

# POS-I-BILL

## STATEMENT PROCESSING SERVICE

### END YOUR MONTHLY BILLING CRUNCH WITH OUR STATEMENT PROCESSING SERVICE

Your office depends on you. That's why we believe you'll appreciate learning more about the benefits of our Statement Processing Service — **POS-I-BILL®**. This exciting time- and cost-saving service is designed to help end your monthly billing crunches. The service enables us to manage all of your essential billing functions — from processing and printing standard or custom statements to inserting and mailing them — and still allows you to retain complete control.

#### Exciting New Features

- 1 View your statement(s) on-line via a secure web site. This allows you to view your statement(s) before it is mailed.
- 2 While viewing on-line make any changes or additions to your statement yourself.

#### With our Statement Processing Service, you enjoy:

- A highly competitive rate, including statement, double-window mailing envelope, return envelope and first-class postage.
- The ability to add inserts announcing new locations, office hours, etc.
- The elimination of statement form/envelope inventory.
- Flexibility, including customized statement options.
- Fast, 48-hour guaranteed turnaround time.
- Accurate, concise reports sent back to you.

Our Statement Processing Service saves even more time and money by allowing your key office personnel to focus on more profitable issues like collections, and customer correspondence. You won't have to spend another minute preparing and sending statements.



All you do is . . .  
Enter your billing data into your computer just as you do now.



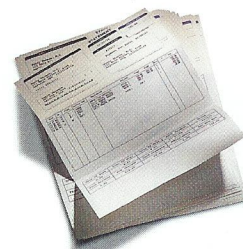
Transmit the data via modem or FTP files — anytime — 24 hours a day, seven days a week via our toll-free number. If you prefer, you may mail or express-ship your data on disk.

#### NEW FEATURES



We receive your data and allow you to view your statement(s) on screen through a secure web site ...

you can then approve and make changes and additions if needed ...



then you can trust us to ...  
Retrieve your data and print your statements on a high-speed laser printer.



Fold and insert your statements, with return envelopes (and statement stuffers which we can design and print for you), into double-window envelopes.



Presort, cleanse, address and send your statements (using bar coding for postal discount) . . .



mail.

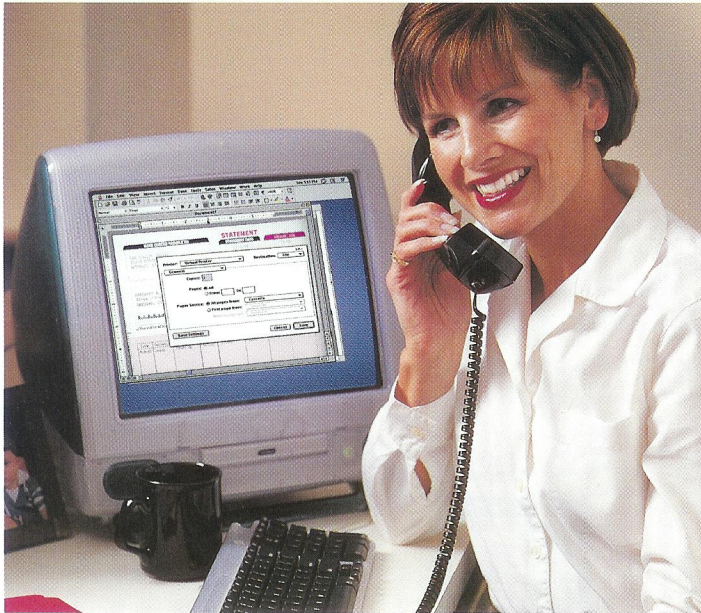


**CALL DATA TEC, INC.**

Phone: (636) 256-7401

Fax: (636) 227-6565





## Cleanse with Postal-Soft™

Our Postal-Soft™ software removes all punctuation from addresses for faster postal processing; adds ZIP+4 and bar coding; flags unmailable addresses; and can even be customized to sort statements for special handling, delinquencies and under-dollar minimums.

## Improve cash flow with cycle billing

You can also enjoy the benefits of our cycle-billing option. With **POS-I-BILL**, you can send your statements out throughout the month, rather than just once a month. As a result, you'll enjoy improved, steadier cash flow.



Process, view, choose to e-mail or have us print and mail your statements easily with our efficient Statement Processing Service — POS-I-BILL®.



**POS** Professional Office Services, Inc.

# IT'S MORE THAN A STATEMENT . . . IT'S A SYSTEM DESIGNED TO SAVE YOU TIME AND MONEY.

Our software cleanses addresses and deletes punctuation to conform to postal requirements. Plus, it adds ZIP+4.

Change of address box enables you to keep your files constantly updated.

Optional credit-card payment choices speed payment for improved cash flow.

If you are currently aging your accounts, we'll match your parameters.

MAKE CHECKS PAYABLE TO:		STATEMENT																	
ABC MEDICAL CENTER 12344 STATE STREET ANYTOWN, ST 12345-1234		STATEMENT DATE 1/22/00	AMOUNT DUE 25.00																
MARGARET R. ANDERSON 12344 STATE STREET ANYTOWN, ST 12345-1234		ACCOUNT NUMBER 12345	\$																
<input type="checkbox"/> Please mark box and indicate any change in address on reverse side.		<input type="checkbox"/> AMOUNT ENCLOSED																	
<input type="checkbox"/> Variable credit card companies can be printed according to which your office accepts.		<input type="checkbox"/> Bar coding ensures faster delivery of the statement and faster receipt of return payment.																	
<table border="1"> <thead> <tr> <th>Date</th> <th>Patient</th> <th>Description</th> <th>Charge</th> <th>Insurance Pd</th> <th>Adjustment</th> <th>Patient Pd</th> <th>Balance Due</th> </tr> </thead> <tbody> <tr> <td>01/19/00</td> <td>Jenny A.</td> <td>Check Up</td> <td>145.00</td> <td>100.00</td> <td>15.00</td> <td>10.00</td> <td>20.00</td> </tr> </tbody> </table>				Date	Patient	Description	Charge	Insurance Pd	Adjustment	Patient Pd	Balance Due	01/19/00	Jenny A.	Check Up	145.00	100.00	15.00	10.00	20.00
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01/19/00	Jenny A.	Check Up	145.00	100.00	15.00	10.00	20.00												
<input type="checkbox"/> Customized column headings are on either standard or custom statements.																			
<input type="checkbox"/> Unique message area allows you to communicate important information, such as office-hour changes, staff additions, etc., quickly and cost-effectively.																			
<input type="checkbox"/> If you are currently aging your accounts, we'll match your parameters.																			
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See reverse to pay by Visa or Mastercard.

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Account #	Current	30+ Days	60+ Days	90+ Days	120+ Days	Ins. Pending	Balance Due
17388	20.00	.00	.00	5.00	.00	.00	25.00

Beginning February 1, we will be extending our Saturday hours to 4 p.m.