

Financial
Management Suite

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THE FUTURE
OF COMMUNITY
HEALTHCARE

Financial
Management Suite



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The Thrive Financial Management Suite is a group of fully integrated financial accounting modules which provide the timely and accurate information necessary to create, implement and monitor strategic business plans.

The fully integrated Financial Management Suite allows the flow of information between the modules as a by-product of day-to-day operations within a single hospital or multiple facilities. Module integration also allows for checks and balances of the shared data as well as inter-application system mechanisms to ensure data integrity and accuracy. While integration provides an environment where data can be shared, modular application design protects sensitive data with maximum security. Each module provides many standard report options designed to address the business needs of community hospitals. Additionally, the Ad Hoc Reporting and ODBC Database Access modules provide powerful data query and custom report generation with advanced data modeling, forecasting, graphing and reporting capabilities through integration with third party products such as Crystal Reports, Microsoft Excel and Access. The financial modules include General Ledger, Fixed Assets, Budgeting, Accounts Payable, Materials Management, Payroll/Personnel, Time and Attendance, Human Resources and Executive Information System.

GENERAL LEDGER

The Thrive General Ledger module combines a flexible chart of accounts with multiple financial formats and several reporting options. As the foundation of the Financial Management Suite, the General Ledger module is integrated with each of the other financial modules to allow financial information to flow into General Ledger as a by-product of day-to-day facility operations, eliminating the need for any re-keying of data. The system can accommodate multiple corporate entities and provides multi-facility consolidated financial reporting options.

FEATURES AND BENEFITS OF THE GENERAL LEDGER MODULE

- Users can add and change the chart of accounts, financial report formats and budget information
- Has online screen displays of the chart of accounts, account detail, account summary and financial reports
- Provides drill down capabilities
- Accommodates up to 999 departments
- Provides Profit and Loss reports by department
- Provides monthly reports immediately at month-end
- Can accommodate multiple corporate entities including consolidated financial statements
- Each transaction has its own date, so reports can be printed at any time - before or after a closing date
- Includes full check reconciliation system
- Requires no downtime for end-of-day or end-of-month processing



The graphing functions of the EIS have been specifically designed for the non-technical user. Graphs are system generated and do not require any previous graphing experience. Drill-down graphing provides graphical displays of data presented in the Administrative Report for visual trend analysis. With point-and-click ease, the interactive graphs allow the user to determine the level of detail desired by drilling-down through multiple levels of data. Selected graphing allows the generation of custom graphical displays of the information presented in the Administrative Report allowing for user-defined review and trend analysis. Selected Graphing is user-friendly with tabbed access to Revenue, Receipts, Census, and Insurance data graphing and features point-and-click selection of the desired elements. Whether generated via the drill-down or selected graphing functions, the system generated graph is available to add impact in custom reports and the data that comprises the graph may be accessed through integration with Microsoft Access for further data manipulation, modeling, graphing, or reporting.

ADDITIONAL FEATURES OF THE EXECUTIVE INFORMATION SYSTEM

Statistical Indicators

The Statistical Indicator module allows for the automatic creation of user-defined statistics generated from system activity. Selected via table maintained statistics masters, data from the Accounts Receivable, Census, General Ledger, and Payroll applications may be utilized to generate custom statistics. The information generated by the Statistical Indicators provides a basis for measuring hospital operations that can be applied to financial reports generated in the General Ledger application.

Cash Flow Analysis Report

The Cash Flow Analysis Report is a system generated report that automatically brings together system information to provide an overview of operations specific to the hospital's cash flow. The report summarizes insurance processing information as well as receipts to produce a picture of efficiency with which the Accounts Receivable is producing cash flow. The Cash Flow Analysis provides an estimation of the hospital's Accounts Receivable days and, by including previous period information, provides a historical perspective and allows trend analysis of cash flow activities. .

Physician and DRG Profitability Reports

The DRG Profit & Loss/Cost Analysis reports utilize system information for a specified date range to determine financial performance for each DRG reported during the specified period. Information can be summarized based upon financial class, physician, or patient type. The DRG reports provide hospital administrators with powerful tools to evaluate the DRG revenue, cost, reimbursement, and contractual cost for each physician to determine areas of profitability and track the progress of cost containment initiatives. .

