Introducing Revenue Cycle Optimization!

STI Provides More Options Than Any Other Software Vendor
Dear Healthcare Professional,

I would like to introduce you to the ChartMaker® Medical Suite from STI Computer Services. Whether you need to just replace an old, inefficient billing system, add Electronic Medical Records, or completely replace your current system the ChartMaker® Medical Suite is the right choice for your medical practice.

**STI Provides More Choices**

Everyone likes choices, because every medical practice is different and no one medical software system fits everyone’s needs. STI provides more choices than any other vendor. First, the ChartMaker® Medical Suite is modular, so you have the choice on which modules to use.

With the ChartMaker® Medical Suite you can install just the modules that you need today, and later add more. For example, you can use just billing or appointment scheduling today and later add EHR functionality such as ChartMaker® Lite or ChartMaker® Clinical with our Health Portal or Patient Portal to communicate with medical centers, laboratories, or patients. You can pick and choose the software applications that you need today and add the rest whenever you desire in an affordable, phased implementation. More importantly, just like Microsoft Office®, all ChartMaker modules can work independently, or share information and function as a medical practice suite if combined. You can start slowly with one module and add modules in a phased implementation approach, or implement all of the modules initially.

**Choose Your EHR**

Second, if you want to use an EHR, we offer two choices of the electronic health record (EHR) with options for an easy-to-use ChartMaker® Lite module just to meet the government’s Meaningful Use requirements and to qualify for financial incentives, or ChartMaker® Clinical with specialty templates if you would like to enter your chart notes into the EHR. If you don’t like the concept of template data entry both ChartMaker EHR options are integrated with Dragon Naturally Speaking voice recognition software so you can talk your notes into the ChartMaker EHR rather than just “click” them in. Or, you could use a combination of templates and voice.

Both ChartMaker® EHR options are ONC and CCHIT certified and include e-Prescriptions. There are many benefits involved in using an EMR in your practice besides better organization and more efficiency, including up to $39,000 per provider in Medicare federal financial incentives if you qualify for Meaningful Use starting in 2013 that will more than pay for your STI ChartMaker System. See page 11 for more details on financial incentives.

**Choose Your Hosting Option**

Third, STI provides choices on how to host your software. If you prefer, you can host the system yourself in your office or take advantage of ChartMaker® “Cloud”; an Internet-based option, and let STI host the application for you on our secure servers.

A “Cloud” based system means that your information and software are hosted on the servers at an STI remote location and you access your practice information via the Internet. With a “Cloud” based system you are in effect paying a monthly fee or “renting” the software and only paying as long as you use the system.

A “Client Server” based system means that you are purchasing the software and hosting the application on your own file server in your location. You do not need to use the Internet to access the software in your main office, but can use the Internet to view or enter ChartMaker® Medical Suite information from a remote location, medical centers, or home.

STI’s provides a unique option to switch from ChartMaker® Cloud to our in-house client-server version or vice versa and continue to use your patient information as data. All data is owned by you and returned to your practice. Other vendors with only a cloud based version of their software have a stranglehold on your valuable patient data and your practice.

STI offers a third hosting option, a hybrid choice in which you purchase the software and host it in your office, but “rent” your server from STI and we will manage the server for you. With our unique “Managed Server” option, STI
is responsible for your server maintenance and back-up and you only pay an affordable monthly rental fee for the equipment. It’s just like a cloud option but you have your data in your office for security, speed, and control.

Unlike other vendors that can’t be bothered with supporting your equipment and love to blame the other guy, with STI you have the option to provide your own hardware or let STI be responsible for the entire installation. We even provide an option for hardware managed services to provide off-site hardware monitoring and back-up services on the web for the equipment that you own.

Choose In-House Billing or Revenue Cycle Optimization

Fourth, STI offers a Revenue Cycle Optimization option with either the in-house or cloud options. We provide a cooperative approach, in which you enter patient demographic, eligibility, and appointment information into the system, as well as charges through the electronic charge slip in the ChartMaker EHR. Then, a STI Revenue Cycle Partner will provide insurance and patient billing, payment collection, and payment posting, as well as follow-up services at a percentage of collectable revenue. You control the accuracy of your patient data, can view all information, and only pay for charges that are collected. All information remains under your control and ownership. See pages 6 and 7 for more details on STI's Revenue Cycle Optimization Concept.

