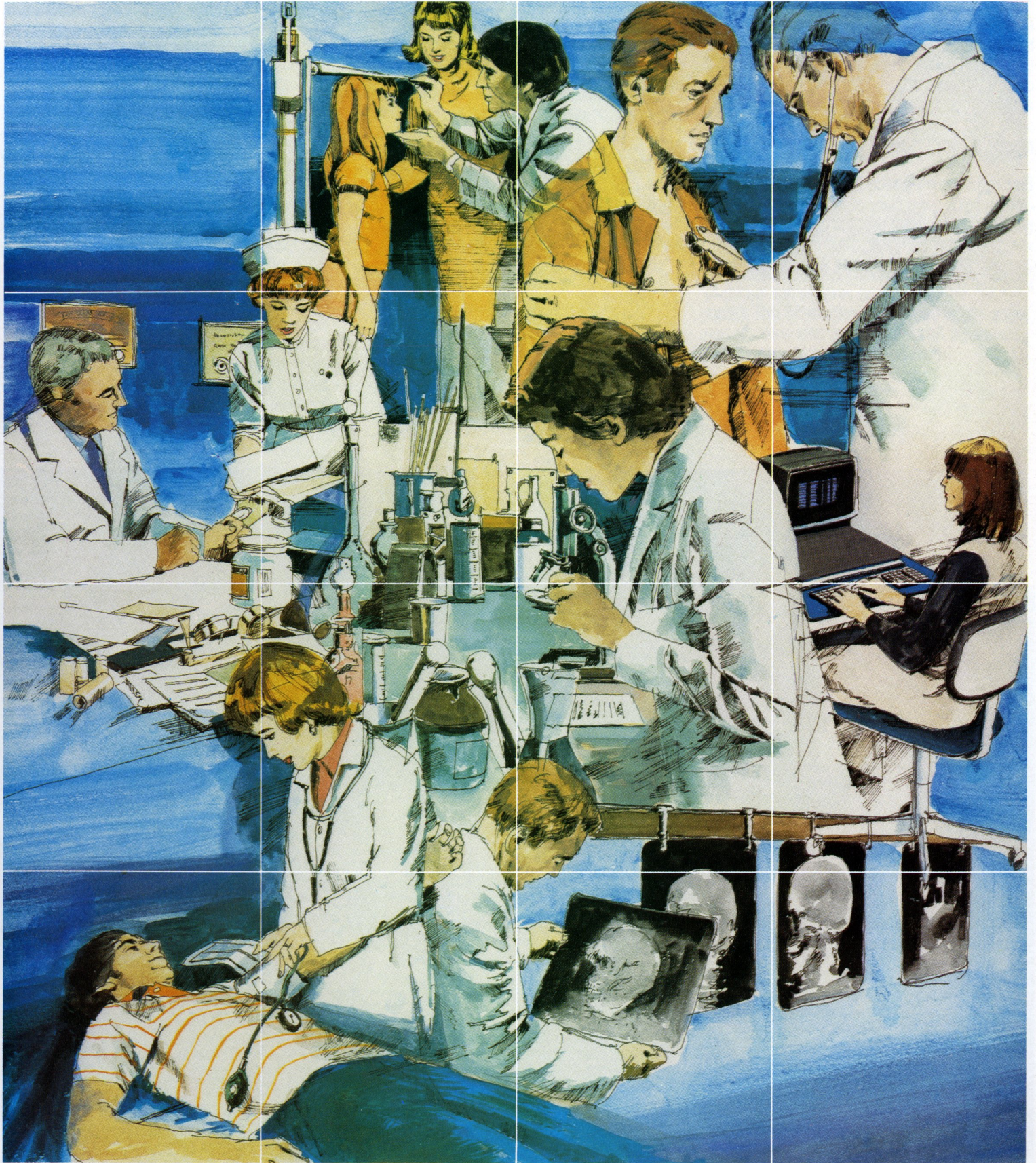


For  
Burroughs CMS  
Computer  
Systems

# Burroughs Group Practice Patient Accounting System



# Providing Information When and Where It's Needed

Group practice personnel need comprehensive information to help them perform their jobs more efficiently and effectively. The Group Practice System's reporting capabilities provide current, accurate data in a variety of report forms. The system's selective reporting feature enables clinic members to acquire concise, readable reports quickly and easily.

