



WUTCHIETT TUMBLIN AND ASSOCIATES

3200 Riverside Drive, Columbus, OH 43221-1725
Phone: 614/486-9700 Fax: 614/486-9779 Email: wta@wellmp.com

Better Management is Better MedicineSM

Employee Management Tools for a Well-Managed PracticeSM

	<u>Cost</u>	<u>Qty.</u>	<u>Amt.</u>
E1. Hiring Protocol, Recruitment Tools, Qualities to Seek, Screening Questions for Selected Qualities, Interview Procedures and Tools – Develop a strategy for finding topnotch team members with long-term potential. Package includes eleven tools. Please circle: Companion Animal Equine	\$170 (each)	___	_____
E2. Training Programs, Evaluation Form, and Self-Development Plan – Educate and retain career-oriented individuals with long-term potential. Includes programs for Receptionists, Technicians, and Veterinary Assistants. Please circle: Companion Animal Equine	\$125 (each)	___	_____
E3. Business Management Position Descriptions – Develop a business management team that enables your practice to run smoothly in your absence. Includes descriptions for Hospital Administrator, Business Administrator, IT Manager, Facilities Manager, Financial Manager, Financial Department Staff, and Compliance Manager. Please circle: Companion Animal Equine	\$190 (each)	___	_____
E4. Practice Management Position Descriptions – Develop a management team that enables your practice to run smoothly in your absence. Includes descriptions for Hospital Administrator, Practice Manager, Client Care Coordinator, and Patient Care Coordinator. Please circle: Companion Animal Equine	\$ 125 (each)	___	_____
E5. Position Descriptions – Enhance employee performance and job satisfaction with career-oriented descriptions for Receptionists, Technicians, Veterinary Assistants, and Ward Attendants. Please circle: Companion Animal Equine	\$115 (each)	___	_____

Associate Management Tools for a Well-Managed PracticeSM

A1. Associate Employment Agreement Outline – Detailed outline of items to consider for an associate's employment agreement (terms of employment, compensation, benefits, responsibilities, etc.).	\$ 95	___	_____
A2. Associate Hiring Protocol, Interview Procedure and Questions, Telephone Interview Form, Position Description, Working Interview Assessment, and Talents and Competencies – Use these eight tools to assist in your search for finding topnotch associates with long-term potential.	\$170	___	_____
A3. Associate Orientation and Education Guide, Evaluation Form, and Self-Development Plan – Educate and retain career-oriented associates with long-term potential.	\$ 95	___	_____

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Practice Management Tools for a Well-Managed PracticeSM

	<u>Cost</u>	<u>Qty.</u>	<u>Amt.</u>
P1. Fee Analysis Companion Animal – Use the four pricing strategies most commonly employed in Well-Managed Practices SM – competitive, value-based, cost-based, and variable to restructure fees and direct clients' perception of value back to the doctors' time and knowledge services. Current Medical/Physical Exam Fee: \$ _____	\$160	___	___
P2. Management StatementTM on CD – Convert your Income Statement to a Management Statement TM and diagnose the health of your practice using this Excel 2003 Workbook. For practices with fewer than 11 veterinarians For practices with 11 to 20 veterinarians	\$160 (ea) \$190 (ea)	___ ___	___ ___
Please circle: Companion Animal Equine			
P3. Potential New Client Caller Log and Summary – Track prospective clients who call your practice and determine your scheduling rate, effectiveness of advertising, and effectiveness of your receptionists. Please circle: Companion Animal Equine	\$ 95 (each)	___	___
P4. Service AnalysisTM on CD – Evaluate the consistency of care between doctors and the Consistency of charging for patient care using this Excel 2003 Workbook. Manual worksheets are also provided. Please circle: Companion Animal Equine	\$125 (each)	___	___
P5. Case and Treatment PlanTM on CD – Evaluate the frequency and amount of missed charges using this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$ 95 (each)	___	___
P6. Compliance Audit WorksheetTM on CD – Evaluate the impact on the revenue from improved client compliance using this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$ 95 (each)	___	___
P7. Revenue and Expense WorksheetTM on CD – Determine how profit changes with a variety of "what-if" scenarios using this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$125 (each)	___	___
P8. Management Responsibilities of Practice Owners – Develop effective practice management by establishing responsibilities for each area of practice management. Please circle: Companion Animal Equine	\$ 95 (each)	___	___

For any items purchased on CD, include a one-time fee of \$7 for materials and postage.

If you are an Ohio resident, include 6.75% sales tax.

ORDER TOTAL

\$ _____

Please indicate method of payment: _____ Check enclosed _____ Bill my credit card

If paying by credit card: Type MC _____ VISA _____ Discover _____ Diners Club _____

CC Number _____ Expiration Date _____

Signature _____

Name _____ Practice Name _____

Address _____ City _____

State/Province _____ Zip/Postal Code _____

Phone _____ Fax _____ Practice Type _____

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