Total System Integration

The Executive Information System is totally integrated with the other applications of the Thrive system. Since the system was designed utilizing an integrated model, information flows seamlessly between the EIS and other system applications

The EIS features automated data gathering from the following system applications:

- Accounts Payable
- Registration/ADT
- Insurance Processing
- Accounts Receivable
- General Ledger
- Payroll/Personnel

FEATURES AND BENEFITS OF THE HUMAN RESOURCES MODULE

- Human Resources application is fully integrated with the Payroll/Personnel module
- Employee Tracking featuring:
 - Document/image scanning
 - Editable Microsoft Word documents
 - Access to employee masters maintained in the Payroll application
 - Access to historical employee information
 - Detailed benefit tracking
- Applicant Tracking featuring:
 - Demographic information tracking
 - Comment tracking
 - Referral, job, and preference tracking
 - Hired applicant data passes to Payroll
- Double password and employee sign-on security protects employee/applicant confidentiality
- Integration with the Ad Hoc Report Writer provides custom reporting capabilities

EXECUTIVE INFORMATION SYSTEM

The Thrive Executive Information System is designed to provide hospital executives with a clear and concise overview of the hospital's financial activity. The Thrive system distributes executive information and decision support capabilities throughout the integrated delivery network. Each application features reporting that provides department managers with function-specific, decision-critical information immediately available in real time. Further enhancing decision support, the Ad Hoc Report Writer provides data query and custom report generation capabilities with advanced data modeling, forecasting, graphing, and reporting capabilities provided through seamless integration with Microsoft Access and Excel.

The Executive Information System (EIS) complements the system's distributed reporting by providing hospital executives with a powerful decision support tool. The module automatically extracts, analyzes, and summarizes thousands of daily financial transactions into four primary categories: Revenue, Receipts, Census, and Insurance. With information displayed on-line in detailed and summarized report formats, the benefit of many reports is available in one. The EIS module includes graphing through Selectable and Drill-down Graphing to provide customized system-generated displays for trend analysis and the opportunity to incorporate charts into internal reporting. The application also features user-defined Statistical Indicators that may be incorporated into financial reports and a Cash Flow Analysis report provides for the tracking of Accounts Receivable management. The EIS brings all of this information together in a concise overview of the hospital's financial health.

FEATURES OF THE EXECUTIVE INFORMATION SYSTEM

The EIS provides hospital executives with operational data in both report and graphical formats. Provided in both detailed and summarized formats, the Administrative Report provides overviews of Revenue, Receipt, Census, and Insurance Activity. The interactive on-screen display provides tabbed access to each of the data categories. Revenue, Receipt, and Census data is presented in daily, month-to-date, and year-to-date totals. Revenue and Census data can be reviewed with quick one-click switching between summarized and detailed formats. Revenues are available detailed by patient type and Census statistics by nursing station with on-screen selection via drop-down menu.

- Allows for easy transfer of current or prior year budget data for new budget creation
- Allows user to set up monthly, quarterly, annual, or percentage recurring journal entries

Data Integrity Features

- Double entry method guarantees balancing
- Establishes concise and easily followed audit trails
- Separate journals for purchases, services, payroll, cash disbursements, cash receipts, manual entries and closing entries provide for ease of balancing, reporting and auditing
- Dramatically reduces annual audit expenses
- Automatically updated by transactions from other modules
- Account lookup window allows for the selection of the proper account during transaction entry
- Each transaction has its own date so reports can be printed anytime - before or after a closing date
- Includes a full check reconciliation system

Chart of Accounts

- Flexible enough to handle almost any imaginable chart of accounts
- User can easily add to or change the chart of accounts

- Menu-driven, online screen displays of the chart of accounts, account detail and account summary facilitate ease of use and quicker access to desired data
- Provides for cross-referencing to the previous chart of accounts numbering scheme.

Financial Reports

- Converted to customer specifications
- User can add to or change financials
- Up to 999 different financial reports can be created
- Statistical units of service (Patient Days, Number of Procedures, etc.) can be incorporated into financials to report financial activity based on the statistic
- Format options allow the comparison of actual activity to budgeted forecasts and current year/period to prior year/period with variance columns
- Accommodates up to 999 revenue generating departments for cost center profit and loss analysis and reporting
- Multi-facility consolidated Financial Reporting allows for the creation of custom roll-up financial reports



FIXED ASSETS

The Thrive Fixed Assets module allows the tracking of asset values, calculation of depreciation and automatic update of the General Ledger. The module maintains each asset's location, purchase value, salvage value (if any), General Ledger depreciation accounts and depreciation method. The module tracks depreciation for the period, fiscal year-to-date and total depreciation. Depreciation may be booked monthly or annually using straight line or declining balance depreciation methods.

