

Off-Site Management Program



Charlene's Off-Site Management Program has proven to be beneficial in terms of production and efficiency. It reduces the stress level for the doctor, knowing that Charlene is overseeing the systems and proactively addresses issues.



Each month Charlene will meet via telephone or "Skype," for 50 minutes with the designated team members. The principal areas of focus will be:

- Review of all Key Performance Indicators monthly
- Meeting with key team members to discuss their areas of responsibility
- Meeting with the doctor if requested
- Evaluation of case acceptance and recall acceptance monthly
- Answer any questions throughout the month
- All downloadable products are discounted
- Charlene becomes part of your team!

One week prior to each meeting, the previous month's practice statistics will be emailed to Charlene. She will analyze the data and make recommendations. She will, also, evaluate all systems and focus on the areas set as priority by the doctor. Any support materials required, such as job descriptions or scripting, will be emailed. After each meeting, a synopsis of the meeting will be emailed to the doctor.

The investment for the off-site program is \$6,900. A deposit of \$900 to start and \$500 will be auto drafted on a major credit card after each session. If you pay in full, you will receive a 5% discount, paying only \$6,555.

Please email or fax the following information back to our office to get started.

- Pay in full Pay deposit of \$900 and a monthly auto draft of \$500

Doctor's Name: _____

Address: _____

Telephone: _____

Fax: _____

Doctor's Email Address: _____

Payment Method:

Visa MasterCard American Express

Credit Card Number: _____

Exp. Date: _____

Thank you for your continued confidence in our services!

Off-Site Management Program



Signature:

Thank you for your continued confidence in our services!