

## Get tasks done, while you sleep!

TimeSavers free up you, your staff, and your network resources!

**Synopsis:** TimeSavers allow you to group together one or more tasks and run them as a batch. Use the Windows Task Scheduler to perform your TimeSaver while you are out of the office, day or night and on a regular schedule.

### Features and benefits

- Save time and network bandwidth by scheduling tasks after hours.
- Save money by ensuring that key tasks such as rebilling are performed on a regular, automated basis.
- Keep your patient data secure: TimeSavers automatically log into MDsuite so you don't have to keep the program running.
- Run any report under the Reports menu including custom queries.
- Run any task under the Billing menu; Electronic Billing, CMS 1500's and Patient Statements.
- Perform a Send/Receive in the EDI Manager.

### FAQ's

**Q: How do TimeSavers Work?**

A: An easy to use interface allows you to select the tasks you want performed. You then save the set of tasks and give it a name. This is a TimeSaver. You can run the TimeSaver right then or schedule it to be performed later.

**Q: Can I schedule a TimeSaver as a recurring task?**

A: Yes. TimeSavers are scheduled using the Windows Task Scheduler – so all capabilities of the Windows Scheduler are available to you.

**Q: Can I schedule more than one TimeSaver to run overnight?**

A: Yes.

**Q: Can TimeSavers do more than just run reports?**

A: Yes. You can create TimeSaver tasks to perform billing functions and even click the Send/Receive button in the EDI Manager.

### Sample TimeSavers

**End of Day:**

Print Day Sheet  
Print Deposit Slip  
Print Next Day's Appointment Report  
Print Next Day's Superbills  
Print CMS 1500's  
Print Eligibility Worksheet  
Send and Receive EDI Transactions

**End of Week:**

Print Charges for week  
Print Payments for week  
Print Weekly Collections Reports  
Print Missing Charges Report  
Print Patient Statements

**End of Month:**

Print Monthly Journal  
Print Monthly Collections Report  
Print A/R Reports  
Print Payment Reports  
Print Unapplied Credits Report  
Run selected Custom Query Reports (CQRs)



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