FEATURES AND BENEFITS OF THE FIXED ASSETS MODULE

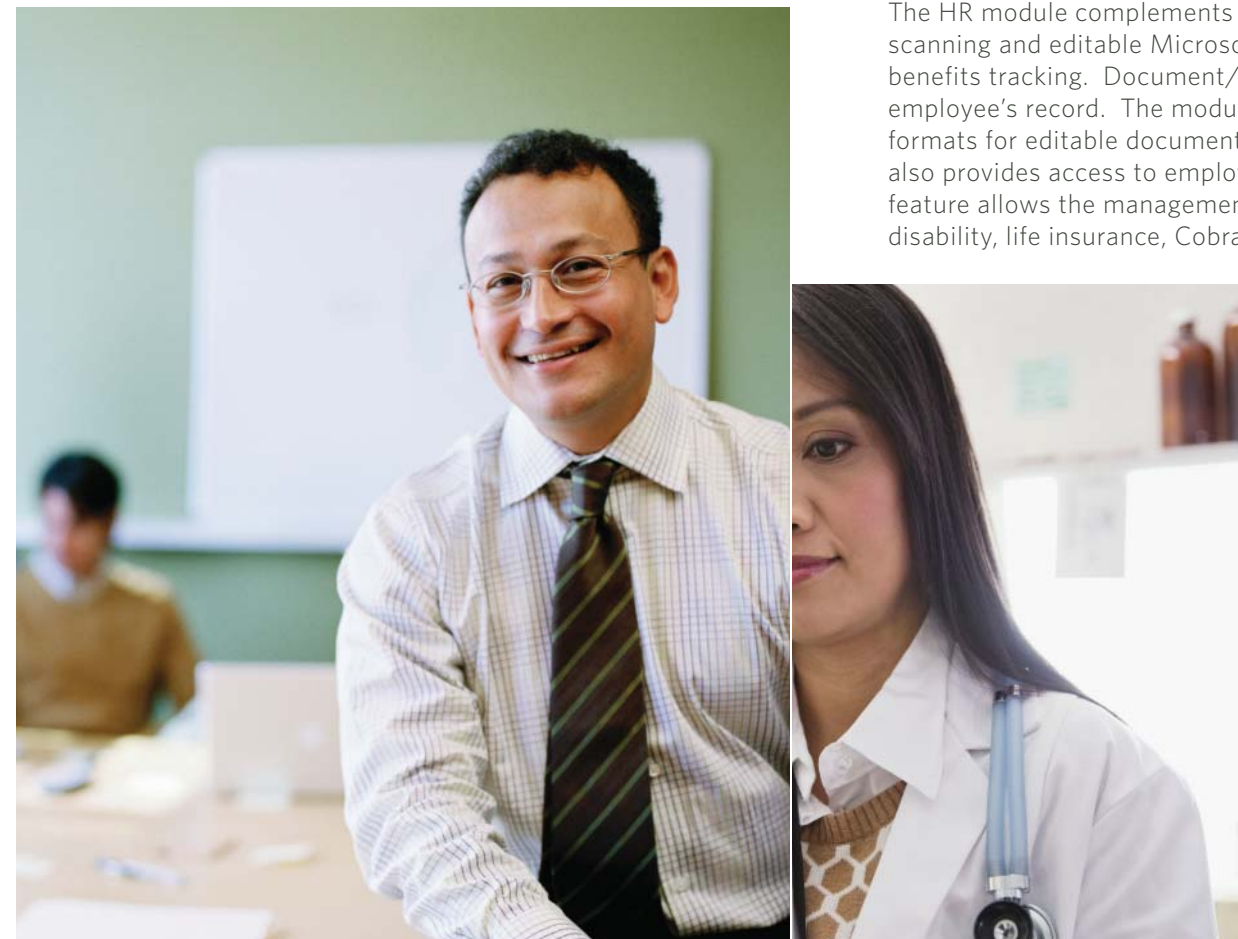
- Provides online screen displays of asset index and detail
- Integrated with the General Ledger module for automatic ledger entries
- Provides an easy location tracking mechanism to eliminate lost assets
- Provides several different methods for asset depreciation
- Assets can be tracked by building, floor and classification
- Integrated with Accounts Payable to allow asset tag creation during invoice entry

BUDGETING

The Thrive Budgeting module facilitates the online budget preparation using historical data captured in the other financial applications of the Thrive system. The module provides flexibility in determining the level of detail throughout the budgeting process. Various methods are available to annualize current year figures and project new budget statistics, revenues, and expenses. Manual entry options allow for fine-tuning, and provisions are made for documenting assumptions by line item to support final budget estimates. The budget notes can be copied to subsequent budget years and edited as necessary to reduce the document time normally incurred with manual budgeting. Payroll budgeting is based on actual hours worked and provides for hour and rate increases by job, globally or individually. The system provides for centralized budgeting or secure distributive budgeting by department depending on the needs of the facility.