## Daily Revenue Report

The Daily Revenue Report provides a complete picture of the day's activity for each revenue type, and is one of several available audit trails for verification of input data accuracy. Within the report, the day's activity for each charge number is printed, including:

- Charge Description.
- Location Code.

## Revenue History Report

The Revenue History Report details period-to-date and year-to-date figures for each charge code by revenue type. This enables administrators and department heads to make a valid comparison between current revenue and revenue for the year.

The report also provides other pertinent revenue information, including:

- Total Revenue Dollars and Units for Each Charge Number.

## Daily Receipts Report

The Daily Receipt Report details all payments and adjustments posted to the system during the day. It provides totals for balancing with the daily bank deposit and, in the event of discrepancies, can help locate errors.

The report is also available in history form and shows:

- Total Receipts Dollars and Units for Each Receipt Type.
- Total Reversal Dollars and Units for Each Payment Type.
- The Percentage of Receipts for Each Payment Number.

- Patient Name.
- Physician Number.
- Units.
- Dollar Amount.
- Adjustment Indicator.

This report is also available in summary form, providing concise details of the day's activity, including:

- Debit Units and Dollar Amounts.
- Credit Units and Dollar Amounts.
- Total Units and Dollar Amounts.
- Clinic Totals for Debits, Credits and Total Amount.

The Daily Revenue Report offers selective printing for a variety of revenue types, physician numbers, financial classes and charge numbers.

- Totals for Each Revenue Type.
- Percentage of Revenue Within the Revenue Type for Each Entry.
- Average Charge Amount (Revenue Divided by Units) for Each Entry.
- Actual Cost for Each Charge Number.

The report has selective printing features for a range of revenue types, physician numbers, financial classes and charge numbers.

In history form, the Daily Receipts Report provides a concise summary of receipts breakdown by receipt type and allows clinic personnel to make a valid comparison of period-to-date and year-to-date figures.

DATE 5/17/--

REVENUE TYPE 14 LABORATORY  
CHARGE DESCRIPTION

UA COMPLETE URINALYSIS

BILIRUBIN TOTAL BLOOD

TOTAL.....  
CALCUIM BLOOD

TOTAL.....  
CHOLESTEROL BLOOD

TOTAL.....  
TOTAL LABORATORY.....

DATE 5/31/--

REVENUE TYPE 14 LABORATORY  
CHARGE DESCRIPTION

NMBR  
8100000 UA COMPLETE URINALYSIS  
8101500 UA MICRO

8504100 RED BLOOD CELL CO T  
8504800 WHITE BLOOD CELL COUNT  
8534500 COAGULATION TIME (LEE  
8565000 SEDIMENTATION RATE  
8658000 T-B SKIN TEST  
8718400 SENSITIVITYSTUDIESDIS  
8720500 LAB SMEAR PRIMARY SOURCE  
8900500 CBC AND UA  
8930000 SEMEN ANALYSIS  
TOTAL.....

DATE 5/17/--

PAYMENT DESCRIPTION

CASH  
PATIENT PAYMENT THANK YOU  
PATIENT PAYMENT THANK YOU

COMMERCIAL INSURANCE PAYMENT  
COMMUNITY INSURANCE CO.  
NATIONAL MEDICAL CO.

TOTAL.....  
TOTAL RECEIPTS.....  
REVERSALS  
RETURNED CHECK  
DEBIT ADJUSTMENTS  
TOTAL.....  
TOTAL RECEIPTS AND REVERSALS.....

COMMUNITY CLINIC

DAILY REVENUE

CHARGE NMBR	ADJUST MENT	LOCTN	DATE	PHYSICIAN NMBR	UNITS	AMOUNT	PATIENT NAME
8100000		0	5/17/--	92111	1	6.00	BEISSLER, ANNA
		0	5/17/--	86571	1	6.00	BELAFONTE, DAVID
8225000		0	5/17/--	44367	1	8.00	HART, MARY LOU
		0	5/17/--	38624	1	8.00	LYNCH, ALICE
		0	5/17/--	16778	1	8.00	STECKER, WILLIAM
						24.00	
8231000		0	5/16/--	86571	1	8.00	DECKER, GEORGE
		0	5/17/--	53788	1	8.00	MUDRIDGE, LESLIE
						16.00	
8246500		0	5/17/--	78334	1	7.00	BELAFONTE, DAVID
		0	5/17/--	86571	1	7.00	MARCUCCI, ALEXANDER
						14.00	
						166.00	

