

# **OCA'S PATIENT MANAGEMENT PROGRAM**

**FOR MEMBERS** 

PUTTING EXPERIENCE INTO PRACTICE

# **Developed by chiropractors for chiropractors**

PMP is practice enhancement software that's backed by experienced support-line staff.

Our practice management software has been a trusted resource for chiropractors since 1991. You can have confidence in the OCA's commitment to adapt PMP to meet evolving billing and record-keeping regulations and legislation.



## **Excellent value**

PMP does it all at a price you can afford. New pricing will save every clinic money.

> Grad special 50% off 1syear

## **Features**

- Schedule patients and book appointments easily
- Process patient activity and manage patient accounts
- Merge patient data to produce personalized correspondence or email communications
- Generate statistical reports to help you analyze and improve your practice
- Create and submit MVA forms easily using the HCAI interface

# **Technical support**

Provided by staff with real front-line experience in chiropractic offices. Support is available via Internet, by email, or through our toll-free help line.

# **Regular updates**

Enhancements are provided to meet the changing needs of your practice.

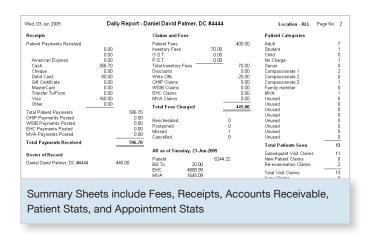


# PUTTING EXPERIENCE INTO PRACTICE

PMP offers a wide range of features that can help boost your efficiency and effectiveness, allowing you to focus on your patients and building your practice. It's a software solution that manages all your patient information, including patient visits, MVA and WSIB billings and reconciliations, reporting, correspondence and more.

## Main screen appointment book

Customize patient appointment schedules, make single or multiple appointments and book patients with one or more practitioners.



## Easy access to patient files

With one keystroke you can access all your patients' information, add a new patient, update and change patient information and print receipts or envelopes.

- Access PMP functionality quickly and easily
   Access the program by menus, function keys and shortcuts to process activity and update records.
- Program designed for multiple practitioners
   Reports, accounts receivable, billing and reconciliation, doctor hours and appointment books can all be differentiated by practitioner. PMP will accommodate multiple chiropractors and their associates.
- Add customized messages to individual patients
   Use features within patient information to add customized messages to patient records.

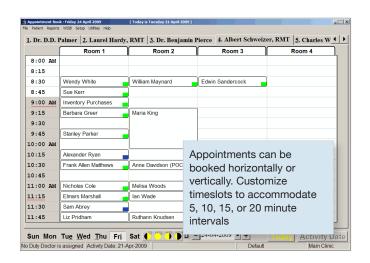
Save time completing and submitting forms
 OCF and WSIB forms are programmed into PMP so
 there is no longer a need for the tedious task of manual
 completion. PMP includes an interface that allows
 electronic submission of OCF 18, 21, & 23 forms to HCAI.

#### Effective communication

Merging, exporting and designing templates can be done from within the program.

## Email communication

It is now possible to email appointment reminders, calendars and lists to your patients. PMP also allows users to email patient statements and merge letters.



## • Reliable recall management

Helps to ensure patients do not fall through the cracks.

#### Privacy and security

PMP takes privacy of information seriously – yours and your patients'.

#### Free upgrades and great support

The Support Line staff members are the best in the business at offering quick and knowledgeable assistance (that's what our users tell us).

#### **Toll-free support line**

Contact the Support Line at 416-860-7199, toll-free at 1-800-561-7361, or reach us by email at support@chiropractic.on.ca. Support is available 7:30 a.m. to 5 p.m. EST, Monday to Friday excluding holidays. Visit us on our website at www.chiropractic.on.ca.

Online webinars, tutorials and a comprehensive, easy-to-use manual Loaded with hints, tips and pertinent information.

#### **INITIAL LICENCE FEES**

The Patient Management Program (PMP) is available to OCA members for an initial licence fee of \$250 per chiropractor. The licence fee for non-chiropractors is \$100 each. All licences expire on July 31 and must be renewed in order to receive the program update to maintain PMP functionality. All practitioners, chiropractors and non-chiropractors, who practice in more than one location, will be charged a \$25 location fee for the second location and each subsequent location. In addition to licence fees, each clinic is subject to an initial facility fee of \$70. Applicable taxes will be added to all of the above fees. The initial package includes software, a User Manual and unlimited, toll-free telephone support for the period up to July 31.

#### **OWNERSHIP AND SUPPORT**

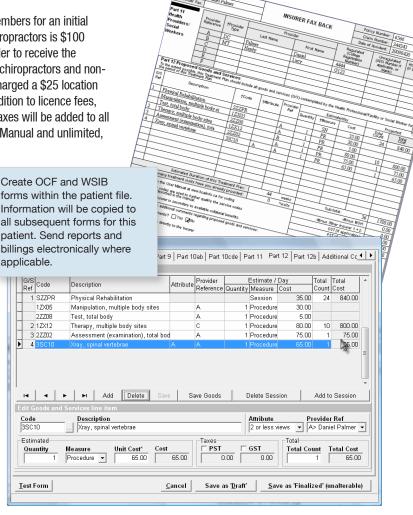
The Ontario Chiropractic Association retains ownership of all Patient Management Programs. Chiropractors who are OCA members in good standing who maintain their annual licence agreement will have the right to use PMP on a yearly basis. Annual licence fees are not pro-rated and discounts and refunds do not apply. The annual licence fee includes unlimited, toll-free telephone support for the period up to July 31. A contractual relationship exists between the OCA and a primary licensee in each clinic which defines the rights and responsibilities of each party. Only the primary licensee has permission to authorize changes to the PMP including but not limited to adding, updating and deleting practitioners. Changes can only be made to the Patient Management Program with the knowledge and permission of the OCA and the knowledge and express written permission of the primary licensee.

