



INFO SERVICES, INC.

Info Services, Inc. offers affordable information solutions to health care providers of all specialties. Since 1989, Info Services has been helping practices like yours with a complete practice management solution.

We are an independent award-winning **MediSoft®** Certified Value-Added-Reseller (VAR) supporting clients across the Southeastern United States. We are one of the original MediSoft VARs and the only Value-Added Reseller located in the state of Mississippi. The Certified VAR status is the result of providing a high standard of service and support to our clients.

Our affordable solutions include:

- ⇒ MediSoft® Medical Billing Software
- ⇒ Electronic Claims
- ⇒ MediSoft Technical Support
- ⇒ Professional Billing Services
- ⇒ Local and Remote HIPAA Backup
- ⇒ BillFlash Statement / Payment Systems
- ⇒ Electronic Health Records
- ⇒ Other Services



Affordable Medical Billing Solutions for Your Practice.
Premium Service.

Tired of Paying too much for medical billing solutions with substandard service?

The future of health care is uncertain.
The cost of complying with governmental regulations is ever increasing.



Let Info Services, Inc. help you face the future of health care with affordable practice solutions.

Finding the right medical billing solution for your practice in today's health care environment can be a daunting task.

Info Services, Inc. can help you make the prudent choice.

www.infoservicesms.com

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References available upon request.



MediSoft® is the medical billing / practice management solution known and used by physicians because of its combination of affordability, stability, and ease-of-use. The reason they like MediSoft® is simple—it **improves their productivity and reduces their AR**. Add the responsive service from Info Services, Inc. and you've got a practice management solution that can't be beat. **MediSoft® offers a practice management solution to help streamline your processes gaining more time for patient care.**

- V22 now available!
- Supports new Medicare Beneficiary Identifier
- New awesome AR Tracker!
- Improves productivity of the scheduling and billing staff
- Simplifies patient accounting
- Speeds insurance billing and improves reimbursement
- Improves collections and reduces accounts receivable
- Tracks practice performance efficiently and automatically
- Reduces the administration burden on providers so they can focus on patient care
- Provides a seamless path to EHR adoption
- Supports the use of the newly required CMS 1500 Claim Form (02/12)
- Includes more than 200 reports to help make your practice run smoothly
- MediSoft Reports Professional (add-on module) offers 368 reports, charts and graphs in addition to a report server that enables reports to run at scheduled times and be delivered via e-mail, plus the ability to edit standard reports and create custom reports.

MediSoft Training also available.

MediSoft® is a product of eMDs, Inc.

Electronic Claims

The **Electronic Claim System** is the flagship product on which Info Services, Inc. was built in 1989. Although, for the most part, paper insurance claims are a thing of the past and all medical billing software has an electronic claims feature, clients continue to use ECS because it's inexpensive, easy to use and it just works!

Today, the **Electronic Claim System** is the premier communications tool for MediSoft's Revenue Management. With ECS and MediSoft your practice can have:

- Direct claims submission for multi-state Medicare/Medicaid and Blue Cross / Blue Shield
- Full integration with MediSoft (or other software)
- No per transaction direct claims submission fees
- Commercial Claims available through **TriZetto** clearing-house (Fees applicable)
- Easy to use screens with automated features
- Efficient automatic report retrieval and reformatting for the 999 and 277 Error Reports



MediSoft Premium Technical Support

Info Services, Inc. is committed to the success of our clients. Unlimited premium technical support on MediSoft products and the *Electronic Claim System* is offered with an affordable monthly user fee and a flexible 30-day notice contract. This support is available via telephone or email. We utilize remote access software that allows us to determine the cause of your problems just as if we were on site. MediSoft software support also available by the hour. All versions of MediSoft* (Windows) are supported.* Note only versions 19 and later are ICD-10 Compliant. Only V20 and later is Windows 10® compliant



Custom Programming

Custom Programming Services available include:

- Data File Repair
- Data Conversions
- Report Formatting
- Special Reports
- Medicaid EHR Incentive Percentages



MediSoft® is a product of eMDs, Inc. Windows is a trademark of Microsoft, Inc.

Professional Billing Services

Info Services, Inc. offers Professional Billing Services to manage the health care provider's accounts receivable while allowing up-to-date patient information on-site. We bill in excess of \$8 million annually for providers of all specialties. With three Certified Coding Specialists and a Certified Public Accountant on staff, we can provide the professional experience needed to effectively maximize collections. Info Services' staff has 160 years of combined billing experience. Save time and money and increase cash flow by allowing Professional Billing Services to handle your billing. After all, you hire experts in taxes, insurance, legal matters and investments. Doesn't your billing deserve the same level of expertise? Remember, your billing function is the cash generator that provides the funds to make all other activities possible. Our service includes the following features:

Compliance Program. It is our mission to provide accurate, timely and profitable billing services to our provider-clients while adhering to all applicable federal and state laws and regulations. We have established a compliance program within the scope of OIG guidelines.

Flexible Contract. After an introductory contract period, we offer a flexible contract termination with a 30-day notice. We receive a monthly percentage fee that is contingent upon what we collect for you. Our goal is to provide accurate and timely professional billing services to maximize your potential collections.

