



# ORMED MIS™ Accounts Receivable Management Suite

**Consolidate. Automate. Breathe.**

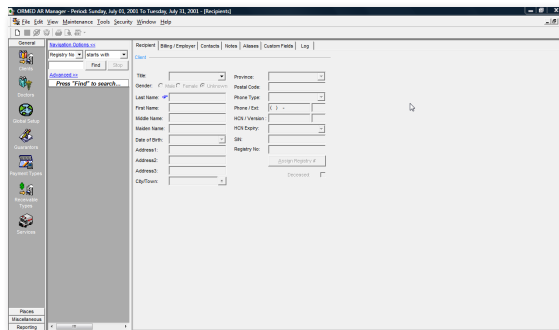
## ACCOUNTS RECEIVABLE

The easy-to-use ORMED MIS Accounts Receivable Management Suite (ARMS) allows you to isolate high-risk receivables and improve cash management. It features an online interactive aged trial balance complete with collection management, transaction drilldown, and multiple receivable sub ledgers.

ORMED MIS ARMS delivers consolidated invoicing and billing for multiple entities, and detailed user setup tables that let you automate all accounting transactions based on the service provided, which department provides the service, and/or who is responsible for paying the bill.

## Manager

ORMED MIS AR Manager allows for easy one-time entry of recipient and guarantor information used by multiple ORMED MIS modules. There are default settings for service codes, pricing brackets, and special reports.



AR Manager

## Recipient

- Maintain clear records of patient personal information (e.g. HCN, SIN, billing and employer details, follow-up notes, dunning letter notices, and contacts)
- Track patient and non-patient revenue, receivables, and cash
- Easily transfer pertinent information to activity entry screens
- Attach secondary codes to the recipient for detailed tracking of receivables in the GL

- Review with a glance summaries of recipient transactions including charges, adjustments, payments, and trust, and drill down for complete detail without having to run several reports

## Global Setup

- Personalize invoices, receipts, and statements
- Use default refund and writeoff accounts, and tax rates
- Set default printing options to be used by the system unless overridden for a particular transaction or posting

## Guarantors

- Utilize the optional auto-invoice feature to designate a guarantor-specific invoice prefix and factor grouping options to quickly create invoices
- Customize aging increments to enhance usage of the Aged Trial Balance report
- Attach secondary codes to the guarantor for detailed tracking of receivables in the GL

## Receivable Type

- Track multiple types of receivable by type of care or source, allowing isolation and management of high risk receivables or allocation of work to AR staff.
- Rollup similar charges on a statement

## Services

- Set flexible rates by payor, service date, facility, department, and/or service level; rates populate automatically during charge entry
- Track revenue with as much detail as you want — by service, recipient, and/or guarantor — even right down to the rate
- Simplify data entry and minimize errors through optional defaults (e.g. physician, taxes, ICD9 code)

## Chargemaster

- Create a highly flexible pricing and accounting structure
- Effortlessly update multiple accounts and rates
- Minimize user errors using a highly streamlined charge entry process

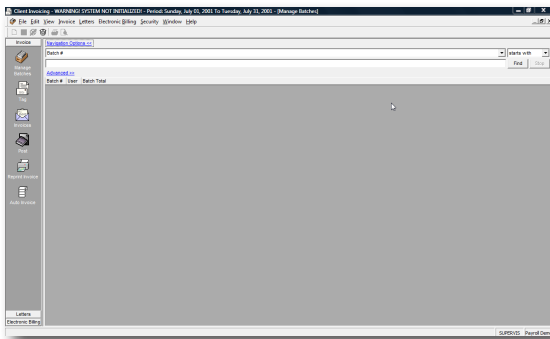
## Activity Entry

- Easily create and process activities or credits within batches housing multiple facility combinations
- Edit and print what you need
- Edit non-accounting information within posted batches
- Make adjustments to posted activities and produce an activity report that provides an audit trail
- Import information from ORMED MIS Inventory Sales as well as foreign system activity and recipient information