More importantly, if you use the STI Revenue Cycle Optimization option and decide to return to in-house billing and collections after the contractual term you can pick up where the STI Revenue Cycle Partner left off and continue to use your billing and EHR data as information with your own ChartMaker cloud based or client/server system. Try that with any other revenue cycle vendor! Most vendors return your billing information on paper reports and will not allow you to continue using their software if you don’t use their billing services.

Choose On-Site or Web-based training

Finally, STI provides a 50%-50% combination of on-site and web based training and unlike most EMR software vendors the number of training visits and costs are realistic and not an expensive surprise or 'low-ball' estimate for you to deal with after you install the software. If you want more on-site and less web-based training, we will accommodate your request for additional training at an affordable upcharge.

I’m sure that you will find the ChartMaker® Medical Suite is the best value in total practice management. Plus, our reputation for software and technical support are unmatched in the industry. As we say, STI has all of the pieces that you need for successful practice management.

It’s all up to you.

One of our marketing representatives can visit your office to show you how the innovative ChartMaker Medical Suite can fit into your practice workflow and help you collect more revenue as well as make you more productive. To make an appointment, call me at 800 487-9135 ext. 1188, or my mobile telephone 610-608-0173.

Best Regards,

Joe Cerra
Sales Manager
STI Computer Services, Incorporated
If you are looking for a complete, affordable, integrated solution to your practice software needs, you’ve come to the right place. There is no need to look any further.

The ChartMaker® Medical Suite is the most comprehensive medical office management system available today. It has all the features you need for electronic claims processing, appointment scheduling, managed care, reports, document management and electronic medical records. All of our software products are true Microsoft Windows® applications.

Since 1979, we have dedicated our company to meet the requirements of the physician software marketplace, and to understand its unique needs. We installed our first practice management system in 1979. That practice remains a customer to this day.

We introduced ChartMaker® Clinical EMR in 1997, years before most practice management vendors understood that there was a need for an EMR in the ambulatory environment. Our programming staff is working today on tomorrow’s practice software solutions.

Your software investment is protected because we are committed to the physician software market. There is no need to work with other software vendors; STI has all the pieces that you need.

STI is a stable vendor with over 150 employees dedicated to the best possible service. Our goal is to provide you with the software tools you need to operate a more efficient, productive, and profitable medical practice today and in the future.

Each practice is unique and one software solution does not fit everyone. STI has designed its software suite into modular components so that you can select only the pieces that you need today, and you can feel secure in knowing that you can add additional components when and if you need them.

In this brief overview, we will show you why STI is the right choice for your medical office. Whether you own an individual practice or an integrated health system, STI combines all the elements of a successful medical office management system such as: practice management, electronic medical records, client/server technology, the power of an SQL database, true Microsoft Windows’ GUI interface, and local system support into one extraordinary product. Now, and in the future, STI offers you the best value.

STI has everything you need for successful practice management, now and in the future. The ChartMaker® Medical Suite Includes: Practice Management/Electronic Billing, Appointment Scheduling, Electronic Medical Records, and Document Management.

STI HAS ALL THE PIECES — HARDWARE • SOFTWARE • SUPPORT

ChartMaker Medical Suite Features, Services and Options:
- Electronic Medical Records
- ePrescribing
- Claims Scrubbing
- Authorization Checking
- Procedural Follow-up and Recall
- Electronic Patient Statements
- Patient Inquiry
- Security & Audit Trails
- HIPAA Compliant
- Payment Profile Checking
- Full Range of Practice Reports
- RVU Analysis of Profitability
- Internet Access Capability
- Automatic Telephone Reminder System
- Patient Portal
- Laboratory Management
- Device Interfaces
- Insurance Card Scanning
- Eligibility Checking
- Equipment
- Support
- Upgrades
- User Group Meetings

The ChartMaker® Medical Suite Options are:

ChartMaker Practice Manager
ChartMaker Lite
ChartMaker Scheduler
ChartMaker Clinical
Appointment Scheduling System

The ChartMaker® Scheduler is an optional component of the ChartMaker® Medical Suite. It can be used with other ChartMaker® modules. You have the ability to schedule appointments separately for all your providers and practices, for years in advance! The unique feature of the ChartMaker® Scheduler is its combination of flexibility and rigidity. The system gives the physician or office manager tremendous flexibility in specifying not only when, but also how appointments are scheduled. Once this intelligence has been built into the system, even untrained operators can schedule appointments effectively and accurately.

