quickinfo.doc

Quick Med
Windows XP, 7, 8 -compatible

- **MEDICAL DEBTORS SYSTEM : focus is on cash collection**
  For Start up practices & replacement for Excel and quick books type of software
  When the practice gets larger – one should upgrade to Medacc
- **Cost-effective, user-friendly** program for managing income in a practice.
  In a manner that the medical schemes would find acceptable
- **This is a menu system, not requiring a mouse: this improves speed of use,**
   and enables fast and easy support.
- **The program can be used either in Cash Practices**
  OR Part Cash / Submit   OR Submit-only (to medical schemes) practices
- Suitable   for   use   in   **all   small** / **start   up   types   of   medical   practices   e.g.**
  (Biokinetists, Dieticians, Podiatrists, Occupational Therapists, Speech Therapists, etc.)
- These programs have been in usage and development **since 1990**
  These programs are also used in Canada, Australia and Africa: support is provided via e-mail
- **SAVES YOU MONEY**, as it **improves actual cash flow**
- **SAVES YOU TIME,** by being code-based and has set procedures to follow
- **All printouts can be sent to 'Documents' for printing on ANY printer**
  Statements can either be **printed** (from using shortcuts to 00STATE2.RTF)
   OR E mailed to a patient or medical scheme.

The following aspects of practice administration can be handled:

1. **Statements for patients**
   - **Suitable for easy emailing to patient or medical scheme**
   - Statement layout is according to **Medical Scheme, BHF,** requirements
   - MEDICAL Date format: ccyy/mm/dd   (e.g. 2014/04/07)
   - Print onto standard **A4-size paper OR your own letterhead** (not recommended)
   - **Ageing** of statements (for **30 / 60 / 90 / 120 days**) is done automatically
   - **Statements can be saved onto a memory stick to be printed onto other computers if required**
   - **Enter your bank details** for patients to do direct / electronic payments EFT

2. **Patient details** are entered & stored per patient
   (main member's details entered)

3. **Referring doctors' details** (including Practice No.) may entered
    & stored under a code per doctor, as decided by the user (if required)

4. **Registered Medical Schemes** are pre-loaded onto the system:
   - user may add others – see their web site for latest details

5. **Tariff codes** are loaded
   (These can be updated annually from a memory stick)
   Alternatively: tariffs can be updated manually (preferred way)

6. **Private fees per tariff code** may also be entered by the user.

7. **ICD10 - compatible** - recommend using short lists & invoiced per line item
   Program checks for codes but cannot check correctness of codes

S option
You may email the account directly to the patient from Quickmed
X option
You may send the email account directly to the medical scheme
The direct emailing system bypasses the "outlook/gmail " software
So these quick emails cannot be qued in the outbox nor seen in the Sent items

8. Patient **PAID account information will be sent to the History File**

9. **Audit trails** reports can also be produced
   - Print DAILY cash totals – total earnings for a day / any time period
     (Check against appointment)
   - Print total owed by each person – up to today
     (from greatest amount owing to lowest amount-
     Also shows patients in credit – good for wrong postings
   - Print transactions in fees code sequence
   - VAT Report if required – rather get MedAcc if Vat Registed
   - 'Deleted transactions / corrections' Report (reduces fraud)
   - Financial year-to-date Report

10. **Back-up programs** have been built into the system
    - Backups are compulsory onto memory devices (memory sticks).
    Restores are done from MEDHLP.
    Also one should backup the whole folder ..\MED
11. Special **support – programs** : these allow for easy telephonic support.
    Most queries are resolved telephonically using **MEDHLP.exe**
    Phone our cell number or e mail your queries.

12. **FEES:**
    → Quickmed for Allied Medical Professionals (including podiatrists, dieticians, physiotherapists, occupational and speech therapists, psychologists etc.) is a straightforward system, purchased as a once-off purchase.
     R850 only
    Software upgrades will be charged for :(covers development & postal costs).

13. **User Manual must be read** - queries should be resolved
    The time spent learning this system will be a life long investment
14. Easy to open additional practices using this system
15. Due to the program streamlining your practice management,
     it becomes easier to sell a practice.
    NOTE: the program is sold per user.

Your Data belongs to you. It forms your business' "goodwill"
The person taking over your practice will need to re-purchase this program
Email patient statements is the best option – no printing
ALSO USE ANY PRINTER - & - PRINT M from "Documents" folder
Or save printout to memory stick and print on another computer

16. Word or MS office
    Please set the page set up to "A4"   and the margins to "Narrow"
    These programs use all 80 columns to print,
    otherwise the "price/fees" goes onto the next line

*** WRITE YOUR NAME AND TEL NUMBER ON ALL YOUR COMPUTERS**
Program and Manual will be posted to you: installation is done telephonically (compulsory)
The following prices are a guideline:
Should data, e.g. patient information, have to be copied across from another system
onto this one - this will be charged for, at a minimal fee

**This is NOT our EDI SYSTEM.   Before going onto any EDI system first use this
MEDACC system.   Taking the step from a manual to an EDI medical system is a big one, and we
strongly recommend that you first use the easier MEDACC System before moving onto EDI (This
is to protect you!)**

**For many users of all medical software, EDI is not practical.
(Many who have gone onto an EDI system
often return to a non-EDI system due to EDI-related problems & costs).**
Many medical schemes accept email statements – So EDI not really needed
**Please contact us at Program Management for further detailed information
 – speak to Oskar Scharf**
ORDERING INFORMATION - YOUR DETAILS:
E-mail: **scharf@icon.co.za**
Quickmed: R 850
Please also fax us an example of the Statements you are currently using in your practice
Please request the manual via e mail before ordering

YOUR Name	
Title	
Practice Number BHF	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
TELEPHONE	
FAX	
CELL	
E-MAIL	

**To make a direct deposit   :
PROGRAM MANAGEMENT
STANDARD BANK, NORTHGATE BRANCH: 001106
Cheque account #: 402153308
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