

EON SYSTEMS NEWSBIT

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PRACTICE MANAGEMENT AND DOCUMENTATION SOFTWARE

MAY 2007

THE IMPORTANCE OF TRAINING

As practitioners, you know how important it was for you to go through the training necessary to treat patients. This training allows you to be able to do your job.

Each and every job within your practice has specific training. This training may include how to work with people, how to run specific machines, policies and practices within your clinic, to mention a few.

We live in an ever changing world. With this, comes the necessity to keep on top of the training necessary for your profession. As a practitioner, this includes continuing education, training on the machines and equipment necessary for the running of your practice or delivery of services to your patients, management training, etc. It also includes training on the software you run in your office. Whereas you may not be the one running the software, it is still vital that the people within your office get trained and keep trained on the current releases of all of the software being used in your office.

EON makes available to your practice, training in various forms. This includes training seminars, training CDs, modem training and in-office training. It also includes the on-line help, included in all of our software packages.

TPS Training Seminars: Delivered 5 times a year, in various locations (determined by annual survey of existing clients) throughout the United States. Topics covered in the Intermediate Seminar include:

- Scheduling & Messaging
- Payments, Refunds & Transfers
- Reports
- Service Entry
- Special Tips and Tricks
- Billing and Electronic Billing
- Insurance Follow-up Center
- Patient Files
- Closing the Day and Month

Topics covered in the Advanced Seminar include:

- Inventory tracking and management
- Using Query Manager to generate custom reports
- Using the Practice Analyzer (Statistics) including tracking, graphing and reporting of key statistics, automatically tracked in TPS.
- Customizing and creating forms for use in TPS.
- Setting up and using the Notes and Narratives module, including SOAP notes.
- Reports

The training seminars are delivered on 2 consecutive days, in the city of choice. Note: The Intermediate Seminar is NOT a prerequisite for attendance at the Advanced Seminar.

Training CDs: Currently, there are 3 training CDs available for TPS users. The CDs are: "How to Setup TPS", "How to Use TPS" and "How to Use TPS – Advanced". The topics covered include:

"How to Setup TPS"

- Introduction
- Using the Setup Wizard
- States and Provinces
- Taxes and Tax Rates
- Payment (Master List)
- Payment Plans
- Discounts
- Facilities
- Referral Sources
- Referring
- Diagnosis (Master List)
- Diagnosis Types
- Doctor Information
- Attorney Information
- Business Information
- Carrier and Policy Information
- Carrier Types
- Clinic Information
- Inventory (Master List)
- Inventory and Service Category

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- Manufacturer Names
- Patient Claim Information
- Physician Information
- Services (Master List)
- Vendor Information

“How to Use TPS”

- Introduction
- Diagnosis Codes, Adding & Changing
- Appointment Book
- Billing
- Main Loop – Service & Payment Entry
With Appointment Book
- Service & Payment Entry
without Appointment Book
- Message Center & Messages Master List
- Follow Up Center For Carriers
- Payments, Refunds & Transfers
- Reports
- Carriers & Policies
- Closing
- Patients, Claims & Ledgers

“How to Use TPS – Advanced”

- Introduction with Do's and Don't's
- Notes, SOAPs, Narratives and Ledgers
- Managing Your Inventory
- Registry
- Advanced Appointment Book Settings
- Query
- Statistics and Graphing
- Windows Settling
- Reports Customization
- Miscellaneous
- Aligning and Editing Billing Forms

These CDs are available for purchase to any TPS user. There is a discount if you are on a current EON Technical Support Contract.

Modem (or on-line) Training: EON offers Modem (or on-line) training to all of its clients on a current version of any of our software products. This training is sold in hour blocks (discounts are available when blocks of 4 or more hours are purchased at a time). Once you have purchased this type of training, then you can schedule a time with a technician. The training normally occurs in sessions of 45 to 60 minutes in length.

This training is done with our technician “dialed into” your office either via the Internet or via a modem. This allows our technician to demonstrate how to do various actions within our software. The modem training is not limited to particular topics. If you are having difficulty learning a particular aspect of TPS or Documentor, or if you just don't know how to do a particular function, modem training may be your best bet. Note: There is a discounted fee for Modem training if you are on a current technical support contract.

In-Office Training: In-Office training is available for a fee and is sold on a per-day basis. This includes 8 hours of training, per day, with one of our trainers in your office. Topics covered in an in-office training day vary based on the offices' needs. Note: All travel expenses for the trainer is the responsibility of your office and is not included in the price of In-Office training.

On-Line Help: On-line help is available to you 24 hours a day 7 days a week. It comes as part of every one of our software packages and can be accessed as needed. Included in the on-line help are descriptions of the various screens and some how to's. Easily search the on-line help for answers to most of your questions.

Get the most out of your software package – Get Trained! If you, or anyone in your office need training, contact our sales department at (800) 955-6448.

Chicago Training Seminar Success Story

Although I was first skeptical about how the seminar would help me, I was surprised by the depth of the information. The update was also very timely.

Not only was the seminar content and form thorough and very systematic, but also special efforts were made to accommodate the special needs of the attendees.

I am impressed at how well-rounded EON Systems can be if well understood and applied. The key is in the total understanding of the use of the system at its full capacity.

I would like to commend EON specialist Pierre for his outstanding presentation.

A.N.
April 22, 2007

**The Practice Solution™
Training Seminars**

*June 23-24, 2007
Seattle, WA*

*August 25-26, 2007
Washington, DC*

*October 20-21, 2007
Las Vegas, NV*

TPS TRAINING CDs

"How to Setup TPS" CD \$59.95*
"How to Use TPS" CD \$59.95*
"How to Use TPS - Advanced" CD \$59.95*

Special Package Price - Includes one copy of each CD

Clients on current TPS Tech Support contract: \$ 99.95*
Clients *not* on a current TPS Tech Support contract: \$149.95*

*Plus applicable sales tax for AZ, FL, IN, TX, VA, WA & WI

To order, call (800) 955-6448



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**The Practice Solution™
Training Seminars
Seattle, Washington
June 23 - 24, 2007**



Save Save Save Save Save
**Register and pay before registration deadline —
Friday, June 8, 2007.***

**No refunds for cancellations after June 8th registration deadline.*

One Seminar - First Person \$249 (\$299 after June 8th)
 Add'l Person \$149 (\$199 after June 8th)

Both Seminars - First Person \$398 (\$449 after June 8th)
 Add'l Person \$298 (\$349 after June 8th)

**Call (800) 955-6448 to reserve your seats now
or Fax the form below to (727) 298-8471.**

[] Intermediate [] Advanced

Attendees:	Date(s):	Price:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total \$ _____

Clinic Name _____
Dr. Name _____
Person sending this fax _____
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Payment Method [] Check [] Electronic Check [] Credit Card
Credit Card # _____
Expiration Date _____ 3 or 4 Digit Code _____
Name of Cardholder _____
Signature _____

Thank You For Telling Your Friends!

We gratefully acknowledge those who successfully introduced a new client to The Practice Solution™ or Documentor™ and received a cash award!

Longmont Chiropractic & Wellness
Longmont, CO.
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Portland, OR