Extensive use of graphics makes ChartMaker® Scheduler both easy to use and efficient. Each day is depicted in a graphical format showing all available appointments and the name of the patients scheduled for each slot. These graphical depictions give the operator the ability to add appointments efficiently at a glance.

Within each time slot, you have the capability to specify the type of visit permitted. For instance, many doctors prefer to schedule all their consultations at the beginning of the office hours. ChartMaker® Scheduler permits you to store this intelligence into the system, and next to each appointment slot is a listing of all “valid” visit types.

The calendar screen gives the operator an at-a-glance indication of how busy each day is. Color can be used to indicate the type of appointment scheduled. The find option helps to quickly find an appointment by many different criteria. The system also checks pre-certification authorization, surgical follow-up days and tracks missed or canceled appointments in the patient’s inquire file.

Check-in and Patient Tracking

A patient can be checked-in once they arrive and their time and location tracked throughout your practice. This information will appear on both the ChartMaker® Clinical and ChartMaker® Scheduler screens. Once a patient checks out, reports can be generated showing the process time for patients.

Electronic Eligibility Checking

ChartMaker® Scheduler can quickly verify patient eligibility directly from our Appointment System or on a per-patient basis. Sending and receiving electronic insurance referrals also is available with ChartMaker® Practice Manager. Other functions included are computerized patient recall reminders for procedures like flu shots, tests, medications, x-rays, or physical exams.

Automatic Appointment Reminder Option

ChartMaker® Scheduler has an optional module to automate your appointment and recall reminders. The Automatic Telephone Appointment Reminder System will automatically dial and remind your patients about their upcoming appointments and recalls.
The Healthcare Revenue Cycle is more than just billing and collecting your fees. It includes the entire patient process from patient registration pre-encounter, to the patient/physician encounter, to your back office processes of billing, collecting your fees, posting payments, patient reconciliation and follow-up.

Your office needs a knowledgeable and dedicated administrative and clinical staff to efficiently administer this process. The Healthcare Revenue Cycle is becoming more complex and time consuming with additional healthcare regulations and processes, especially in smaller medical practices. Many medical practices would prefer to concentrate on the clinical side of the medical practice (patient pre-registration and the patient/physician encounter) and to be less involved in the back office processes of billing, collecting and posting fees. Efficiency, knowledge and organization are the keys to successful Revenue Cycle Management.

STI and our Revenue Service Partners feel that we can help many medical practices in managing the healthcare revenue cycle with a concept that we call Revenue Cycle Optimization. Revenue Cycle Optimization is the combined use of advanced software technology between the practice and the Revenue Service Partner working cooperatively to collect the maximum, legal reimbursement from payers and patients in the shortest possible time. You have complete access to the system, and all information remains under your control and ownership. Most likely you will substantially reduce your clerical costs as well as improve collections with professional Revenue Cycle Management services from an STI Partner.

The key to the success of this approach is the sharing of ChartMaker’s advanced technology by both parties in a cooperative manner and the division of specialized labor so that the practice concentrates on issues that they do best and an STI Revenue Service Partner, using their billing knowledge, manages claims to send bills and follow-up with insurance carriers and patients to collect and post payments to maximize your revenue.

This is a cooperative Revenue Cycle Management approach in which you enter patient appointments, enter demographic information, check patient insurance eligibility, and capture charges into the electronic charge slip within the EHR.
that it rejects 26% of the claims it receives. While that 40% of those rejected claims are never resubmitted. An is about 10%. On a per physician basis, this ranges 5,000 to over $50,000” (1).

**What We Do**

First, your charges are scrubbed for errors, and electronically transmitted. They are not keypunched nor manually reviewed at the insurance carrier and, therefore, less likely to be rejected. Studies show that practices that bill electronically experience 21% fewer rejections. (2)

Second, within 24-48 hours we are electronically notified that the submitted claims have been accepted or rejected. If rejected we correct and resubmit the claims.