#### **ANNUAL LICENCE FEES**

All practitioners choosing to use the Patient

Management Program must pay an annual licence fee in order to maintain the right to use the program. The annual licence fee is \$250 for each chiropractor and \$100 for each non-DC in the same clinic. Each individual clinic location has a maximum licence fee cap of \$750. All practitioners, chiropractors and non-chiropractors, who practice in more than one location, will be charged a \$25 location fee for the second location and each subsequent location. Applicable taxes will be added to all of the above fees. The annual licence fee covers the cost of program enhancements, updates and unlimited, toll-free telephone support for the period from August 1 to July 31. The primary licensee must renew the licence by August 1 of each year in order to receive the program update. The licence renewal applies to all practitioners within the same clinic. Until full payment is received for all practitioners a PMP update will not be released to the clinic. Should a primary chiropractor cease to be an OCA member in good standing, alternate arrangements must be made for the associate chiropractors and non-chiropractors within the same clinic.

Prices subject to change without notice



# System Requirements

#### Recommended

- Windows 7 or 8\*
- 1 GHz 32-bit (x86) processor or 1 GHz 64-bit (x64) processor
- 2 GB of system memory
- Internet connection for program updates and some features

#### **Minimum**

- Windows Vista\*
- 1 GHz 32-bit (x86) processor or 1 GHz 64-bit (x64) processor
- 1 GB of system memory
- Internet connection for program updates and some features
- \* PMP is not compatible with any operating system other than those listed above.

# Annual enhancements suggested by users

PMP is a continuously evolving program, and we welcome user feedback and suggestions.

#### Order your program today

To order PMP please complete the order form and return it, together with your payment, to the OCA office. Please allow up to 10 business days for the processing of your order.

#### For more information please contact

Liz Pridham

Software Support Representative 416-860-4163 or 1-877-327-2273, ext. 4163 or email lpridham@chiropractic.on.ca.

# **PMP ORDER FORM & USER AGREEMENT**

This form must be completed in full, signed by all practitioners and returned to the OCA office with payment.

Member's name:		Co	CO#	Date:			
Clinic name & address:							
City/Town:	Postal code:						
Shipping address (if different from above):							
Email:	Tel: ( )			Fax: (	)		
Licence Fees	PMP Fee	HST		Total Fee	C	Quantity Total	
Chiropractors (OCA Members Only) Non-DC Practitioners Facility Fee (New Clinics Only) Other  TOTAL ENCLOSED \$	\$250.00 + \$100.00 + \$70.00 + \$50.00 +	\$32.50 \$13.00 \$9.10 \$6.50	= = = =	\$282.50 \$113.00 \$79.10 \$56.50	x (	) = \$ ) = \$ ) = \$ ) = \$	_ _ _
All orders will be emailed with the exception							
New offices only:	nd toll-free telephone support	_				days for processing	
Method of Payment: UISA	☐ MasterCard		☐ Che			Cash	
Card #	<del></del>				_		
Name on Credit Card:							
I/We hereby agree to use the OCA Patient Management except for the purpose of safekeeping and the backup of Management Program. I/We understand and agree that the annual PMP licence fee. The PMP shall at all times sell, transfer or otherwise make available the PMP and damages including damages arising from my/our lost prof confidential patient and practice information from my direct delivery of computer disk or CD. This information so implied conditions or warranties, including the warra documentation or services provided. Notwithstanding any amount paid by the Customer to the OCA for the PMP softw subject to this limit shall be the Customer's sole and exclusing the provided. Primary DC's authorizing signature.	of my/our data. I/We agree not to the liwe only have a right to use the remain the property of OCA and copies thereof to others. I/We agotis from use of the PMP. I/We use of the practice to the OCA. Any substitute to the OCA. Any substitute to the other term or provision of this Agrare for the last six (6) months precive remedy. All claims for damages.	modify, amen ne program as I I/we shall ha Igree that the nderstand that the transmission ence and view ess for a partif reement, the Ou eding the even is must be asse	ed, disasse, a long as I/ eve no righ OCA will in the provision between only by cular purpe CA's liability t, (or last of the right)	mble, recompile or owe are members in t, title or interest the no event be liable on of technical support the OCA and my/ou support personnel for ose not specified he to the Customer for a series of events), six (6) months of the	create deriva good standi erein, excep for any indii ort by the OCA or office shall or erein respect any cause wh which gave ris event (or last	tive works of the OCA Paing of the OCA and have tas stated. I/We agree to rect, special or conseque A may require the transmise be via encrypted messains. There are no exping this agreement, softwatsoever shall be limited to the claim. Direct dame in a series of events), to we	atient paid o not ential ssion ge of press vare, to the nages
Please fill in information for practitioners being add	ded to the Patient Managemen	it Program. Fo	or additior	al practitioners pl	ease copy a	nd attach separate she	et.
1. New Practitioner:		Profession	:				
Licence #	l accept	Signature:					_
2. New Practitioner:		Profession	:				
Licence #	l accept						
FOR Membership/AMS Status:  OFFICE USF Serial Number Issued:		Payment D					
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