COMMUNITY CLINIC

REVENUE HISTORY

	ACTUAL	PERIOD - TO - DATE				YEAR - TO - DATE			
	COST	REVENUE	PCT	UNITS	AVERAGE	REVENUE	PCT	UNITS	AVERAGE
	5.10	1,135.50	14	208	5.45	4,419.40	11	811	5.45
	4.35	325.57	4	67	4.85	2,008.00	5	410	4.90
	4.10	875.61	11	176	4.97	4,376.14	11	902	4.85
	4.15	569.75	7	114	4.99	2,812.20	7	573	4.91
-WHITE)	8.60	635.66	8	65	9.77	3,125.60	8	324	9.65
-WINTROBE	5.20	36.00		6	6.00	391.80	1	67	5.85
	7.30	165.93	2	21	7.90	427.19	1	54	7.90
	9.60	81.19	1	8	10.15	815.90	2	81	10.10
	5.05	171.04	2	29	5.89	401.80	1	69	5.85
	15.00	30.00		2	15.00	416.48	1	29	14.60
	4.20	78.44	1	17	4.61	394.15	1	85	4.65
		8,139.40		1279		40,174.05		6325	

COMMUNITY CLINIC

DAILY RECEIPTS

PAYMENT NUMBER	ADJUST MENT	APPLY TO DATE	APPLY TO CHARGE	PHYS NMBR	DATE	AMOUNT	FAMILY
2000		5/17/--			5/17/--	57.60-	LYNCH, ALICE
2000		5/17/--			5/17/--	18.46-	PASTORE, WILLIAM
2400		4/30/--			5/17/--	1,665.82-	JONES, TIMOTHY
2400		4/30/--			5/17/--	16.73-	KING, FRED
						4,542.59-	
						18 PAYMENTS	5,243.16-
2700		5/08/--			5/17/--	346.15	SMITH, THEODORE
2800		5/16/--			5/17/--	.65	DONALD, EDWARD
						346.80	
						4,896.36	

**Physician Daily Revenue Report**

The Physician Daily Revenue Report displays all charges processed for the current day by each physician. The report lists all patients seen that day, the charges posted to each patient's account and the diagnosis posted for each patient.

The report provides each physician with a complete summary of the day's activities thus enabling quick detection of inaccurate or missing charges. The physician also has a printed copy of any adjustments or late charges entered for his patients.

DATE	5/17/--
P H Y S I C I A N	
PHYSICIAN	CHARLES H BLACK
NUMBER	38624
DECKER, GEORGE	
	5/17/-- LIMITED OFFICE
WYATT, JAMES	
	5/16/-- ADMISSION COMMUNITY
	5/16/-- APPENDECTOMY
TOTAL	.....
PHYSICIAN TOTAL	.....

**Physician Revenue History Report**

The Physician Revenue History Report details accumulated statistical information for the charges generated by each physician. It lists charge number totals organized by revenue type or financial class thus enabling the physician to determine the breakdown of his revenue. The report also includes each physician's percentage of the clinic's total revenue.

The Physician Revenue History Report provides selective printing of:

- Physician Numbers.
- Revenue Types.
- Financial Classes.
- Charge Numbers.

DATE	5/31/--
P H Y S I C I A N	
PHYSICIAN	CHARLES H BLACK
NUMBER	38624
C H A R G E   D E S C R I P T I O N	
OFFICE VISITS	
	BRIEF OFFICE VISIT - NEW

The report also:

- Allows a Comparison of Period-To-Date and Year-To-Date Figures.
- Prints a Percentage of Revenue for each Physician.
- Provides a Concise Summary of Revenue Breakdown by Physician.

IMM INFLUENZA MONO/BIVALENT	
IMM MEASLES	
IMM MUMPS	
IMM POLIO - ORAL SABIN	
IMM SMALL POX	
IMM TETANUS - TOXOID	
IMM TYPHOID/PARA-TYPHOID	
TOTAL	.....
OFFICE VISITS	
IMMUNIZATIONS	
TOTAL	.....