Third, electronically submitted claims are typically paid faster. “By law, Medicare must pay an electronic claim in 13 days. The same paper claim wouldn’t be paid until day 26.” (2)

Fourth, we follow up on your insurance claims. They are automatically tracked, and if a claim is not paid, we contact the carrier and review the charge, and if necessary, resubmit the claim.

Fifth, after you are paid we can check your contracted fees to ensure that you are being paid correctly and automatically bill your secondary carrier or patient.

Sixth, we either manually or electronically post your EOMBs, submit to secondary carriers, and balance bill your patients, saving most practices hundreds of labor hours each year.


Since we first released ChartMaker® in 1997, we’ve learned how to move a physician office from paper-based to computerized patient charts. This experience is one of the primary benefits of using our phased implementation approach.

ChartMaker® Lite (also known as Entry Point) is a low-cost, modular, Electronic Medical Record (EMR) System for medical practices. ChartMaker® Lite shares a common database with the other components of the Medical Suite and allows for the storage and recall of patient notes in an organized patient medical file. ChartMaker® is designed to be installed in a phased implementation to move the medical practice from a hand-written, manual chart system to a legible, computerized, electronic medical record system. ChartMaker® Lite is step one and designed to overcome physician’s objections to time consuming, computer data entry of patient data into the medical chart. Instead, it focuses on EMR benefits and minimizes the amount of “hands on entry” required by the physician.

We Can Get You There
ChartMaker® Lite is designed to provide small medical practices with an affordable Electronic Medical Record (EMR) that will qualify for the HITECH Meaningful Use Incentive Payments.

I’m sure that you know, the HITECH Meaningful Use Incentive Payments are $15,000 in 2013 and $12,000 in 2014— a total of $27,000/physician over two years if they implement and attest beginning in 2013.

I’ve heard from many physicians that they are concerned that implementing an EMR in their practice will be both expensive and disruptive and that they will be required to reduce the number of patient visits that they can schedule during implementation as they learn to use an EMR.

ChartMaker Lite was designed to remedy these issues and comply with the Government EMR requirements to attain Meaningful Use and avoid Medicare penalties with the least amount of disruption and expense to your office.

Because the ChartMaker® Medical Suite is a modular system that allows practices to install incrementally over time, STI has produced a simple and easy to use EMR to meet Meaningful Use requirements without forcing you to computerize your entire patient chart. Once you are comfortable with ChartMaker Lite, you can choose to add other modules in a phased implementation approach reducing cost, stress, and disruption to your practice workflow.

Building Valuable Patient Content
One of our first goals is to build critical “patient content” so you will have patient information to access on your computers. Once we build patient content and you have confidence in using ChartMaker® Lite on a day-to-day basis, we can discuss additional options that meet your practice needs.

ePrescriptions and Prescription Printing
When you see a patient for a problem, you can review any medications that you prefer to prescribe for this condition. With a mouse click or pen tap, you can prescribe and print or ePrescribe the patient prescription, with dispensing and personal instructions, update the active medication list, and add the drug to the patient’s history.

Apple iPad and iPhone Option
You can use an iPad or iPhone to view and work with the ChartMaker System. This requires an app from the Apple App Store.

Eliminate all the Paper
Often, practices will employ someone whose sole responsibility is finding and re-filing the charts that are used during the day. An EMR completely eliminates the need for this function and immediately reduces costs. This will eliminate the chance of a HIPAA violation, when a paper chart could be accidentally left in a public place.

An EMR can drastically decrease the amount of time it takes to document chart notes and can increase the quality of the content in some cases. If you dictate your notes using the ChartMaker voice recognition software, you can save thousands of dollars each year by eliminating the need to pay a transcription service.

Another benefit of eliminating the paper is reducing the costs associated with it. On average, during the life of each chart the practice spends $15/chart on paper, stickers, binders etc.

The cost of these items individually does not seem like very much, but the average physician maintains over 3,000 charts. So, the cost is about $45,000 over the life of your practice.

Due to legal requirements, offices keep charts for seven years after discharging patients. If your office is paying for off-site storage for paper charts, this is an expense you can eliminate.
Once ChartMaker® Lite has been fully implemented and your staff is trained and familiar with its use, the ChartMaker® Clinical module can be added to allow the physician and your staff to create or customize templates for specific needs and to provide personalized patient handouts and additional correspondence.