FEATURES AND BENEFITS OF THE BUDGETING MODULE

- Full integration with General Ledger and Payroll modules
- Statistical-based budgeting
- Uses automatically generated historical data
- Multiple methods available to annualize data
- Provides linear correlation between numbers



Time Clock Features

- Small, space efficient, touch screen time clocks and laser bar code readers provide a user friendly input device connected directly to the Thrive system
- Time stations also provide for employee communications giving employees the capability to review benefit balances and receive system mail
- Network PCs and Mobile Nursing Care Stations provide workstation-based time clock functions saving employee time while eliminating the need and additional cost of placing time clocks in low traffic areas
- Optional fingerprint recognition provides "bulletproof" authentication, increasing security and ensuring data integrity
- Optional RFID available

HUMAN RESOURCES

The Human Resources (HR) module is fully integrated with the Payroll/Personnel application to provide expanded information management capabilities affecting the processing of both current employee and applicant data.

Employee Tracking

The HR module complements the Payroll application by providing expanded employee tracking through document/image scanning and editable Microsoft Word documents, as well as access to employee master files, historical employee data and benefits tracking. Document/image scanning allows for the inclusion of an unlimited number of documents/images in the employee's record. The module provides the HR manager access to an unlimited number of user-defined Microsoft Word formats for editable documents that may also be included in the employee's electronic personnel record. The module also provides access to employee profiles and historical data maintained in the Payroll application. The benefits tracking feature allows the management of detailed insurance information inclusive of eligibility, dependents, retirement, long term disability, life insurance, Cobra and self-pay information.

Applicant Tracking

The module's applicant tracking feature allows for the electronic tracking of applicant demographic, referral, job and preference information to support the process of gathering applicant data, interviewing and employee hiring. Applicants can be selected by user-desired parameters and the applicant record also features fields that allow the dissemination of information to department heads. As with employee tracking, applicant tracking also provides a document scanning function to allow the electronic inclusion of documents, such as completed applications, driver's licenses, letters of recommendation and professional licenses. Similarly, an unlimited number of user-defined, editable documents may be included in the applicant's record. To further support the hiring process, the module also provides a comment function to track an unlimited number of comments for each individual applicant that may be generated during the interview/hiring process. Upon the hiring of an applicant, integration with the Payroll/Personnel application allows the use of applicant demographics in the creation of new employee masters in Payroll.

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- Tax tables can be updated by the user
- Accommodates Tax Sheltered Annuities and “cafeteria” insurance plans
- Can process employee accounts receivable deductions via payroll including automatic posting of credits to employee accounts
- Current and year-to-date deduction information is shown on the check stub
- Electronic direct deposit of payroll is available to one or multiple employee accounts
- Provides immediate access to payroll reports and automatically posts to General Ledger
- Electronic submission of W-2s
- Customized employee data screens
- Allows for percentage-based pay increases by individual department or by all departments
- Multiple password entry requirement for access provides maximum security for confidential data
- Provides administrative summary reports for quick reference to the type and amount of hours compensated by departments for specified pay periods
- Optional Secure Signature module allows the creation of checks complete with authorized signatures

TIME AND ATTENDANCE

The Thrive Time and Attendance module dramatically reduces the clerical effort of payroll processing by providing an automated solution to manual time entry. The module is designed to improve the capture of pay period transactions and present the information in a clear and concise format. By providing department employee time activity on a daily basis, the Time and Attendance module empowers individual managers in the control of payroll activity and expenses. The module provides management with tools to eliminate payroll errors and reduce employee frustration.

