

# HARMONY

Health Care Management System

The Harmony Health Care Management System, developed by American Health Care, is a totally integrated yet versatile information management system developed to handle the special needs of continuum of care settings.

## Continuum of Care Suite

- Suits a Variety of Environments  
Sub-acute, Nursing Facility, Apartment, Adult Day Care, Assisted Living, Physicians, Rehab, Insurance Carriers.
- ADT - Referral, Pre-admission Screening, Master Index
- Billing  
Unlimited Payors, Step-down, Pass-through, Rebill and Retroactive processing
- Accounts Receivable

## Financial Suite

- Budgeting
- General Ledger
- Accounts Payable
- Purchasing and Inventory
- Fixed Assets

## Clinical Care Suite

- Electronic Medical Record
- MDS
- Assessments
- Quality Indicators
- Care Planning
- Physicians Orders

## Human Resources & Payroll Suite

- Human Resources
- Staff Scheduling
- Time and Attendance
- Payroll

American Health Care has been in the health care industry for over 25 years. We are staffed by people with experience as nurses, administrators and managers within your industry. We offer a wide variety of additional services to help you every step of the way.

### Application Service Provider "ASP"

All our products and services are available over the internet.

### Turn-Key Implementation

We provide full services, products and support professionals for the installation and implementation of a complete in-house information system.

### Service Bureau and Back Office Support

Facility administrative management, accounting, audit and cost reporting services.

### Customized Engineering

New development and custom application engineering for specialized healthcare services, as well as other industry needs.



American Health Care Software Enterprises, Inc. & American Financial Services, LLC.

99 Swift Street • Suite 300 • South Burlington, Vermont 05403

800.336.1776 • Fax 802.872.3476 • [www.ahconline.com](http://www.ahconline.com)



When every  
department  
is working as one  
you have

# HARMONY

# Welcome to a World Filled with Harmony!

## HARMONY Health Care Management System

We are very proud to introduce to you our fully integrated and flexible health care management system - Harmony. This system's synergistic approach to all Care Receivers in continuum of care settings allows you to quickly, easily and accurately manage every aspect of your clinical and business needs.

The Harmony Health Care Management System offers four Suites, containing fully integrated applications within each Suite -

- Continuum of Care Suite
- Financial Suite
- Clinical Care Suite
- Human Resources & Payroll Suite

Each focuses on a specific aspect of your business and can be used as a stand-alone tool or used in combination with any other Harmony Suite.

### Continuum of Care Suite

*Simplify billing procedures, expense tracking and Care Receiver movement across the continuum.*

**Admitting & Census Tracking** - Our Census Management application enables you to quickly setup a Care Receiver data file by simply filling in the blanks. Once in the system, the Care Receiver information is automatically updated to a "Master Index", recording all movement throughout your organization and those health care entities within your network.

**Billing** - The billing aspect of this Harmony Suite is second to none for its ease of understanding and power to perform. It tracks all Care Receiver expenses and invoices to multiple payors - HMO, Medicaid, Medicare Part A and Part B, Trusts and others. This dynamic application allows unlimited payors with stepped-down or pass-through billing, done as often as your intermediary or insurance carrier allows. Set up your billing to run differently for each payor cycle. Our unique, automated Reset/Rebill process won't let you miss a beat - if you make any retroactive changes, Harmony will immediately prompt you through the appropriate screens to rebill charges automatically. It's fast, it's easy and it's hassle free.

**Accounts Receivable** - Bills are automatically updated to Accounts Receivable on your authorization. Our sophisticated payment application allows you the flexibility of posting in a way best suited for you. Receive a denial on your remittance advice? No problem! Enter the

denial along with the rest of your payments, then let your own defined denial rules prompt you through closing the invoice or rebilling to the same payor, or to any other payor. Our extensive reports and inquiry screens allow you to effectively track and manage all your receivables.