You can review patient charts on your computer. Immediate information displayed includes the current problem list, allergies, medications, and miscellaneous patient information, as well as the most current chart notes for each patient in your practice.

You can easily select a template(s) and complete an evaluation. Notes can be entered either by mouse, pen, transcription, or spoken directly into the ChartMaker® voice recognition module. Prescriptions or laboratory work is monitored through the system. You can quickly create any required correspondence to a referring physician based upon the information found in the chart. Plus, you can improve your level of chart documentation with our E&M Coding Assistant.

Both ChartMaker Lite and ChartMaker Clinical share the same SQL database as all of our products so there is no duplicate data entry. Since the system is fully integrated, you will never need to worry about the uncertainties of a costly interface to another company’s software product.

Electronic Document Management

Electronic Document Management is the first step to eliminate paper charts in your practice. Before you can become paperless, old paper documents need to be scanned into the EMR so that they are electronically manageable and accessible. ChartMaker® provides an internal scanning process with user-defined “tabs” within the EMR to organize your old paper records.

**ChartMaker® Clinical EMR benefits:**
- Eliminate paper charts and their related storage space.
- Eliminate lost charts and manual chart pulls.
- Get out of the office sooner and work or access your electronic charts from home or another location.
- Reduce errors and the time to document a note or referral letter.
- Provide printed patient handouts to reduce medical liability.
- Produce legible, and E&M compliant chart notes for proper billing purposes.
- Eliminate or reduce transcription costs.
- Quickly document notes from pre-designed templates by mouse click or pen tap.

**ChartMaker® Clinical EMR features and options:**
- Chart Organization with customized tabs
- Workflow Management
- Messaging
- Orders Management
- Document Management
- Voice Recognition
- E&M Coding Assistant
- Electronic Prescriptions and Prescription Management
- Query & Reports
- Flow Sheets over Time
- Custom “Flex Form” Feature
- Wireless Pen Tablet Input
- On-Site and Web Based Training
- Template Building Services
- Faxing Documents
- Illustration of drawings and photographs
- Security & Privilege System
- Patient Tracking System
- Patient Portal
- Health Portal
Your Patient Charts and Billing Data Are Protected

STI provides a unique option to switch from ChartMaker® Cloud to our in-house client-server version and continue to use your patient information as data. This is important to understand. Other vendors with only a cloud-based version of their software have a stranglehold on your valuable patient data and your practice. Before you make any agreement with any cloud-based vendor you need to understand how you get your important patient and financial data back, in what format, and how you can use it. With some vendors, you are assigning the rights to your data to the vendor. That means that they do not need to return it to you.

So, other vendors may or may not return your data to you. If they do return data, it is often on a DVD with pictures of your patient notes, but this information is not usable as data in another EMR. What you may receive is a DVD only for viewing old notes. That process is very difficult if you have a large amount of patient information. To really use your data, you need the software program and not just the data. This is a really big difference, and it is important that you understand it.

If you don't please call me and I'll be happy to explain the difference to you in detail.

If you switch from ChartMaker Cloud to an in-house ChartMaker® client-server version your patient information isn’t lost. All data is owned by you and returned to your practice.

Revenue Cycle Management Option

STI also offers a Revenue Cycle Management option with either the in-house or cloud options. We provide a cooperative approach in which you enter patient demographic information, and charges through the EMR and an STI partner will provide insurance and patient billing, payment collection and posting, as well as follow-up services at a percentage of collectable revenue. You control the accuracy of your patient data, can view all information, and only pay for charges that are collected. All information remains under your control and ownership.

Most likely you will substantially reduce your costs as well as improve collections with professional Revenue Cycle Management from an STI partner. If you qualify, some or all software and up-front costs may be waived for the period in which you use STI’s professional Revenue Cycle Management.

Don’t Forget Lessons Learned

“When those who cannot remember the past are condemned to repeat it.” — George Santayana (1863-1952)

When selecting EMR software, use the same criteria that you would for a Practice Management (Billing) System Including:

- Vendor Viability
- Training (Onsite, Web-Based or Classroom)
- Support & Upgrades
- Practice Management & Electronic Billing Included
- Who Owns the Software?
- Cost (One Time or Monthly Cost Forever)

Support

One of the first and most important aspects to consider when purchasing new software is the level of software support that will be included with the new system.

