



# E·Z BIS Office Version 8.0!



## Cash Payment Plans

### Pre-paid plans and monthly payment plans

E·Z BIS 8.0 offers a new way to easily manage and track payments for cash payment plans. You can set up a number of pre-designated plans that determine how many visits are included, when the payments are due, whether a down-payment is needed and other details.

Enter the description or code for this plan.

Active

Treatment

Plan Code or Name: One visit a week

Plan Begins: 08/02/10

Plan Ends: 07/31/11

Visits Allowed: 48

Visits Used: 2 Since Plan Began

Total Charge Amount: \$1,200.00

Payment

Down Payment: \$0.00

Number of Payments: 12 Plan Payment: \$100.00

Payment Frequency: Monthly

Day of Month Payment Due: 1

Receipt for 08/17/10	
	Units Amount
<b>Old Balance</b>	0.00
<b>Entries:</b>	
M 98940 CMT; 1-2 Regions	0.00
H 97010 Hot Pack; One Area	0.00
T 97012 Traction, Mechanical	0.00
ES 97014 Electrical Stimulation	0.00
MG 97124 Therapeutic Massage	22.00
<b>Today</b>	
Non-Plan Charges	22.00
<b>Due Today</b>	22.00
<b>New Balance</b>	22.00
One visit a week	Visit 3 of 48
Plan Payment: \$100.00	08/02/10 - 07/31/11

Then, on patient visits, E·Z BIS reminds you of the number of visits that have been used and whether a payment is due at this time.

The payment plan works for plans that are totally pre-paid as well. If you offer a plan for a one-time payment for an entire year, including a specified number of visits, you will always know how many visits

have been used so far. You can also determine what kinds of services are included in the plan, so that patients are charged separately for non-covered products or services.

## New Hours of Business

The newest version of E·Z BIS Office makes it easier to set up your appointment starting and ending hours by

establishing hours of business for each day of the week.

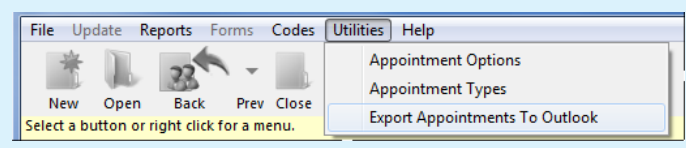
Hours of Business  
Insert The Office Hours for Each Doctor for Each Day of the Week.

Doctor	Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
All	Morning	9:00	9:00	9:00	9:00	9:00	9:00	9:00
	Afternoon	12:00	12:00	12:00	12:00	12:00	12:00	12:00
		6:00	6:00	6:00	6:00	6:00	6:00	6:00

You can even set-up schedules for individual doctors. The E·Z BIS Front Desk appointment system responds to these hours of business by automatically representing the business hours on the Front Desk Book View.

## See your appointment schedule on your iPhone

Many doctors would like to see their patient appointment schedules on their iPhones, iPads, smart phones or other mobile devices. With E·Z BIS 8.0, the entire appointment schedule or a specific doctor's schedule can be exported to Microsoft Outlook, which can then be synchronized to mobile devices, such as the iPhone using third party apps.



## Automated Secondary Insurance Processing

The latest version of E·Z BIS has a fantastic new ability to automatically create and send secondary (or tertiary) claims electronically after receiving a payment from the primary insurance company. You can configure each patient to automatically send the secondary claims, or to manually send the secondary claim after receiving the primary insurance company's payment. The secondary claim will contain all of the adjudication information from the primary insurance company, to eliminate the need to mail or fax copies of EOBs. Additionally, there are new capabilities for sending electronic replacement claims and voided claims. *The E·Z BIS Collection Desk module and the ability to create X12 837 electronic claims are needed to take full advantage of the new secondary payer claim features—additional charges may apply.*

\* Optional service. Extra fees apply.

## Redesigned Insurance Company Screens

We've made the patient's insurance information screen much easier to use. A new insurance company ledger gives you a list of current and past insurance companies for a patient.

Company	Carrier	Insured	Plan Name	Benefits	Other Plan	Coverage Effective
1	Medicare Part B P.O. Box 5782 BATON ROUGE, LA 77790	Ginger Goodman D.O.B.: 11/30/1970 Ins. ID: 1213165121A	Medicare Group	Primary File Electronic Claim	2	01/01/10
2	United Healthcare PO Box 30555 SALT LAKE CITY, UT 84130-0555	Ginger Goodman D.O.B.: 11/30/1970 Ins. ID: 432-00-9111	Medigap Group: GL300	Secondary Forward Electronic Claim	1	01/01/10
3	Cigna Healthcare PO Box 182223 CHATTANOOGA, TN 37422-7223	Ginger Goodman D.O.B.: 11/30/1970 Ins. ID: 430899111	Medigap Group: A-0525281	Secondary File Paper Claim	1	01/01/09

Select one of the listed companies and you can then see all of the insurance plan details. You can easily add new companies and re-arrange the order of primary, secondary and tertiary companies.