Remote Patient Information and Printers. Through your office PC, access to data is available as though the billing had been done on-site. Data is available via a secure internet server connection. Checking patient account balances, insurance information, phone numbers, etc. is simply a matter of calling up the patient's account on screen. Remote access to patient data also allows the generation of super bills, detailed patient ledgers and reports on site.



HIPAA Backup

Data Delivery. The client delivers data to Info Services via a high-speed internet connection using our Virtual Private Network. Batches of charges and copies of receipts are delivered.

No currency or actual checks are accepted.



Data Preparation. Info Services prepares charges for entry into the system by translating diagnosis descriptions to ICD-9CM codes, cross-referencing procedure and diagnosis codes, verifying and updating insurance company numbers and addresses, and insuring that all information needed to enter the charges is present on the charge ticket.

Demographics / Charge and Receipt Entry. Info Services keys into the database the patient name, address, insurance information, and other essential demographic data gathered by your office staff. Charges, receipts and required adjustments are all entered by Info Services. As an outside service, we partner with the front office clerk to insure that all pertinent information and patient payments are collected at the time of service. While we perform the back-office function, we rely heavily on the client to obtain copies of insurance cards and other information to reduce collection time.

Balancing. A batch cover sheet is utilized to insure that info Services enters all data received by the client. We also have balancing procedures in place to insure that all charges entered are actually billed to the appropriate carrier. These procedures help to assure that all data has been appropriately and accurately processed.

Accounts Receivable Analysis. A monthly analysis program has been implemented that includes the review of 30, 60, 90 days and over aged patient accounts. Pertinent accounts receivable ratios are calculated and analyzed on a quarterly basis to help diagnose any problems within the account. Reports outlining these reviews are provided to the client.

All HIPAA-covered entities are required to provide security and privacy for patient information. Security and privacy includes guarding against reasonably anticipated threats or hazards in transit and storage. Physician safeguards must also be in place.

There is no reason to spend large sums of money or spend a great deal of time to comply with these requirements. Info Services, Inc. now offers two great avenues to make your backups more efficient, reliable and compliant! Both EaseUS® and Enveloc® provide secure 256-bit encryption. Combine these products for local and remote storage to effectively protect your data.

EaseUS® provides a powerful encrypted physical storage device backup software for Windows Server. Top benefits include:

EaseUS
Make your life easy!

- Low Cost
- Fast and time saving
- Reliable and Secure
- Windows Server 2012/2012 R2 Compatible
- Multiple storage destination types

Enveloc® is an automated online backup that allows local and remote backup. Two geographically separate network centers insure an effective redundant backup. Physical access is strictly controlled through administrative procedures, physical safeguards, and technical security measures to prevent unauthorized use or disclosure of customer data. Access to data requires that designated personnel provide an authorized encryption passphrase (not even Enveloc has a copy), making unauthorized access virtually impossible. To date, no significant breaches have occurred with online backups.



Electronic Health Records

Affordable Certified Electronic Health Record solutions that integrate with your MediSoft Practice Management software are available through Info Services.

Email sales@infoservicesms.com to arrange a demonstration on just how affordable becoming compliant can be.

Other Services

Training Solutions:

Info Services offers a variety of classroom and client-site training options throughout the year including medical billing, coding, compliance and MediSoft products. Contact sales@infoservicesms.com for more information.

Medical Billing Consulting:

Are you working **harder and harder** but your accounts receivable still seems to be in a big mess? Do you know your **net collection percentage**? Your **average days to collection**? Is your cash flow what it should be? Are you concerned with **control** over your accounts receivable? Let Info Services help you get a grip on your Accounts Receivable! Using analytics we can calculate important **key indicators** which diagnose areas which may weaken your reimbursement potential.

It is not news that **credentialing** can cause a major cash crunch for a clinic. Over the years, Info Services, Inc. has experienced many credentialing roadblocks in our Professional Billing Services. More importantly, we've broken through those roadblocks! Let us help you do the same! We know the applications to complete and what questions to ask! Contact us at sales@infoservicesms.com for more information!



See how **affordable**
becoming compliant
can be.

Patient Collection Made Easy

With increasingly reduced insurance reimbursements, collecting what is due from the patient has never been more important. Having a Payment System that fully integrates with MediSoft makes collecting from so much more efficient not only for your staff, but also the patient!



- ☑ BillFlash provides professional statements to effectively collect patient payments. You simply upload and approve. Then BillFlash will print and mail, allowing you to eliminate printing, folding, stuffing, sealing, metering and troubleshooting.
- ☑ BillFlash provides eBill notifications to patients allowing for immediate online payment 24x7! The payments can then be imported into MediSoft with no manual entry.
- ☑ Patients have access to current and past bills online reducing requests for a lost bill and questions.
- ☑ STORED PAY: BillFlash securely stores a payment method to be used later as agreed with the payer (credit card on file). This allows for payment plans and autopayment!

Getting started is simple. Online enrollment takes just 15 minutes, and there are no long term contracts. Time is money.!

Publications

Info Services, Inc. provides two periodic publications to assist clients in their practices:

Support Clients receive **TECHtips** which highlights software functionality and electronic claims issues as well as billing reimbursement maximization / efficiencies.

Software and Professional Billing Clients receive **Billing Boosters** offering information on current billing topics and how to better maximize reimbursements and optimize practice efficiencies.

Check out our Billing Boosters Blog at www.infoservicesms.com!

