

Directory of CD-FILES

All the files are indicated by name. Microsoft Word format uses a .doc ending while WordPerfect uses a .wp ending. Graphics files are found in MS Word as .wmf files while WordPerfect Presentation graphics editor uses .gsp endings. The similar files.

Folder Names

MS Word
WordPerfectSize

Directories of MS Word and WordPerfect Folders

Folder Names

Bill Review
For Your Information
Graphic Files
Humor
Management
Marketing
Misc. Information
Office Forms
Patient Forms
The Law

Directory of Bill Review

Attorney Cuts Bill
Late Pay - Get in Line
Late Pay Complaint - GI
Late Pay Complaint - WC
Reduce - FeeFacts 1
Reduce - FeeFacts 2
Reduce - Inclusive Tx
Reduce - Not UCR
Reduce - Unspecified
Resubmit Cover - GI
Resubmit Cover - WC

Directory of For Your Information

American Death Ceremony
Arthritis - 1 page
Arthritis - 2 page
AssessStress-1 page
AssessStress-2 page
Back Fitness
Beat the Flu Season
Carpel Tunnel
Children
Chiropractic & Kids
Chiropractic Frowned Upon
Do You Need Med-Pay
Dyslexia
Ear Problems
Exercise - Tension 1 page

Exercise - Tension 2 page

Exercise - Weight

Famous People Speak

Fibromyalgia

Foot Pain - Metatarsalgia

Subluxation

Trigger Points - 1 page

Trigger Points - 2 page

Use Dates for FYI Sheets

Handicap

How Safe is Chiropractic

Irritable Bowel Syndrome

Let Pain be Your Guide

Long Distance Travel

Neck Trauma

Need for Continuing Care

Osteoporosis

Repetitive Stress Injuries

Scoliosis

Short Leg - 1 page

Short Leg - 2 page

Shoulder Injuries

Signs of Stress - 1 page

Signs of Stress - 2 page

Slipped Disc

Stablization - 1 page

Stablization - 2 page

Staff Instructions

Stop Smoking

Water

Whiplash - 1 page

Whiplash - 2 page

Who Is Your Doctor

Directory of Graphic Files

\$100 Certificate

7-Signs of Stress

AreYouHurting

Balance - Dynatron Balance Check

Balance - How Straight are You

BALLOONS day

Cash Price Cheaper
Gift Certificate Envelope
Gift Certificate
Halloween Drawing
Intake flyer form
Level of Health
RBRVS Codes Costs
WC Poster - The Law Says
We Are Different
Where are You on this Chart

Directory of Humor

A different perspective!
A Good Virus Warning, is it possible
At The Gates
Backseat Driver
Dilbert's Rules
First Aid Training
Gas and Birthdays
Hey, My Way
Mental Health Hotline Answering Machine
One Solution
Rules of the Air
The best Solution
WC Injury Report
When you have an I hate my job day try this

Directory of Management

ADL
Basic Business 101
CPT Codes
CPT Codes - Short
Creating Staff Procedures
Documentation Puzzle
Hiring Top Quality Quickly
Staff Management
Staff Discipline
Staff Incentives
Staff Procedure Manual Creation
Staff Statistics
Time - patient Visits - \$\$
Creating a Medical Record

Directory of Marketing

800 # Health Calls
A Great Practice Brochure
About to be Released - Full
About to be Released - Graphic
About to be Released - Text
Accident Brochure - Full
Accident Brochure - Graphic
Accident Brochure - Text

Advertize
Amateur Artist
Annual Community Events
Asking For Referrals Script
Auto Body Shop Marketing
Believability Flyer
Business Identity
Buying a Practice
Buying Another Practice
Car Repair - Full 3 fold
Car Repair - Full Wide
Car Repair - Graphic Wide
Car Repair - Text 3 fold
Car Repair - TextWide
Christmas Cash 2
Christmas Cash
Company Health Fairs
Developing a Marketing Program
Direct Market Survey
Effective Flyer Delivery
Employee Benefit Plan - Overview
Employee Benefit Plan
Employee No \$\$ health Plan - Flyer
Employee No \$\$ Health Plan
Farming Referral Sources
Fitness Club Passes
Golden Tidbits of Thought
Group Phone Stickers
Health Care Guarantee
Health Club Booklet
Health Screen
Implementation Checklist
Maintenance Brochure - Full
Maintenance Brochure - Graphic
Maintenance Brochure - Text
Market Research
Market Analysis Form
Marketing Basics 101
Market Planning
Marketing to Attorneys
Marketing to Dentists
Marketing to MDs
Marketing to MDs - 2
Marketing to Outside Locations
Marketing to Patients
Marketing to Professionals
Massage Therapist Script
MD patient letter
MD Referrals - Capitation
Medical Doctor Brochure
Minimal Medical Report to MDs
Network Marketing