## Trust Accounting

- Set up multiple user-defined trust accounts per patient (*i.e. identify categories and set up as many different types as required*)
- Designate a minimum balance per trust account and per patient with a replenishment report to monitor accounts and inform patients or their families when additional funds need to be deposited
- Process deposits and withdrawals into trust accounts in real-time
- Effortlessly track patient valuables
- Automatically calculate interest for funds held in patient accounts
- Easily generate statements and reports that provide an audit trail of trust accounts, transaction history, and patient valuables
- Have ORMED MIS Trust Accounting fully integrated with the entire ORMED MIS Accounts Receivable system to facilitate payment from a trust account to cover outstanding charges

## Recipient Invoicing



### Invoicing

- Provide customizable invoices, statements, and dunning letters
- Bill out-of-province reciprocal claims

- Create single or multiple invoices as desired and statements on demand
- Group posted and tagged activities by guarantor, service, or accounts receivable type for custom-invoicing
- Use the auto-invoice function to quickly generate all or specified invoices according to defaults pre-defined in the ORMED MIS AR Manager
- Configure cycle billing for automated processing of invoices and statements
- Use the option of bypassing the activity entry procedure and create a manual invoice, identifying the specific accounting transaction

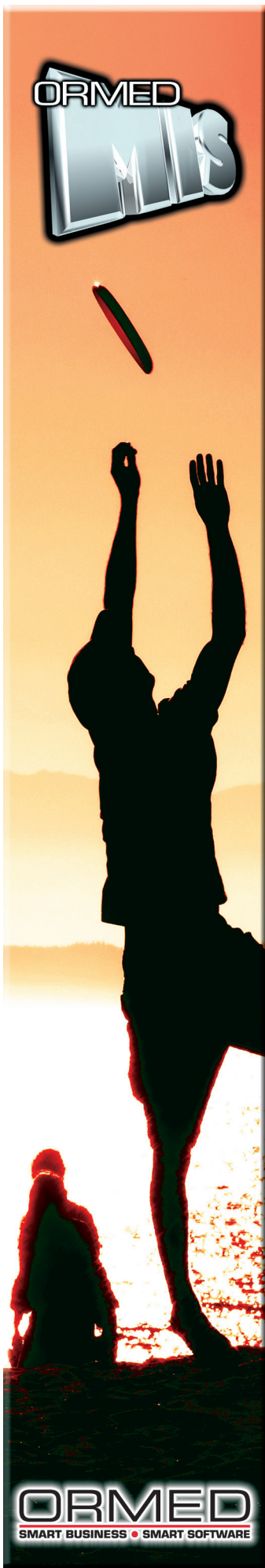
## Cash Receipts

- Easily manage how payments are processed and applied to outstanding activities
- Record any form of collection (*e.g. invoice payments, prepayments, payments on account, donations*)
- Locate activities by invoice number, recipient, or guarantor
- Apply a miscellaneous payment to a recipient or guarantor's account for subsequent allocation to activities
- Create, view, print, edit, or delete recurring receipt templates
- Cancel or unallocate receipts
- Refund overpayments or write off outstanding balances
- Generate Electronic Funds Transfer (EFT) files for automatic withdrawals

## Cash Management

- Automate the reconciliation process between cash counts and receipts processed for any given location
- Set up templates to use for daily or weekly floats and cash counts
- Set up a user-defined variance limit to automatically trigger the system to require supervisor override to post a cash count
- Create journal vouchers for easy bank reconciliation
- Access easy-to-use reports that provide an audit trail of approved variances, cash counts, and deposits





## Reporting

- Easily manage receivables and reconcile accounts
- Look up/select by recipient, guarantor, data range, facility, and/or accounts receivable type
- Access a comprehensive set of management tools (*e.g., aged trial balance, recipient inquiry, receipt register, deposit summary, account inquiry, physician compensation, revenue management, period end reconciliation, cash balancing*)
- Use audit trail tools that track activity adjustments, allocated prepayments, unallocated receipts, and refunded overpayments

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