FEATURES AND BENEFITS OF THE TIME AND ATTENDANCE MODULE

- Functions efficiently with the Thrive Payroll module to provide seamless processing and ease of use
- Acts as a link between the time clock functions and payroll processing, significantly reducing the time required for payroll preparation
- All employee hours, including overtime and benefit hours, are subject to management review and approval prior to paying
- An online time edit screen allows centralized or departmental time maintenance
- Provides control of pay for employees who float between cost centers to ensure proper allocation of hours and costs
- Produces concise, legible time reports to facilitate easier management review
- Pay errors can be caught and corrected prior to the end of the pay period reducing both clerical and employee frustration
- Provides recap hours to actual pay by type and cost center
- Aids in standardizing pay policy
- The system produces bar coded employee labels for badges
- Integrated with Payroll to calculate retroactive pay amounts



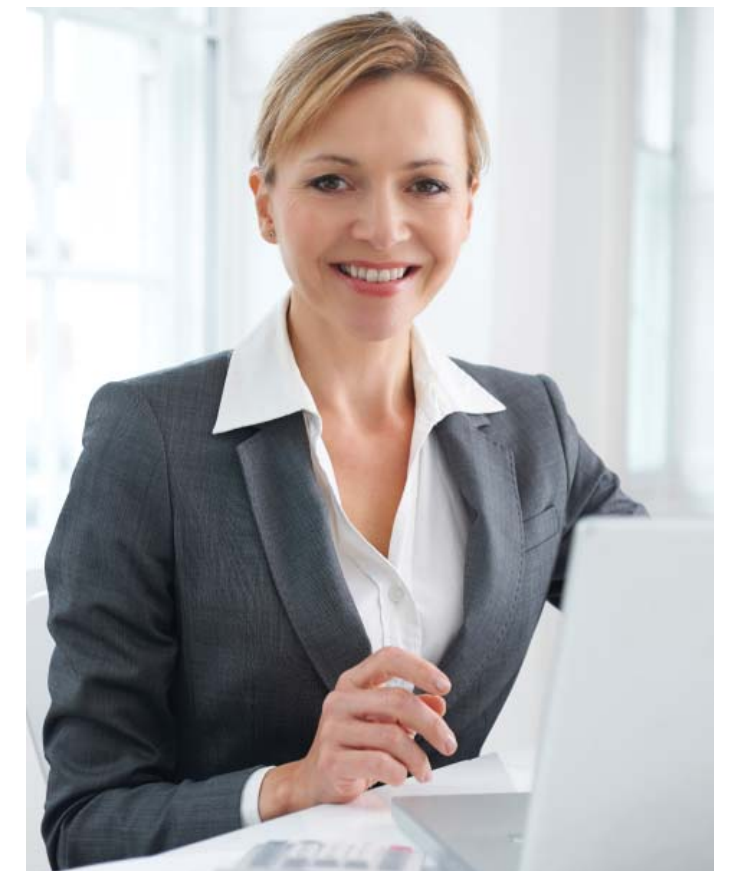
- Allows linear projection with related numbers
- Salary detail online by department worked
- Salary hour and rate increase projections can be done globally or specifically
- Online notes to support budget numbers
- Supports central or distributive budgeting process
- Budget status tracked by department and general ledger number
- User-defined department budgeting security
- Multiple screen displays for department profit and losses
- Updates General Ledger directly when budget is finalized

ACCOUNTS PAYABLE

The Thrive Accounts Payable module provides the tools necessary for the effective management of purchasing transactions for an unlimited number of supply and service vendors. The invoice entry function updates individual vendor accounts and provides the option of distributing invoice expenses across multiple General Ledger accounts. Full integration with the General Ledger module allows the lookup and verification of General Ledger accounts during invoice entry, automatic update of the General Ledger Purchases Journal, and use of the General Ledger balancing safeguards. Integration with the Materials Management module provides the ability to create invoices from purchase orders, as well as a paperless invoice to purchase order reconciliation system. The invoice payment function automatically handles cash discounts and offers flexibility in printing checks. Check writing can be requested by due date, invoice or vendor code. Finalizing printed checks automatically updates vendor accounts and creates General Ledger Cash Disbursement Journal entries.

FEATURES AND BENEFITS OF THE ACCOUNTS PAYABLE MODULE

- Provides online screen displays of vendor alphabetical index, vendor account detail and list of invoices by vendor
- Automatically posts to General Ledger as a by-product of Accounts Payable operations
- Allows option for automatic or manual assignment of vendor numbers
- Invoice entry checks for duplicate invoices
- Automatically stores 1099 information
- Provides monthly reports immediately