Niche Market Building
Nutrition for Healing
Pain - Swapmeet flyer
Panic Time
Power Statements
Practice Brochure
Pre Pay Plan
Professional Training
Psychologists Referrals
Q & A about DCs
Quick Ideas
Recall Letters
Referral - Graphic
Referral - long
Referral - Short
Reposition your Practice
Secrets of Direct Mail Success
Seeking a Practice
Selling a Practice
Seminar Peak Performance
Showing Your Gratitude for Professional Referrals
Sports Physician
Sprain & Strains - Full
Sprain & Strains - Graphic
Sprain & Strains - Text
Swap Meet Advertising
Time for a Check Up
TMD - Brochure
TMD - Dental Research
TMD - Dentist Flyer
TMD - Marketing Instruct
TMD - OralSensor Marketing
TMD - Protocol
TMD1
TMD2
TMD3
TMD4
TMD5
TopSecret
TPT - Procedure
Tracking Board
Value of a Practice
Walk the Turf
Word Hooks

Directory of Misc. Information
ADL
In House Class
Irritable Bowel Syndrome
MD Marketing
Outside Marketing
Physiology
Prognosis & Treatment
Puzzle & Symptoms
Repetitive Stress Injuries
Your Second Back
TP - Sliced Bread!
DRG - Concepts
HCUP-3 DRGs
TP - Definitions
TPT - Grading
TPT - Procedure

Directory of Office Forms
3 Visit Instruct
Activities in Dailing Living
Appt Perscription Calendar
Billing Cover Checklist - GI
Billing Cover Registered Mail
CertMail - Multiple
CertMail - Single
Confirm Ins by Phone
Cover Sheet 4 NP
Cover Sheet Instruct
Cover Sheet
EM Codes Instruct
Employee Handbook
Employee Pay Scale
Fax Cover Sheet
Finance Policy - Full Fee
Finance Policy - Reduced Fee
Financial Info Sheet
Home Care Handout
Ins Billing Log
Ins Varification Agreement
Loan to Business
Massage Therapist Agreement
Medicare Fee Warning
Missed Appt Letter
No Show Patient Survey
Notice of Assignment to Ins
Notice of Lien to Atty
NP Checklist
NP Welcome Letter
NP-Tracking log
Office Survey
Packet Instructions

Patient Massage Agreement
Patient Payment Log
Patient Photo Album
Patient Symptom Chart - Script
Patient-Appt-Calendar2001
Perscription - blank
Physical Therapy Info
PI Lien Mailer
PI Lien Release
Pre Pay Plan
ProcedureManual
Professional Referral
Proof of Service
QME Disclosure
Referral Thank You
Report of Findings - Generic
Report of Findings - Long
Report of Findings - Script
Report of Findings - Symptoms
Report of Findings - Symptoms -2
Report of Findings - TPs
Script - 7 Signs
Scripts for Staff
ShiftChange
Short Narrative
Sign In Sheet
Stop Care Form
Total Charges DDX checklist
Total Charges Worksheet
Trade Agreement
WC Call Script
WC Phone Authorization
WC Predesig Cover Letter
WC Predesig Flyer
WC Predesignated DC
WC Procedures
WC-PTP Report
WC - Statement in Compliance with Labor
Code 4906
WC - Compromise and Release
WC - third Party Compromise and
Release
WC - Stipulations with Request for Award
WC - Treating Physician's Report of
Disability Status
WC - Request for Expedited hearing
WC - Employee's Permanent Disability
Questionnaire
We Want a Check
Who Are Your Doctors
X-ray Factor Sheet
X-ray Request

Directory of Patient Forms
Diagnosis Sheet
Exam Case History
Exam Lower Extremity - Graphics
Exam Neurological
Exam Orhtopedic
Exam Orthopedic - Graphics
Exam Re-exam
Exam School
Exam Upper Extrimity - Graphics
Nutrition Test
OSWESTRY
Patient Information Form
Patient Progress Report
Patient Symptom Prog Chart
PI Financial Policy
PI Irrevocable Lien
PI Questionnaire
Post Concussion
Review of Systems
SOAP Form - Long
SOAP Form - Wide
SOAP Note Codes
Treatment Perscription
WC Election of DC
WC Joblist
WC Questionnaire
Work Restrictions

Directory of The Law
CA Section 790 - Unfair Practices -
BOLDED
CoveredEntityFlowchart.pdf (This is an
Acrobat Reader File. You must
have that program)
DIR IMC Low Back problems
DIR IMC Neck Problems
E & M Code Compliance
Fight the IME Review
Guidelines for Work Capacity
HIPAA - ReadinessChkList.pdf (This is an
Acrobat Reader File. You must
have that program)
HIPPA
Labor Code - Section 4550-4558
Labor Code - Section 4600-4614
Labor Code - Section 4600-4614-
BOLDED
Labor Code - Section 4620-4628
Labor Code - Section 4620-4628-
BOLDED
Medical Abbreviations

Mercy Guidelines Summary
Mercy Guidelines
Permanent Disability Rating Factors
PI Long Narrative
PI Short Narrative
Royal Globe Ins_Co_v_Superior Court-
BOLDED
Small Claims Court Basics
State Comp Coding Criteria
Thomas Finding
WC - Rules and Practice Procedure
WC - Rules and Practice Procedure-
BOLDED
WC Codes Chapter 4.5
WC - Court Case Law - BOLDED
WC - Court Case Law Summary -
BOLDED