Select the patient's Relationship to the Insured person (Self, Wife, Husband, Child or Other): **Insured's Information**

**Insured's Information**

Patient's Relation to Insured: **Self**

Insured Name: **Ginger Goodman**

Address: **1000 Easy Street**

City State Zip: **Lafayette LA 70502**

Phone: **(999) 234-0991** Birth Date: **11/30/1970**

Social Security: **432-00-9111** Sex: **Female**

**Carrier Information**

Carrier Code: **UHC**

Carrier Name: **United Healthcare**

Attention: \_\_\_\_\_

Address: **PO Box 30555**

City State Zip: **SALT LAKE CITY UT 84130-0555**

Contact: \_\_\_\_\_

Phone: **(800) 357-1359**

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Payer ID: **87726**

Form Layout: **STANDARD**

**Plan Information**

Plan Name: **Medigap**

Insurance ID: **432-00-9111**

Group No: **GL300**

Benefits: **Secondary**

Coordination: **Wait for Payment with ERA**

Claim Type: **Electronic Claim**

Send Form To: **Carrier**

Local Use(Box 19): \_\_\_\_\_

Other Plan No.: **1**

Other Plan Name: **Medicare**

Other Insured: **Ginger Goodman**

Other Carrier: **Medicare Part B**

Other Employer: \_\_\_\_\_

**Employer Information**

Employer Name: **Our Lady of Lourdes Hospital**

Attention: \_\_\_\_\_

Address: **300 St. Landry**

City State Zip: **LAFAYETTE LA 70502**

Contact: \_\_\_\_\_

Phone: **(318) 233-0988**

**Coverage Information**

Coverage Effective: **01/01/10**   Coverage Terminated

Coverage Limitations: \_\_\_\_\_

This screen is also where you can designate claims to wait for payment from the primary company before sending the secondary claim.

## Claims for open-item patients show paid amount

Now, the claim records for open-item accounts automatically show the amount paid for each claim, based on the disbursed amount applied to each item on the claim. (Requires the Collection Desk module)

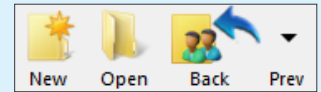
09/30/09	Blue Cross Blue Shield of Louisiana	Other	09/11/09	09/11/09	50.00					
02/15/10	Aetna Life & Casualty	Other	11/03/09	11/03/09	50.00					
02/15/10	Blue Cross Blue Shield of Louisiana Primary carrier	Other	11/03/09	11/03/09	50.00					
02/22/10	Blue Cross Blue Shield of Louisiana	Other	01/15/10	01/15/10	50.00	30.00	02/22/10	63		
02/22/10	Blue Cross Blue Shield of Louisiana	Other	05/22/09	06/05/09	120.00	64.00	02/22/10	53		
02/22/10	Blue Cross Blue Shield of Louisiana	Other	06/12/09	06/12/09	60.00	39.00	02/22/10	65		
02/22/10	Blue Cross Blue Shield of Louisiana	Other	02/21/10	02/21/10	100.00	40.00	02/22/10	40		

New status icons also show how claims were sent and the payment status of each claim.

## Cycle through last accounts used

A great new feature helps you to quickly access the most recently opened patient accounts. Sometimes, you are

interrupted while working with a patient account and it is cumbersome to remember which account you were previously working on and then to re-open the account. Now, you can just use the new Back button to quickly get back to the previous account.



## New Reports

We've added some new reports to E-Z BIS Office including a new **Provider Payments Report** for Collection Desk. This new report shows all credits applied to the charges for a specific doctor. The new **Lost Patient Report** shows all patients who missed an appointment and who do not have any future appointments scheduled, to make sure they don't "slip through the cracks."

We also re-designed all of the reports to use proportional True-Type fonts, giving you a much larger number of fonts from which to choose. Your reports and statements will be much easier to read and more professional-looking.

## New Electronic Health Record Features

The new EHR module has even more capabilities in version 8.0! Now, **outcomes assessment questionnaires**, such as the Revised Oswestry Low-Back Pain Index and the Neck Disability Index are built in. When answered, the assessment score is provided automatically and is included in your documentation. **Activities of daily living** have also been added.

We also added a new feature for subjective complaints to prompt for and display not only the severity of the complaint, but also the frequency and type of pain.

## That's not all!

- **Enhanced Patient Lookup** Look up patients by their phone numbers, social security numbers, insurance ID and birth date. You can even find patients in any data set!
- **Synchronized patient accounts between modules** Now, you can switch between different modules and stay on the same patient account.
- **Diagnoses entered on activities carry-over to future activities** If you specify the diagnosis on a service, the next time you post the same service for that same patient, the diagnosis will carry-over automatically!
- **New ability to sort codes windows** Any of the codes windows, such as the service codes, diagnosis codes, and carrier codes can be sorted by any column to easily find codes.
- **Scan documents directly into E-Z BIS** There are new scanning options in the document area for each patient to scan insurance ID cards, drivers' licenses, photos or any kind of document.
- **New Features for ERAs** Now, it is easier to auto-post ERAs, split an ERA between different clinics and to manually enter adjudication data from an EOB or ERA to file secondary insurance claims.
- **New Look!** The new E-Z BIS 8.0 sports new graphics and toolbars to update the look and feel of the program.

See more online...visit [www.ezbis.com/off80.htm](http://www.ezbis.com/off80.htm)

Order Version 8.0 Today!

**(800) 445-7816**



E-Z BIS

Placing Information at the Professional's Fingertips  
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