- Ability to set up recurring invoices
- Establishes easily followed audit trails
- Payment of invoices may be managed as cash dictates
- Ability to make partial payments on invoices with thorough audit trail
- Integrated with the Accounts Receivable module to allow for simple processing of patient refunds
- Handwritten checks are easily recorded
- Checks may be directly expensed to a General Ledger account without an invoice
- Automatically checks for duplicate check numbers
- Date driven transaction processing means that invoices may be entered for the current month without having closed the prior month's General Ledger
- Integrated with the Materials Management application for purchase order reconciliation
- Integrated with the Fixed Assets module to allow the setup of new assets during invoice entry
- Integrated with the Document Scanning module to allow the capture of vendor specific documents
- Optional Electronic Direct Deposit is available
- Optional Secure Signature module allows the creation of checks complete with authorized signatures

MATERIALS MANAGEMENT

The Thrive Materials Management module provides the tools necessary to effectively track and control the flow of materials into and throughout the hospital. The module improves productivity by reducing the paperwork and manual effort involved in the performance of materials functions. The system performs a variety of functions to assist in improving the management of Central Supply, Storeroom and Pharmacy operations. Inventory control, purchasing, stock requisitions and patient charging are all handled with equal ease and efficiency. Integration with the Accounts Payable module allows the creation of invoices from the purchasing functions and provides an efficient tool for balancing invoices to purchase orders and receiving reports.

FEATURES AND BENEFITS OF THE MATERIALS MANAGEMENT MODULE

- Uniform pricing achieves central control of pricing versus cost
- Incorporates a weighted average cost inventory system
- Produces usage by month/year for multiple departments
- Online tracking of the flow of all stock items through multiple departments
- Online screen displays of item stocks at all locations
- Automatic creation of accrual entries for received, but not invoiced items
- Provides the ability for mass manipulation of item pricing
- Allows for multiple size units of items, such as cases, boxes and each
- Ability to house contractual information and items associated with contracts
- Incorporates bar coding, bar code readers and hand-held PCs into supply operations
- Retains latest cost along with average cost information
- Improves the accuracy and control of patient charging

- Automatically posts to the General Ledger during month end processes
- Provides for multiple expense accounts by department
- Integrated with Accounts Payable for invoice to purchase order reconciliation and use of a single vendor master
- Online display of invoice and purchase order discrepancies with the ability to drill down to purchase orders
- Requisitions can be set up with user-defined spending limits based on employee
- Provides ordering departments the ability to review statuses of submitted requisition orders
- When accessing purchase orders, any corresponding notes are displayed
- Ability to requisition items electronically using department defined restock sheets
- Has the capability to store, track, and distribute requisitioned back order quantities
- Automatic assignment of buyers and creation of purchase orders for non-stock supplies
- Production of delivery tickets at the time of receiving
- Integrated with the Auto Fax application to allow automatic faxing of purchase orders to vendors
- Optional Electronic Purchase Order interface available

PAYROLL/PERSONNEL

The Thrive Payroll/Personnel module provides for the efficient entry of employee hours, calculation of wages and deductions, production of payroll checks and tracking of benefit hours. Processed payroll data is available for administrative reporting needs and to fulfill federal and state statutory requirements. The module can handle the payroll needs of an unlimited number of employees, both salaried and hourly, with an unlimited number of deduction types. It was designed with consideration of the multiple shift needs of the hospital environment and has the capability to calculate shift differentials as well as job/responsibility based differentials. The system offers the flexibility of allocating employee time and wage expense to as many cost centers as necessary during time entry. Deductions, once established, are calculated automatically and can be adjusted prior to check finalization. Deductions for special needs such as insurance plans, retirement plans, advances and garnishments are easily processed. Full integration with the General Ledger module allows the use of processed and verified payroll data to automatically update the Payroll Journal in the General Ledger and the General Ledger balancing mechanisms to ensure data validity and accuracy. Integration with the Time and Attendance module eliminates manual time entry and keying errors.

FEATURES AND BENEFITS OF THE PAYROLL/PERSONNEL MODULE

- Provides online screen displays of employee alphabetical index, pay and deduction detail, year-to-date employee summary and pay period data
- Employee pay period detail is maintained online for a minimum of 13 months
- Maintains professional license numbers, expiration dates, evaluation dates, physical examination dates and EEOC codes for each employee
- Weekly, bi-weekly, semi-monthly and monthly payrolls can be processed
- Allows for deductions with limits and more than 50 different pay types using pay codes
- Use of pay codes allows the reporting of Sick, Vacation, On Call and Overtime by Shift, etc.
- Multiple shift situations and virtually any type of pay can be accommodated
- Position Control subsystem allows for budgeting and reporting of hours by position, by shift within departments