**Simplified Preparation of Statements**

The statement is the most important single document produced by the Group Practice Patient Accounting System. The statement is designed according to information requirements recommended by the Medical Group Practice Management Association. This "superbill" information provides patient data that is needed to efficiently control the clinic's billing activity and to quickly answer patient inquiries. It also contains other essential information needed by the patient or clinic to file insurance claims.

Demand billing is often necessary when a patient or clinic policy requires that a patient be given a statement as he or she leaves the clinic. The system provides a demand statement containing the same detailed information as the cyclically produced statement.

The system also provides for the preparation of either family or individual statements. A family statement may be prepared when the medical costs for all members of a family are being paid by one individual. The advantage of the family statement is that the total amount due for all family members is included in one statement. The Group Practice System can also produce an individual statement that accurately reflects the status of an individual patient's account.

**Automatic Preparation of Insurance Claims**  
Another outstanding feature of the Group Practice Patient Accounting System is the automatic preparation of insurance claims forms. The system generates the AMA form, the Medicare SSA-1490 and the Medical Group Practice Management Association "superbill." The forms may be prepared automatically during the billing cycle or can be requested individually.

Automatic preparation of claims forms can save time and money and assures utmost accuracy of the information contained on the forms. This reliability can reduce inquiries from insurance companies while providing better service for patients.

**Burroughs**  
DEMONSTRATING F  
**PATIENT**  
STATEMENT OF

**IMPORTANT**

CREDIT POLICY: You are personally responsible for payment of this account regardless of insurance coverage within 30 days from date of statement. If you have insurance that may cover these services, a claim will be filed only at your personal request. NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PLEASE WRITE CORRECTION ABOVE IF NAME OR ADDRESS SHOWN BELOW IS INCORRECT

BENDINGER, ALBERT  
1501 VINE STREET  
PHILA., PA. 19139

PLEASE MAKE ALL CHECKS PAYABLE TO

PATIENT	NO	DATE	PL	DESCRIPTION						
ANNA	5	10	0	U.B. POWERS, M.						
ANNA	5	10	0	LIMITED OFFICE						
	5	18		UA COMPLETE UR						
				INSURANCE BILL						
				COMMUNITY INSU						
				COMMERCIAL INSU						
				COMMUNITY INSU						
<b>STATEMENT OF ACCOUNT - KEEP</b>										
<small>A finance charge is computed on account balances unpaid 50 days after first billing. Periodic rate of 1 1/2 per cent per month. Annual percentage rate of 12 per cent. Minimum charge of 50 cents per month is computed on such accounts under \$50.</small>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CURRENT</td> <td>30 DAYS</td> <td>60 DAYS</td> </tr> <tr> <td>3.83</td> <td></td> <td>14.81</td> </tr> </table>	CURRENT	30 DAYS	60 DAYS	3.83		14.81
CURRENT	30 DAYS	60 DAYS								
3.83		14.81								

PLEASE PAY DR

PATIENT

COMMUNITY CLINIC PAGE 1  
 DAILY REVENUE  
 LOCTN UNITS REVENUE

PRINT OPTIONS

SELECTIVE PRINTING FOR A RANGE OF

49360 ASTHMA VISIT - NEW	0	1	20.22
5409 APPENDICITIS, ACUTE HOSPITAL.	IH	1	467.00
		1	467.00
		13	610.83

COMMUNITY CLINIC PAGE 1  
 PHYSICIAN REVENUE HISTORY

CHARGE NMBR	PERIOD - TO - DATE				YEAR - TO - DATE			
	REVENUE	PCT	UNITS	AVERAGE	REVENUE	PCT	UNITS	AVERAGE
9000000	564.84	4	36	15.69	3106.62	6	198	15.69
9073500	54.00	4	9	6.00	582.00	15	97	6.00
9073600	192.00	16	24	8.00	688.00	18	86	8.00
9073700	152.00	12	19	8.00	584.00	15	73	8.00
9073900	187.00	15	34	5.50	313.50	8	57	5.50
9074100	66.00	5	12	5.50	231.00	6	42	5.50
9074200	225.50	18	41	5.50	676.50	18	123	5.50
9074300	88.00	7	16	5.50	258.00	7	47	5.50
	1233.00		190	6.49	3829.48		592	6.49
	15712.21	93	803		50267.65	93	2873	
	1233.00	7	190		3829.48	7	592	
	16945.21		993		54097.13		3465	

RETURN ONLY UPPER PORTION OF THIS STATEMENT WITH YOUR PAYMENT

SHOW AMOUNT PAID HERE \$

PLEASE SHOW ON ALL CHECKS

7403990000	18.64	5/31/--	1
ACCOUNT NUMBER	AMOUNT DUE	STATEMENT CLOSING DATE	PAGE NO.

