

## Back Office and Administrative Functions

We must treat the business processes workflow in a similar manner that we do the clinical and communication processes in order to streamline the day-to-day tasks of operating a medical facility and identify opportunities for improvements. The primary objective is to reduce the time a doctor spends on documentation so that he or she can spend more time with patients.

Through our Medical Practice Management (MPM) services, we provide assistance optimizing the common administrative tasks of the medical practice including but not limited to:

- Administration and personnel
- Revenue cycle management
- Appointment Scheduling
- Patient Registration
- Reporting and Document Management
- Claims Management
- Inventory Management

We also offer to streamline the processes involved in scheduling, billing and ensuring that the processes mesh well with the electronic medical records.