

Finally...the HR help a Medical Practice Manager needs is now available!

The HR Help Disc, and Help Disc plus
created by DoctorsManagement specifically for doctors' offices, can save you valuable time and effort - there's no need to start from scratch!

For your investment you get:

- ◆ An exceptional computerized **Performance Appraisal Program** for employee reviews.
- ◆ A comprehensive **Employee Survey**. Learn what's important to your employees!
- ◆ Over twenty-five medical staff **Job Descriptions** which can easily be customized. A job description to fit just about any position!
- ◆ An **Annual Compensation Summary** with graphics that enlightens employees to what they are *really* paid. Seeing is believing!
- ◆ Lots of **Personnel Action Forms** ready to personalize and use.
- ◆ A **Model Employee Handbook** offering nearly 100 personnel policies readily edited to meet your needs (*plus* only).

A Great Value!

Here is a listing of great materials included on the HR Help Disc and Help Disc plus:

Performance Appraisal:

New Employee Performance Appraisal Workbook
 New Standard Employee Appraisal for 1-4 Evaluators

HR Action Forms:

Accident Report
 Accommodation Request
 Application Form
 Application Response Letters
 Confidentiality Agreement
 Employee Attendance Record
 Employee Complaint Grievance Form
 Employee Corrective Action Notice
 Employee Performance Appraisal
 Employee Termination Checklist
 Evaluation Tracking Form
 Exit Survey
 Interview Evaluation
 Job Description Acknowledgment
 New Employee Orientation
 Reference Check Authorization
 Reference Check Form
 Time Off Request
 Training Record
 Transfer Request
 ...and more!

FMLA Forms:

A Note About FMLA Forms
 Certification of Physician or Practitioner
 Employee Request for FMLA
 Medical Examiner's Certification
 Notice of Employee Obligations
 Notice to Key Employees

Model Employee Handbook (plus only):

Welcome
 Handbook Interpretation
 Employment
 Wages & Salary
 Benefits
 Employee Relations
 Corrective Discipline
 Resignation & Termination
 Confidential Information
 Sexual and Other Harassment

Model Job Descriptions:

Practice Manager
 Accounts Receivable Associate
 Accounts Payable Associate
 Administrative Assistant
 Insurance Associate
 Incoming Receptionist
 Medical Records Associate
 Outgoing Receptionist
 Telephone Operator/
 Appointment Receptionist
 Medical Assistant
 Medical Transcriptionist
 Physician
 Registered Nurse (RN)
 Laboratory Technologist (Lab Tech)
 Collections Manager
 Front Office Manager
 Radiology Technologist
 Licensed Practical Nurse
 Nurse Practitioner
 Patient Care Coordinator
 Ophthalmic Assistant
 Visual Field Technician
 Certified Ophthalmic Technician
 Ophthalmic Medical Coordinator
 ...and more!

Employee Survey:

Supervisor Compensation
 Upper Management
 The Way We Work
 Reorganization and Other Changes
 Summary

Annual Compensation Summary:

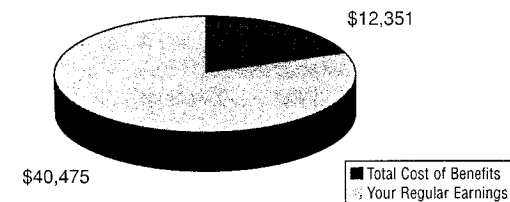
Sample Annual Compensation Summary (Employee Name) Period Ending MM/DD/YY

Beyond your regular earnings, (Practice Name) contributes for you, at substantial cost, extra compensation in the form of benefits. To a large degree, your extra compensation is either TAX-FREE or TAX-DEFERRED. The annual costs of your benefits are as follows:

Benefit	EMPLOYER'S SHARE	% OF W-2 PAY	YOUR SHARE	% OF W-2 PAY
Group Health Insurance	\$ 3,990	9.9%	\$ 1,277	3.2%
Group Dental Insurance	\$ -	0.0%	\$ -	0.0%
Group Life Insurance	\$ 102	0.3%	\$ 91	0.2%
AD & D Insurance	\$ -	0.0%	\$ -	0.0%
Unemployment Insurance	\$ 56	0.1%	\$ -	0.0%
Long Term Disability Insurance	\$ 124	0.3%	\$ -	0.0%
Pension Plan	\$ 1,214	3.0%	\$ 600	1.5%
Flex Spend / Dependent Care	\$ -	0.0%	\$ -	0.0%
Uniform Allowance	\$ 150	0.4%	\$ -	0.0%
Life Insurance	\$ -	0.0%	\$ 30	0.1%
Worker's Compensation	\$ 175	0.4%	\$ -	0.0%
Continuing Education	\$ 750	1.8%	\$ -	0.0%
Social Security / Medicare	\$ 2,975	7.4%	\$ 2,975	7.4%
Vacation	\$ 1,557	3.8%	\$ -	0.0%
Sick	\$ 778	1.9%	\$ -	0.0%
Bereavement	\$ -	0.0%	\$ -	0.0%
Personal	\$ -	0.0%	\$ -	0.0%
Holidays	\$ 480	1.2%	\$ -	0.0%
Other	\$ -	0.0%	\$ -	0.0%
Total Cost of Benefits	\$ 12,351	30.5%	\$ 4,973	12.3%
Annual Earnings				
Hourly (less paid time off)				
Salaried (less paid time off)	\$ 40,475			
Your Regular Earnings	\$ 40,475			
Equals: Your Total Compensation	\$ 52,826			

YOUR EMPLOYER CONTRIBUTES AN AMOUNT EQUAL TO 30.5 % OF YOUR REGULAR EARNINGS IN THE FORM OF BENEFITS.

YOUR HIDDEN PAYCHECK



Computer Requirements

Minimum 486 PC, 133 MHz, 16 MB RAM

Program Requirements

Word Processing: WordPerfect 6.1
Microsoft Word '97
Spreadsheet: Excel '97

To order by phone, please call HR Services at (800) 635-4040, ext. 121, or by mail, complete this form and return to:

DOCTORSMANAGEMENT

ATTN: HR Services
10401 Kingston Pike
Knoxville, TN 37922

Please ship the following:

	Qty.	Total
<input type="checkbox"/> HR Help Disc 3.5" Floppy Discs @ \$189.00	_____	_____
<input type="checkbox"/> HR Help Disc <i>plus</i> @ \$349.00	_____	_____
<i>(Please specify Word or WordPerfect)</i>		
<input type="checkbox"/> Word <input type="checkbox"/> WordPerfect		
or		
<input type="checkbox"/> HR Help Disc CD Single @ \$189.00	_____	_____
<input type="checkbox"/> HR Help Disc <i>plus</i> @ \$349.00	_____	_____
Subtotal:	_____	_____

add shipping & handling: \$2.50

Total payment enclosed: _____
(Please allow 14 days for delivery)

Please ship to:

Practice Name: _____

Address: _____

Contact Person: _____

Phone #: _____

- Check enclosed (payable to DoctorsManagement).
- Please charge my credit card.
- AMEX VISA Mastercard

Card # _____

Exp. date _____

Name as it

appears on card: _____

Authorized signature: _____



10401 Kingston Pike
Knoxville, TN 37922

**DOCTORS
MANAGEMENT**
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HR Help Disc

Assistance where you need it.

by:

DOCTORS MANAGEMENT

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DoctorsManagement has been serving physicians in private practice since 1956, has clients in 46 states, and offers a full range of management services tailored to the practice needs.

For more information, visit our website at www.doctors-management.com or email us at info@doctors-management.com

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