COMMUNITY CLINIC  
 600 MAIN STREET  
 PHILA., PA. 19146

DESCRIPTION/PHYSICIAN	SERVICE CODE	DIAGNOSIS CODE	AMOUNT
HOSPITAL BILL OR STATEMENT			14.81
H.D.	1677B		
OFFICE VISIT ESTB	90050.00	401.	13.83
URINALYSIS	81000.00		5.00
INSURANCE CO. PAYMENT	24.00		15.00
TOTAL			18.64

PATIENT'S NAME (LAST, FIRST, MIDDLE) LYNCH, ALICE DATE OF BIRTH 2/19/11 SEX M or F F RELATIONSHIP CODE 1. Self 3. Child 2. Spouse 4. Other 1 JOB CONNECTED illness or injury YES NO X OTHER INSURANCE CO. CONTRACT NO. 3

INSURANCE NUMBERS (POLICY CERTIFICATE, GROUP MEDICARE, ETC.) 038000-07 REFERRING PHYSICIAN NAME OF HOSPITAL, NURSING HOME, ETC. IF ACCIDENT, DATE

NAME AND ADDRESS OF INSURANCE COMPANY  
 BENEFITS UNLIMITED  
 402 MAIN STREET  
 PHILA., PA. 19141

ASSIGNMENT ACCEPTED YES NO X I certify that the services listed below have been received and I authorize payment to be made to myself and the provider below.

PLEASE SHOW ON ALL CHECKS 740266 5/17/-- 1

LYNCH, ALICE  
 1501 VINE STREET  
 PHILA., PA. 19139

COMMUNITY CLINIC  
 600 MAIN STREET  
 PHILA., PA. 19146

ATTENDING PHYSICIANS STATEMENT FOR INSURANCE. NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION.

PATIENT	PREVIOUS DATE	TO DATE	PL	DESCRIPTION/PHYSICIAN	SERVICE CODE	DIAGNOSIS CODE	AMOUNT
ALICE	5 17	--	0	D.H. BLACK, M.D.	90060.00	491.	17.29
ALICE	5 17	--	0	INTERMED OFFICE VISIT ESTB	81000.00	486.	6.00
ALICE	5 17	--	0	UA COMPLETE URINALYSIS	85048.00		5.00
ALICE	5 17	--	0	WHITE BLOOD CELL COUNT	85018.00		5.00
ALICE	5 17	--	0	HEMOGLOBIN COLORMETRIC			

THIS STATEMENT FOR INSURANCE PURPOSES.

NOTICE TO INSURANCE CO.: See reverse side for explanation of coding. Please expedite payment as your insured will continue to receive monthly statements until account is paid in full.

INSURANCE COPY

**Status Report**

The Status Report displays a detailed listing of all activities of accounts receivable. All statements for each account are shown including the collection message printed on each statement. The report also shows every charge, payment and insurance form filed for each account.

The report complements the Aged Trial Balance in the collection system by providing detailed information about problem accounts.

The Status Report also:

- Prints the Family Address and Telephone Number for Collection Purposes.
- Prints the Account Balance for Each Family.
- Lists the Dollar Amount for Each Statement.
- Shows the Statement Message for Each Statement.
- Lists the Dollar Amount for Each Insurance Bill.
- Identifies the Insurance Company Name for Insurance Payments.
- Prints the Hospital Name for Admissions and Discharges.
- Lists the Financial Class for Each Family Member with Activity.

**Control Report**

The Control Report is a one-page summary which highlights the daily accounting activity of the Group Practice Patient Accounting System. It is a printed copy of the internal balancing that is automatically performed by the System. This daily balancing function verifies the integrity of the data base and provides accounting controls for the system.

This report helps administrators manage the clinic more effectively on a day-to-day basis. The Control Report shows the total amount of payments received for the current day, reflects the opening and closing accounts receivable balances and supplies the basis upon which to project cash flow over the next few weeks based on insurance billing and patient statements sent that day.

