

# Statements Made Easy!

You Upload and Approve — We Print and Mail

Get Started in  
30 Minutes



**Save Time & Money**

**Eliminate** printing, folding, stuffing, sealing, metering, mailing, and troubleshooting.  
**Obtain** professional designs, quality processing, advanced features, and online Controls.

## Healthcare Design Generates Payments

**Service Messages**  
Customize up to 3 lines

**Change Checkbox**  
Prompt to receive changed information

**Multiple Messages**  
Print 1 prominently displayed and up to 5 additional messages

**Detail Section**  
Select/customize up to 9 columns

**Account Summary**  
Select/customize up to 5 sub boxes

**Aging**  
Select/customize up to 5 sub boxes

Health USA  
125 MAIN STREET  
STE 118  
SERVICE CITY MA 99999  
Return Service Requested

For Billing Inquiries Call:  
(999)999-9999  
Visit OurWebSiteURL.com

SALLY SMITH  
16 ELM STREET  
SERVICE CITY MA 99999

Please complete payment information

Account	Statement Date	Acct. Balance	Payment Due
HC1-BL	2/11/20xx	x.00	x.00

Credit Card  
 Select Card  
 Visa  Mastercard  Discover  AMEX

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Signature \_\_\_\_\_ 3rd Digit Sec. Code \_\_\_\_\_

Check No. \_\_\_\_\_ Amount Paid \_\_\_\_\_

Make checks payable to:  
Health USA  
125 MAIN STREET  
STE 118  
SERVICE CITY MA 99999

Check if your billing information has changed. Provide update(s) above or on reverse side. Please detach and return top portion with payment.

Schedule your next appointment at OurWebSiteURL.com. It's fast, easy, and convenient.

Messages

- The "Messages" bar and section only prints when messages are provided by biller.
- Up to 5 messages can be printed here.
- Individual statement messages can be modified during online eApproval.
- Dunning messages can be added for past due accounts.
- Example Message - Payments received after the 25th of the month may not be reflected on this bill.

Statement Detail		Statement Date 2/11/20xx			Account HC1-BL	
Date	Name	Description	Optional	Charges	Receipts	Balance
1/04/20xx	Sally Smith	Office Estb Detailed Hx-Exam/Modera		x.00	x.00	x.00
1/04/20xx	Sally Smith	Urinalysis		x.00	x.00	x.00
1/04/20xx	Sally Smith	Hematocrit		x.00	x.00	x.00
1/04/20xx	Sally Smith	Office Estb Min/None Hx-Exam/St-Fud		x.00	x.00	x.00
1/04/20xx	Sally Smith	Office Estb Min/None Hx-Exam/St-Fud		x.00	x.00	x.00
1/04/20xx	Sally Smith	Office Estb Focused Hx-Exam/St-Fud		x.00	x.00	x.00
1/04/20xx	Sally Smith	Office Estb Comprh Hx-Exam / High		x.00	x.00	x.00
1/04/20xx	Sally Smith	Urinalysis		x.00	x.00	x.00
1/04/20xx	Sally Smith	Hematocrit		x.00	x.00	x.00
1/04/20xx	Sally Smith	Counseling - 25 Minutes		x.00	x.00	x.00
1/04/20xx	Sally Smith	Hospital Discharge		x.00	x.00	x.00

Account Summary	Previous Balance	New Charges	Payments & Credits	Adjustments	Estimated Insurance	Account Balance	Payment Due
	x.00	x.00	x.00	x.00	x.00	x.00	x.00

Aging	Current	31-60 Days	61-90 Days	91-120 Days	120+ Days
	x.00	x.00	x.00	x.00	x.00

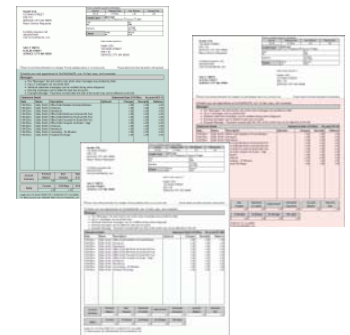
Health USA 125 MAIN STREET STE 118 SERVICE CITY MA 99999  
For Billing Inquiries Call: (999)999-9999 Visit OurWebSiteURL.com

**Payment Summary**  
-Select/customize up to 4 boxes  
-Select credit cards to display  
-Capture 3-4 digit Security Code

**Processing Bar Codes**  
Ensure 100% delivery accuracy

**Perforation**  
Perforated paper for easy separation

**Paper Color Options**  
White (standard), Blue, Green, or Red



**Payment Due Boxes**  
Select/customize up to 2 boxes

Actual template designs vary by billing software.

