



eTHOMAS

TOTAL HEALTH OFFICE MANAGEMENT AUTOMATION SYSTEM

At Genius Solutions we believe implementing a computerized office management system should be as easy and comfortable as possible. With this in mind we have designed an office management system that looks at the needs of the end-user and utilizes this to enhance, not replace, and complement, not complicate, the current office operation. Implementing Genius Solutions and the THOMAS office management system, you can have the peace of mind in knowing that even the most novice user will feel confident and the most experienced user, more powerful.



THOMAS, otherwise known as *Total Health Office Management Automation System*, is practice management/healthcare billing software written, published, sold and supported by Genius Solutions, Inc. Genius Solutions' browser-based version of THOMAS, eTHOMAS, capitalizes on dTHOMAS' latest features, adds to them, then utilizes cutting edge Microsoft® technology to create a very comprehensive system with the ease-of-use of an Internet web page. This focus on design has produced a software product that is truly like no other.

As the name implies, THOMAS automates office management functions such as medical billing, appointment scheduling, patient correspondence and financial/statistical analysis, giving you the tools needed to manage your practice, so your practice does not manage you.



Highlights

User definable security password system to ensure privacy and authorized access to any portion of the program

Drop down lists, pop up windows and validation messages throughout the system

Familiar browser-based buttons, links and graphical user interface simplify navigation

Customized routing sheets can be produced each day for all patients being seen in the office

Upload and store scanned patient pictures, insurance cards and store other user-defined multi-media files

Features

Electronic and paper insurance billing

Appointments and Recalls

Insurance Claim Tracking

Medications tracking and prescription generation

Procedure, diagnosis and financial history

Referring Physician information and tracking

Financial and customized report generators

Single and Multi-user Systems

Multiple Doctor , Department, and business Location

Insurance Payment

Patient File

Our streamlined new patient entry system guides the user through the initial visit process and provides all necessary initial visit documentation tools. The system automatically requests or defaults vital patient information to ensure thorough documentation of all important patient and insurance billing information. Detailed patient transaction and claim history files provide the ultimate in financial tracking. With eTHOMAS keeping track of your patient files, the paper chase will be over in your office.

Claim Submission

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. You can even filter for claims based on paper versus electronic, unbilled, secondary, billed but unpaid, a category of insurance companies, an insurance company, a patient, a business location or a doctor.

Because 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, eTHOMAS has built-in re-billing features that give you the necessary means to quickly and easily follow up on outstanding claims. By utilizing our "billed-but-unpaid" feature, you can have eTHOMAS locate all claims that meet your delinquency criteria, and re-bill each of them at a push of a button or two.

Payment Posting

Payment posting could not be easier with eTHOMAS' full-featured posting selections. You will have the opportunity to post the most detailed payment voucher activity quickly and easily. Help windows guide the user through the easy, step-by-step process. Expected payment tracking gives you the ability to monitor the amount of the payment received. Automated tracking features calculate patient responsibility, and non-allowed dollar amounts and in turn transfer the remaining balance to the responsible party. Automatic understandable reason descriptions for transfer balances are generated upon posting that appear in the ledger and patient statement saving you time and money by reducing massive phone inquiries when you mail out patient statements.

Appointment Scheduler

With eTHOMAS, you don't have to settle for an "off-the-shelf" scheduler; customizing of your appointment books with color coded time sessions and appointment codes that meet your office design could not be easier. eTHOMAS allows you to set time blocks for lunch, meetings, vacations, specific appointment types or most anything else you would like to block. These blocks can also become restrictions, allowing you to restrict the number of appointments or number of specific appointments during a given time period. But lets not stop there, eTHOMAS even tracks resources. Going a step further, you can even review appointments by the day, week or resource!

Allows for unlimited appointment book creation, missed appointment tracking, rescheduling utilities and more. Find out why this appointment system is one of the most advanced and flexible tools available in the healthcare industry today.

Financial Reports

Our step-by-step financial report process gives you the ability to produce the most complex financial reports available - in only seconds.

View financial data in various ways. eTHOMAS provides formats such as listing by account number, patient name, zip code, doctor/department/business location, insurance company - all in detail or summary styles, for date ranges of your choice.

Print reports to the screen, printer or fax. Using our 3-step report wizard you can even export financial data to other software products such as Microsoft® Word and Excel. Whether its comprehensive statistical analysis of your healthcare organization, exportation and interpretation of financial information, or simply creating mailing lists and labels, eTHOMAS delivers.

Patient Information

BOYE, DANNY
456 LOCAL
ROSEVILLE, UT 48066
Phone: 5869639900
Birth: 12/23/1976
Age: 28
Social: 342-26-5655
Cash Bal: 117.90
Ins Bal: 80.00
Doctor: 01-JOE INDIVIDUAL MD
Alert:
Flag:
Notes:

#	Name	Fin	Ins
1	SELF	BC	BC

Benefit	Description	Type	Active	CoPay
BENES1	Traditional	Yes		\$15.00

Date	Time	Book	Room	T	Dr
06/15/2005	8:00AM	01	3	SA	01
06/22/2005	8:00AM	01	3	SA	01
06/29/2005	8:00AM	01	3	SA	01
07/06/2005	8:00AM	01	3	SA	01
07/13/2005	8:00AM	01	3	SA	01