DATE 5/31/--

DESCRIPTION

BENDINGER, ALBERT  
215-472-2551

BRIEF OFFICE VISIT ESTB  
IMM SMALLPOX  
STATEMENT  
STATEMENT MSG-PLEASE MAIL  
LIMITED OFFICE VISIT ESTB  
INS BILL- TRAVELLERS  
COMMERCIAL INSURANCE PAYMENT  
STATEMENT MSG-PLEASE PAY OR  
ACCOUNT BALANCE .....

BERGBAUER, ELEANOR  
215-864-2115

ADMISSION COMMUNITY HOSPITAL  
APPEDECTOMY  
HOSP VIS LIMITED FOLLOW UP  
HOSP VIS BRIEF FOLLOW UP  
HOSP VIS DISCHARGE  
DISCHARGE COMMUNITY HOSPITAL  
BRIEF OFFICE VISIT ESTB  
STATEMENT  
ACCOUNT BALANCE .....

DATE

COMMUNITY CLINIC

S T A T U S R E P O R T

CHRG NMBR	DATE	BILLED	CHRG AMOUNT	FIN CLASS	NAME	PHYS NMBR
1501 VINE STREET PHILA, PA 19139						
9004000	3/08/--		9.31	1	BENDINGER, JEFF	86571
9074100	3/08/--		5.50	1	BENDINGER, JEFF	86571
	3/30/--	14.81				
PAYMENT	4/30/--	14.81				
9005000	5/10/--		13.83	8	BENDINGER, ANNA	16778
	5/18/--	13.83				
2400	5/27/--		10.00-		TRAVELLERS	
CALL OUR OFFICE	5/31/--	18.64				
.....			18.64			
1861 NASSAU STREET PHILA, PA. 19151						
	5/03/--				BERGBAUER, ELEANOR	43152
	5/03/--		467.00	2	BERGBAUER, ELEANOR	44367
9025000	5/04/--		13.83	2	BERGBAUER, ELEANOR	44367
9024000	5/05/--		10.37	2	BERGBAUER, ELEANOR	44367
9027500	5/06/--		23.14	2	BERGBAUER, ELEANOR	44367
	5/07/--				BERGBAUER, ELEANOR	44367
9004000	5/14/--		9.31	2	BERGBAUER, ELEANOR	44367
	5/20/--	523.65				
.....			523.65			

C O N T R O L R E P O R T

PREVIOUS ACCOUNTS RECEIVABLE TOTAL		\$576,248.96
ACTIVITY 5/17/--	NMBR TRANS	
CHARGES	1307	18,629.47
PAYMENTS	18	5,243.16-
CHARGE REVERSALS	11	93.13-
PAYMENT REVERSALS	2	346.80
TOTAL.....	1338	13,639.98
NEW ACCOUNTS RECEIVABLE TOTAL		\$589,888.94
DAILY TOTALS		
NMBR OF PATIENTS SEEN	319	
NMBR OF NEW PATIENTS	37	
NMBR OF ACTIVE ACCOUNTS	15271	
BILLING		
PATIENT STATEMENTS	2475	67,149.88
INSURANCE BILLS	263	7,623.48

# Burroughs

## **Burroughs Full Support Can Help You Achieve a Successful Group Practice Installation**

With a Burroughs computer system, you'll have more than just a sophisticated piece of electronic hardware. You'll have the full support of a world-wide company dedicated exclusively to equipment and systems for data processing.

## **Years of Experience and Proven Successful Operation**

Burroughs has demonstrated its ability to justify your confidence and trust through many years of successful operation.

- Worldwide Operations.
- 90 Years of Experience.
- Recognition as one of the Industry Leaders.
- Continual and Successful Growth.

## **System Design**

Our marketing representatives, in addition to being technically competent in our product lines, are fully trained in systems design. Their ideas and experience can help you select the equipment and system that will assure you of getting the most results for the least investment.

## **Forms and Supplies**

Standard forms and journals are available from Burroughs Office Products Group/Business Forms Division. These standard forms further reduce the time and cost to implement your system.

Burroughs also offers a complete line of office supplies.

## **Office Products**

Burroughs Office Products Group can improve the efficiency of your clinic with outstanding office products such as facsimile transmission equipment, word processing systems, document encoders and protection equipment.

## **Service and Support**

Highly trained, professional field engineers will keep your computer operating at peak efficiency.

## **Education**

Our customer education staff will train your people in every aspect of system implementation and operation.