How Practices Select Computer Systems - Criteria

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<tr>
<td>1. Price (56%)</td>
<td>1. Support (56%)</td>
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<td>2. Easy Implementation</td>
<td>2. Vendor</td>
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<td>3. Easy to Use</td>
<td>3. Equipment</td>
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<td>5. Function</td>
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<td>7. Growth</td>
<td>7. Function</td>
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<td>8. Support</td>
<td>8. Easy Implementation</td>
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Support is so important because it does not matter how eloquently written a piece of software is. It’s important to know how well a company can assist you when you need them.

Every vendor claims to have great support. Who wouldn’t since it is easy to claim and more difficult to dispute. Ask specific questions like, “How long is your average call back time for support calls?” and “Is your support team at your main location or is it outsourced to some other company or country?”

Common Sense vs. Nonsense

“It is unwise to pay too much, but it’s worse to pay too little.
When you pay too much, you lose a little money — that is all. When you pay too little, you sometimes lose everything, because the thing you bought was incapable of doing the thing it was bought to do.
The common law of business balance prohibits paying a little and getting a lot — it can’t be done.
If you deal with the lowest bidder, it is well to add something for the risk you run, and if you do that you will have enough to pay for something better.”

John Ruskin (1819 - 1900)
Qualify for Federal Financial Incentives and Avoid Penalties

All ChartMaker EMR options are fully certified by ONC and CCHIT and includes e-Prescriptions. There are many benefits when using ePrescriptions and an EMR in your medical practice besides better organization and more efficiency. Medicare Meaningful Use financial incentives are available for qualified providers. See table for details.

| Calendar Year for which each Eligible Provider Receives an Incentive Payment |
|-----------------------------|-----------------------------|-----------------------------|
|                            | 2013 | 2014 | 2015 and later |
| 2013                       | $15,000 |      |                |
| 2014                       | $12,000 | $12,000 |                |
| 2015                       | $8,000   | $8,000 | $0             |
| 2016                       | $4,000   | $4,000 | $0             |
| Total                      | $39,000 | $24,000 | $0            |

Meaningful Use Made Easy

We have a built-in system to help you qualify. The Meaningful Use Dashboard is a feature of the ChartMaker Medical Suite which is the mechanism through which you will assess whether you are meeting the requirements for Meaningful Use to qualify to receive up to a $39,000 incentive per physician.

Experience

We have the experience you require from a software vendor. We’ve installed over 3,000 practices since 1979. Whether you need to replace just an old, inefficient billing system, add Electronic Medical Records, or completely replace your current system the ChartMaker Medical Suite is the right choice for your medical practice.

STI provides a combination of on-site and web based training and unlike most EMR software vendors the numbers of training visits and costs are realistic and not an expensive surprise or ‘low-ball’ estimate for you to deal with after you purchase the software.

Section 179 Income Tax Credit

Section 179 of the Federal Tax law was recently revised for 2013 to allow up to $500,000 of eligible software and computer equipment to be deducted the year it is purchased and put into service. If you act quickly you can take a substantial tax deduction this year!

Lessons Learned

The EMR is not some mystical product. It’s important to remember that an EMR is a software product just like your current billing system. Don’t forget lessons learned in selecting billing software. The same criteria that you used in the past to select a billing software vendor should be applied to your EMR vendor. In selecting EMR software and in fact any software the most important element is the viability of the vendor providing the software and their commitment to keeping the product up-to-date.

Software cost, awards, reputation, updates, support, training and CCHIT certification are all important. Nonetheless most software improves over time if the vendor is diligent. If your software vendor leaves the marketplace for any reason and is not available to make updates to your software, your EMR will eventually become unusable and your complete investment could be lost. The decision you are making is more about the viability and future of the vendor than the bells and whistles in the software product itself.

Many practices put too much emphasis on the cost of the system as the sole buying criteria. A medical system is a complex combination of computer equipment, software, training, software updates, support, and hardware maintenance. Cost is just the tip of the iceberg. However, when you do compare costs, compare all of the costs, not just the initial purchase price.
Whether you need to:

• replace an old, inefficient billing system,
• add Electronic Medical Records,
• completely replace your current system,

ChartMaker® Medical Suite is the right choice for your medical practice.

See inside for details.