FEATURES OF AMIGODOC

Accounts Module

1) Patient Ledger
   a) Each patient's account sheet reflects services, payments and program generated statements.
   b) Transactions can be posted anywhere in the account sheet.
   c) Transactions can be edited, copied, deleted and moved.
   d) Transactions can include an optional text note.
   e) Segments of account sheet can be blocked out to produce:
       - letterhead statements
       - Medicare statements
       - Medicaid statements
       - commercial insurance statements (HIC forms)
   f) Accounts with outstanding balances are highlighted.
   g) Allows user to page through accounts ledger, filtering accounts with optional restrictions:
       - limit to particular insurance
       - exclude accounts in collection
       - exclude zero balance accounts
       - no limitations

2) Authorizations
   a) A separate authorization record is integrated with the patient's account sheet.
   b) The authorization record reviews the patient's account and tracks relevant information:
       - amount of expected co-pay
       - number of visits authorized and remaining
       - ending dates of authorization
       - contacts, phone numbers and notes
   c) Authorization record can be easily updated and edited.
   d) Authorization file warns of approaching limits and deadlines.

3) Accounts Reports
   a) Accounts journal - daily accounts activity for a specified date.
   b) Listing of all patients.
   c) Accounts outstanding.
       - summed
       - sorted by patient
       - sorted by outstanding amount
   d) Yearly service list, stratified by procedure and month.
   e) Receivables, stratified by payment category and month.
   f) Status of insurance authorizations, listed by patient, with:
       - visits authorized
       - visits remaining
       - date of expiration
       - potential problems are flagged
       - can be sorted by a particular insurance

4) <u>Other Features of Accounts</u>
    a) All reports are sent to MS-Word Pad (easily copied to MS-Word and other word processors)
    b) The accounts are archived, consolidated and pruned on an annual basis.
    c) Prior years are searchable and retrievable through a cumulative patient list.
    d) Associated accounts databases are maintained under user control:
        - insurance database
        - procedures and payment category database
        - diagnosis and ICD codes database
        - place of service codes database
    e) Associated database records can be added, edited and deleted.

Calendar Module

1) Calendar can be displayed in either weekly or daily view.
2) Appointments for the day can be printed with memos and reminders.
3) Appointments are made using identifying information from patient's database. No need to type patient's name.
4) Specific patient's appointments can be searched from any selected day forward.
5) Calendar can denote holidays and vacations
6) Calendar segments can be 'blocked out' either unspecified or for a specific purpose.
7) New patient appointments and blocked out segments are color coded.
8) 'Things to do' or other memos can be inserted and edited for the specific day
9) Each calendar day displays from 7 AM to 10 PM with 8 appointment slots per hour.
10) Calendar is constructed in 2 year segments, comprising the present and next following year.
11) New calendar years are added in the 1st quarter on an annual basis. The prior calendar year is then archived but can easily be retrieved.

Lab Module

1) AmigoDoc tracks up to 22(?) elements which are stored in the 'Lab Code' database.
2) Any aspect of patient's care can be tracked if expressed numerically (weight, Hct, BUN, etc.).
3) The 'Lab Code' database is maintained under user control.
4) 'Lab Code' database records can be added, edited and deleted.
5) New lab data for the patient is easily entered into AmigoDoc
6) Lab data can be edited and deleted.
7) Lab data can be displayed on a grid or as a graph.
8) Lab data can be printed as a grid or as a graph.
9) Lab requests can be printed with patient and provider information.

Prescription Module

1) <u>Prescription Generation</u>
    a) From list of current prescriptions displayed for an individual patient:
        - can select one to write and print (making changes or simply repeating).
        - can select one to discontinue.
    b) Add a new medication either directly or by means of a explorer-like drug selection screen.
    c) Print up an information sheet about the medication for the patient.
    d) Undo or edit prescriptions (for those written that day only).

e) Can add an explanation for each time a prescription is started, stopped or the dose changed.* *This request is program generated, which via SmartSig, keeps track of 24 hour dosages and the time the prescription is expected to run out.

f) Every prescription that is written can be stored as an individual record in the database.

g) Prescriptions which 'run out' are removed from the list of current prescriptions after 3 months elapse.

2) Patient's Prescription History (RxTimeLine)

a) Patient's prescription history is automatically updated.

b) Patient's prescription history can be viewed either as text or as a graph (RxTimeLine).

c) RxTimeLine will toggle display the reason for any changes. Old prescriptions can be reactivated.

d) Prescription history, with comments, can be printed in text or graph form.

3) Patient Prescription Reports

a) Display or print current list of prescriptions.

b) Show individual prescriptions sorted by DATE written or BRAND

c) Display or print medication history/changes sorted by brand then date (i.e. RxTimeLine in text format).

d) Automatically print schedule for taking medications, outlining clearly what is to be taken in the morning, at noon, bedtime, etc.

4) Practice-wide Prescription Reports

a) Summary report on a specific medication, listing alphabetically all patients taking the selected medication (both currently and in the past), starting date, dosages, and changes with explanations.

b) Report on all medications listed in the database, with numbers of patients with current written prescriptions and the average dose per patient.

c) Daily prescription activity report listing for a particular date the patient, the brand, dose, directions, etc.

d) Report creating a list of patients whose prescriptions will be expected to run out during the clinician's absence or vacation. This list can be used to generate reminder letters for patients.

5) Prescription Utilities

a) Edit printed prescription heading

b) The 'Medication database' is maintained under user control.

c) 'Medication database' records can be added, edited and deleted.

d) Prescription print options:
- portrait vs. landscape
- control drugs
- special state forms, NY, NJ, MA, (others to be added as necessary)
- print position on form: left, center, right
- top and left mm form adjustments

Miscellaneous Features and Utilities

1) Optional networking capability - 5 node capacity.
- initiate network (requires Key)
- display network information
- add new node
- edit nodes
- remove node

2) Optional multi-user capability - 10 multi-user capacity.
  - initiate multi-user (requires Key)
  - display multi-user information
  - add new user
  - edit user
  - remove user
  - change individual user's password
3) Select archival files (prior years).
4) Administrative utilities and password protection.
5) Setup initial printer adjustment - printer setup wizard.
6) Printer test to verify printer accuracy for production of formatted forms and
  prescriptions.
7) All record deletions require an administrative password.
8) Can search for patient in cumulative files and can recover archived information.
9) Program preferences
10) Utility to recheck, backup, archive and consolidate data - run once yearly.
11) Can create a tab-delimited file for export to Excel:
  - all demographic data
  - all account data
  - all prescription data
  - all lab data
12) AmigoDoc file maintenance utility to check and repair files.
13) Toggle AmigoDoc from 'Full' to 'Read Only' mode
14) Create template using from MS-WordPad for merge with AmigoDoc data