## Advanced Control Features\*

### Online Document Management Tools

**eApprove** - REVIEW, APPROVE or REJECT uploaded files, Delete Single Documents and Modify Messages.  
**eView** - VIEW and PRINT 12 months of mailed documents.

### Management Reports

Complete file Disposition and mailing Details.

### Address Change Service

With NCOALink, we update changed addresses for correct mailing and provide you with a changed address report. (Optional service.)

\*see reverse side for details

**Outgoing Envelope (No. 10)**  
Double window, address, and barcode save time & money



**Payment Return Coupon**  
Speeds accurate payment posting



**Return Envelope (No. 9)**  
Your name, address, and barcode show for timely/accurate delivery



# You're In Control With...

## eApprove & eView

- Review each uploaded file.
- Approve or Reject each file.
- Add or Modify Messages.
- View 12 months of statements online.

**eApprove Files – Your Action is Required**

Use the Required Action buttons below to control your documents and mailings.

Button descriptions:

- **Review** – check document quality, delete unwanted documents, and modify document messages.
- **Approve** – authorize files to be printed and mailed by the next business day.
- **Reject** – cancel files from printing and mailing...no cost is incurred.

File No.	Uploaded Date	File Name	Documents	Required Actions
116579	8/24/2009 7:25:55 PM	Greenway-Col.bt	1	Review [OK] Approve [OK] Reject [OK]
116577	8/24/2009 7:25:55 PM	Greenway-G.bt	1	Review [OK] Approve [OK] Reject [OK]
116578	8/24/2009 7:25:55 PM	Greenway-BK.bt	1	Review [OK] Approve [OK] Reject [OK]
116573	8/24/2009 7:20:00 PM	Greenway-EL.bt	1	Review [OK] Approve [OK] Reject [OK]



## Address Changes

- We update changed addresses for correct first-time mailing and provide you with a changed address report to update your billing records.
- Optional service provided through USPS NCOALink (fee).

**NCOA Address Update Report**

Billor Name: Demo - No Prints  
 Biller ID: BL100100  
 File Number: 10208  
 File Name: HC1-BK.M  
 Uploaded: 10/13/2007 01:29 PM ET

Summary  
 Total Changed Addresses = 5  
 Total New Addresses = 5

Detail (data may take a minute to load)

Account Number	Old Address	New Address	Move Date	Move Type
550000	Sally Smith XXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXX	Sally Smith XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXX	2007/09	Individual
550001	Sam Smith XXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXX	Sam Smith XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXX	2007/09	Individual
110000	Jack Johnson XXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXX	Jack Johnson XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXX	2007/09	Individual
K55000	Karen Smith XXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXX	Karen Smith XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXX	2007/09	Individual
J19000	John Young XXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXX	John Young XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXX	2007/09	Individual

## Management Reports

- Disposition Report provides status for each file.
- Detail Report provides patient level detail for each file.

**Disposition Report**

Back to Current Reports  
Print Report

File Details	Documents	Uploaded	Approved	Rejected	Mailed	Mailbox Details
116579 Test Greenway-Col.tx	1	8/24/2009 07:25PM ET				0
116577 Test Greenway-G.bt	1	8/24/2009 07:25PM ET				0
116578 Test Greenway-BK.bt	1	8/24/2009 07:25PM ET				0
116576 Test Greenway-Col.tx	1	8/24/2009 07:22PM ET				0

**File Detail Report**

Biller Name: z - Test (VT Statement Samples)  
 Biller ID: 100527  
 File Number: 116579  
 File Name: Greenway-Col.bt  
 Uploaded: 08/24/2009 07:25 PM ET

Summary  
 Total Documents Uploaded = 1  
 Total Documents Deleted = 0  
 Total Documents Approved = 1  
 Total Payments Due from Approved Documents = \$0.00  
 Total Documents Mailed =

Detail (data may take a minute to load)

Name	Account	Payment Due	Deleted by User	Mailed
SALLY SMITH	QW CR	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>

## Customization

- Return and Remittance Addresses.
- Payment Summary Box.
- Print Color.
- Messaging.
- Account Summary & Aging.



## Contact Your BillFlash Reseller, or

Visit: [BillFlash.com](http://BillFlash.com)  
 Email: [Sales@BillFlash.com](mailto:Sales@BillFlash.com)  
 Call: 435-940-9123 option 1 for BillFlash Sales

View Demo at <http://BillFlash.com>

