



Smart Solutions for Health Professionals

Peak Performance

The award winning team at Peak Software believes the provision of top quality support to be an integral part of all their software products. In addition to the comprehensive on-line help system they devised, Peak Software also offer toll free telephone support during regular business hours (9-5 Monday through Friday) should you need it. Their support staff really know the software, and speak to you in plain English. Individual training on all Peak Software products is readily available.

System Requirements

- ✦ Windows 98SE/2000/ME/XP (2000/XP recommended)
- ✦ 100 MHz processor (600 MHz or higher recommended)
- ✦ 64 MB of RAM (128 MB recommended)
- ✦ 100 MB of available hard disk space
- ✦ 256 colour SVGA or better
- ✦ CD ROM drive and suitable backup device (recommended)

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SOFTWARE FOR THE PHYSIOTHERAPY PROFESSIONAL

New revision

The ultimate clinic management software for physiotherapy professionals has a whole new look. Now a powerful 32-bit application, Account 4 IT Physio Office has been redesigned for the latest Microsoft™ operating environment so you can get the most from Windows™ point and click technology.

Physio Office has been completely revised, with a brand new user-friendly interface that makes it easier than ever to manage your busy physiotherapy practice. With Physio Office, you can manage all your administrative tasks within a single application.

Physio Office is the most comprehensive clinic management system available to New Zealand physiotherapists. A full accounting and management information system, Physio Office contains features not available with other packages. Formulate your business goals more efficiently with a range of customisable management reports. Electronically transfer ACC45s and claims with a click of the mouse button. It's that easy!

"The new Physio Office has a much friendlier feel to it. It's more intuitive and has made my clinic administration very much easier." Neroli Amyes, Biokenetik Exercise Centre

Quick and easy

The new design features quick view control panels that allow one-button access to nearly every program feature. Shortcut menus, softkeys and a range of new buttons make navigation even easier, while the tabbed layout allows quick access to broad groups of related information.

New look screens

New screens throughout the system look good and are easy to navigate. For example, the new look Assistant screens allow you to view each Therapist's daily schedule in one window. Double-click to see more appointment information or to edit any details.

Wizards do the work for you

Wizards act as your personal guide to a variety of functions throughout the system, helping you speed up your work by assembling much of the information for you.



Assistant*Time management
& organisation*

With Physio Office Assistant you can not only view/make appointments and To-Do reminders, but you can automatically receive reminders from other parts of the system. You'll be automatically notified when Employee Contracts are about to expire from the Payroll feature, or when patient follow-ups are due from the Health Provider feature. Use the Assistant as the gateway to all your business operations. The Physio Office Assistant will help you to work smarter.

**Cashbook***Comprehensive cash
management*

Physio Office Cashbook provides a solid foundation from which to manage all your financial needs. The Cashbook provides you with accurate, up-to-date financial records so you can easily manage cash flow and make informed business decisions. It will allow you to enter payments, receipts and bank transfers, set budgets and make comparisons with actual expenditure. Use the Bank Reconciliation function to reconcile any number of bank accounts by simply matching your computer bank statements with those from your bank account. Save time and accountancy fees by exporting a complete set of business accounts directly to your accountant.

Debtors*Full control of debts
and credits*

With Physio Office Debtors can quickly identify your key debtors and how much each one owes. Comprehensive reporting will enable you to have greater control over your debtors by highlighting outstanding amounts and debtors who have exceeded their credit limit. You can enquire on debtor information, send prompt statements, produce debtor lists or print sales and financial reports – all of which will help improve your cash flow and profitability.

**Health
Provider***Clinical aspects
of your practice*

Physio Office Health Provider takes care of all your clinical management tasks. Claims and ACC45s can be sent electronically, eliminating delays and paperwork. Health Provider avoids costly mistakes through accurate automatic checking of ACC and accounting rules as you work. It reduces practice overheads by providing a quick and easy method of information collection, and allows you to 'paint' patient symptoms on anatomical diagrams. Health Provider makes detailed reports on practice performance, patient details and outstanding claims as well as producing a range of statistical information – all with a click of the mouse button!

**Names and
Addresses**

This feature provides a global store for all the names, addresses, phone numbers, contacts etc. that your practice uses. Update it once and Physio Office instantly applies the change throughout the system. Perform complex mail merges simply, produce name lists and mailing labels with ease.

Payroll

Physio Office Payroll collects performance-based pay details and automates manual time sheet entry. It will allow you to quickly process pays, producing all contractor, employee, share holder and IRD information for you. Payroll calculates this information automatically, so you never have to touch a PAYE table again.

**Receipt/Bank
Summary**

This feature centralises the collection of payment details for the complete Physio Office package, allowing the quick printing of receipts when payments are received. You can also save time by printing banking deposit summaries instead of writing all cheque details on the backs of bank deposit slips.

Tax (GST)

The Physio Office Tax feature automatically administers the GST aspects of all your financial transactions. Tax is calculated as you go. Completed GST 101 Tax Returns can be produced at any time with a click of the mouse. No mess, no hassle!