### Financial Suite

*Manage your facility's finances from balance sheets to expense reports and everything in between.*

Track every aspect of your costs, budgets and forecasts - from vendor orders and payments to year-end processing and reporting. Each Harmony Suite is fully integrated to the Financial Suite, allowing you up-to-the-minute financial reporting capabilities. Utilize the built-in reporting templates, or customize your own, to easily retrieve a multitude of financial reports. Standard report templates include General Ledger Detail, Trial Balance, Balance Sheets, Income Statements, Expense Reports and more. You can instantly create reports on anything from admission trends to the slowest paying HMO. In fact, the entire Harmony product line is Open Data Base Compliant (ODBC), giving you the ability to cross reference, merge and report on information with the tools of your choice.

### Clinical Care Suite

*We provide the tools you need to track, document and plan the care of your Care Receiver.*

**Assessments** - Once referred to your business and entered into the Continuum of Care Suite, the disciplines may be notified automatically

of special events such as Master Index changes, admission, discharge, change of location and actions for the care regimen. Required assessments are scheduled within the standards of government regulations, saving disciplines' time and making sure requirements are met.

**Electronic Medical Records** - The Clinical Management Suite allows you to create and maintain a central database containing all the clinical information for each Care Receiver. This record can be accessed and updated by nurses and physicians. Each time a Care Receiver's electronic medical record is updated, other important components of their documentation are updated automatically. The many combined components of the care regimen provide a complete picture of the care being received.

**Nursing Care** - All the information generated from the assessments is automatically forwarded to the Nursing Care application. This aspect of the Clinical Care Suite contains physician's orders, ascertained

needs, rehabilitation objectives, nursing plans, social history, physical therapy and psychiatric assessments. All will be cross-referenced within the system to define the physical, emotional, dietary and social needs of each Care Receiver. Scheduled therapy sessions, in addition to weight changes, vision, hearing and other information entered into our electronic medical record update automatically all MDS Section P and other MDS Sections.

**Physician's Orders and Assignments** - This component was created to produce fast and accurate Doctor's Orders Forms, Medication Administration Records and Treatment Records. This provides for entry of all consultations, tests, reviews, medications, follow-ups and much more. You can then combine and cross-reference all this information to generate useful reports and charts.

### Human Resources & Payroll Suite

*A superior package meeting all your Human Resources, Employee Education, Scheduling and Payroll needs.*

**The Human Resources** - This provides event driven tracking, from your employee's time of application and throughout their employment within your organization. User defined actions and action lists afford your HR personnel to track, monitor and communicate throughout your organization.

**Employee Payroll** - The extensive collection of daily, weekly, monthly, quarterly and annual information on-line guarantees accurate and

timely lookup and reporting of all employee information. This powerful application generates one check or thousands of checks quickly and accurately, all at the same time. The entire process can be completely automated, from tracking of time and absences to actual production of checks or electronic deposits. This application also provides easy on-line lookup of historical payment information for government required reports.

**Staff Scheduling** - This application allows you to schedule human resources across your organization. It is fully integrated with the Time & Attendance as well as the Payroll Processing applications.

**Employee Time & Attendance** - The use of automatic time clocks provides a more accurate method of data collection, virtually eliminating data entry while providing greater control over actual hours worked.

### We Take Care of Everything!

Every aspect of this Harmony Health Care Management System has been developed to help your facility operate more efficiently and to make your job easier.

**It's easy to learn** - Our award-winning support staff is there to provide you and your company with all the training needed.

**It's easy to own** - You can essentially begin by utilizing the robust features of any one of the stand-alone Harmony Suites, seamlessly integrating the other Suites as your needs or budget allows.

**It's easy to have it all** - Take advantage of our Turn-Key Program which offers full installation and instruction of the entire Harmony Health Care Management System.

All Harmony Suites are available to suit most hardware platforms. They are fully internet enabled, allowing remote access and use of these applications. Integration with bar scanning and coding, touch screen and wireless technology are readily available through our extensive Partner Programs.

*Once you begin using the Harmony Health Care Management System, all your departments will be sharing the same information making better use of time reducing non-billable hours eliminating the opportunity for billing errors*

**Now that's Harmony!**

