability for the patient to pay by credit card
• There is space for additional insurance or office information

Feature rich, accurate, and efficient, eTHOMAS Patient Statements keeps your cash flowing.

Patient statements exist because there are always co-pays, deductibles, or denied benefits. While posting insurance payments, eTHOMAS will automatically transfer the co-pay to the patient side of the ledger from the insurance side for you, but that’s not all, it’s all about the options.

Run statements your way with eTHOMAS. Our Running Total statement reads like a credit card statement, listing every transaction on the account during the time period of your choosing. Our Open Item statement will only display “open balances” to the patient. Statement and ledger notes can be created and displayed on your patient statements, and you can choose if you want descriptions for procedure codes, write-offs, or diagnosis codes to appear also. Other statement options include individual or family statements.

Choose your style and your options, then let eTHOMAS make a statement for you!
Reports eTHOMAS

eTHOMAS Reports are the most important tools you can use to monitor and develop your business.

With over 21 years in the healthcare management business, we have seen reports of all types, and with most practice management software, what you see is what you get. The report generator in eTHOMAS is both feature-rich and straightforward, not only can you display your reports by various field options, but you can also review both summarized and detail-level information. Also, preview any report on screen before printing, eliminating wasted time and paper.

If you prefer to view a report in a layout other than how eTHOMAS displays it for you, you can! eTHOMAS has the built-in option for you to export data into your Microsoft® Excel or Word program, allowing you the ultimate in report flexibility—see your data how you would like to see it.

eTHOMAS reports give you total control over your money and office... Take charge with eTHOMAS reports.

- Built-in reports include: Daily Activity, Year-to-Date, Delinquency, Aging, Procedure Summary, Payment Allocation, Facility, Deposits, etc.
- Built-in report variables include running reports by: provider, location, date of service or system entry date, etc.
- Reports can be as creative as you are—create your own custom reports
- Mail merge options include—patient demographics, appointments, balances, recall procedures, etc.
- Create mail merge letters, labels, and envelopes
- Special inventory and Reporting features in eTHOMAS—you can maintain and track your inventory items, including current stock, last order date and price ordered, current pricing etc.

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eTHOMAS reports give you total control over your money and office... Take charge with eTHOMAS reports.
eTHOMAS  Flexibility & Customization

Built-in utilities can make eTHOMAS your own unique, best office management solution.

- Comprehensive security and activity tracking for HIPAA compliance and confidentiality
- Flexible scalability: adjust eTHOMAS to work with multiple printers, computers, or additional office locations as you grow
- Feature-rich applications such as e-Prescribing, e-Statements, and Automated Appointment Reminder Calling integrate seamlessly into your eTHOMAS system
- Personalize your system by selecting the color scheme that fits your mood from a rich variety of color patterns offered in eTHOMAS
- Process lab orders and results
- Create your own special recall dates and codes, or use our predefined ones
- Turn on recurring rental feature for DME claims
- Set up discount and adjustment fields, so that you can make adjustments and give discounts while posting
- Find unapplied monies and apply them all from one screen
- For easy, same day, error correction, allow billers to delete transactions on the same day that transactions are posted
- Set up eTHOMAS to use whatever posting date you choose, until you choose a new date
- Keep track of the last invoice number you used
- And so much more

Flexibility is more than just a word, it is the difference between fitting your business into a software application, or fitting the software application around your business. With the wide array of custom product configurations available in your eTHOMAS software you can design the experience you will enjoy, that fits into your business flow. With custom settings ranging from screen color settings, default value options, individual and/or department history tracking and nearly 40 ways to customize your appointment book alone, eTHOMAS will provide you with the product experience you have been waiting for.

Each healthcare specialty has its own unique needs and requires a software application that understands the complexities found across the healthcare spectrum. eTHOMAS incorporates the workflows and billing requirements to fit the provider specialty utilizing the application. With product designs for Medical, Podiatry, Mental Health, Physical Therapy, Chiropractic, Optical, Durable Medical Equipment and more, eTHOMAS will have the features right for your business environment.
We can’t talk about automating your office without discussing Customer Service, Training, and Support.

We understand that automating your office or changing your office technology can be a large and intensely stressful step. We also believe that implementing a computerized office management system should be as easy and comfortable as possible.

**Staff Training is Critical to Your Office’s Success**
We offer the most powerful fully integrated healthcare system! With great power, comes great responsibility. Your office’s satisfaction and success, as well as our success depend on the proper training of your staff. Genius Solutions, Inc. provides a variety of training programs designed not only to introduce you to our software programs and make you successful with them, but also to extend and expand upon your knowledge of the program over time as your office needs and opportunities increase. Training options include training at our facility, on-site training at your office, on-line training, and webinars.

**Experience Makes a Difference**
At Genius Solutions, we care, and we know that there really is no separation between technology and customer support. At some point, all software requires technical support. Our service, support, and programming technicians have years of experience, not only with eTHOMAS, but with all phases of billing, hardware, networking, and office management too. We work together as a team of experts to find the right answers for you. If you are having problems accessing the program, doing your office work, or should a problem arise, you can quickly access one of our multiple support resources, to find a solution.

- Unlimited current version program enhancements and updates via our 24/7 on-line product update service
- Unlimited, live, technical support phone assistance
- On-line, remote access, technical assistance, on your eTHOMAS computer, giving us the ability to visually collaborate and communicate together with you
- “Hot” news alert e-mails from us about things that may affect your office now
- Our website is full of information and helps - www.geniussolutions.com
- Participate in our monthly telephone conference calls to discuss topics that affect you, without having to come in to a special seminar
- Special pricing on additional products and services that we offer
- On-going advanced training and webinars available
Focused on total Customer Satisfaction, we provide a rapid response team of technical support specialists, programming specialists, certified product instructors, and computer networking technicians to give you the best overall software experience. We believe that the “e” in eTHOMAS should stand for both EASY and ECONOMICAL!

With Genius Solutions as your healthcare partner, you will have confidence in knowing that our number one priority is you.

...We look forward to working with you.