



WUTCHIETT TUMBLIN AND ASSOCIATES

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 Phone: 614/486-9700 Fax: 614/486-9779 Email: wta@wellmp.com

Better Management is Better Medicine®

Staff and Associate Development Tools in a WellIMP® on CD		<u>Cost</u>	<u>Qty.</u>	<u>Amt.</u>
E1.	Practice Manager Hiring Protocol, Interview Procedure, Qualities of Stellar Managers, Screening and Interview Questions – Successfully hire a stellar Practice Manager with long-term potential. Six tools are included.	\$167	___	___
E2.	Hiring Protocol, Recruitment Tools, Qualities of Stellar Receptionists, Screening & Interview Questions for Selected Qualities, Interview Procedure – Develop a strategy for finding topnotch team members with long-term potential. Package includes eleven tools. Please circle: Companion Animal Equine	\$187 (each)	___	___
E3.	Mentorship 101, Identifying Leaders, Build a Leadership Program and Training Programs – Identify leadership traits; mentor and develop your next generation of leaders. Package includes eleven tools with training programs for receptionists, technicians and veterinary assistants. Please circle: Companion Animal Equine	\$167 (each)	___	___
E4.	Conducting Performance Evaluations, Tips for Great Evaluations, Performance Evaluation Form and Self-Development Plan – Help employees realize their potential. Provide crucial feedback and develop goal-oriented employees.	\$ 69	___	___
E5.	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	\$187 (each)	___	___
E6.	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	\$ 120 (each)	___	___
E7.	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	\$120 (each)	___	___
E8.	Staff Development Package – Includes Items E1-E7, plus a pay scale planning tool (15% savings)	\$865	___	___
A1.	Associate Employment Agreement Outline – Detailed outline of items to consider for an associate's employment agreement (terms of employment, compensation, benefits, responsibilities, etc.).	\$ 75	___	___
A2.	Associate Hiring Protocol, Interview Procedure and Questions, Telephone Interview Form, Position Description, Working Interview Assessment, and Talents and Competencies – Package includes eight tools to assist in your search for finding topnotch associates with long-term potential.	\$187	___	___
A3.	Associate Orientation and Education Guide, Conducting Performance Evaluations, Tips for Great Evaluations, Evaluation Form, and Self-Development Plan – Educate and retain career-oriented associates with long-term potential.	\$ 89	___	___
A4.	Associate Development Package – Includes items A1-A3, plus a Summary of the Steps for Transitioning an Associate into Management and Ownership. (15% savings)	\$300	___	___

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Practice Management and Strategic Planning Tools in a WellIMP® on CD		<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® – 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: \$ _____	\$167	___	___
P2.	Management Statement™ – 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 Please circle: Companion Animal Equine	\$167 (ea) \$197 (ea)	___ ___	___ ___
P3.	Potential New Client Caller Log and Summary™ – Track prospective client callers and determine your scheduling rate, effectiveness of advertising, and effectiveness of your receptionists with this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$167 (each)	___	___
P4.	Service Analysis™ – Evaluate the consistency of care between doctors and the consistency of charging for patient care using this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$167 (each)	___	___
P5.	Case and Treatment Plan Review™ – Evaluate the frequency & amount of missed charges using this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$ 79 (each)	___	___
P6.	Compliance Audit Worksheet™ – Calculate patient compliance rates and evaluate the impact on revenue from improved compliance using this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$ 79 (each)	___	___
P7.	Revenue and Expense Worksheet™ – Quickly determine the impact on profitability from implementing changes using “what-if” scenarios selected by you with this Excel 2003 Workbook. Please circle: Companion Animal Equine	\$ 89 (each)	___	___
P8.	Financial Management Package – Includes items P2 , P5, and P7 (15% savings)	\$285/\$315	___	___
P9.	Consistency and Compliance Package – Includes items P4, P5, and P6 (15% savings)	\$275	___	___
S1.	Management Responsibilities of Practice Owners – Develop effective practice management by establishing responsibilities for each area of practice management. Includes worksheet to calculate management compensation. Please circle: Companion Animal Equine	\$ 99 (each)	___	___
S2.	Plan for Financial Independence™ – Use this Excel 2003 Workbook to plan for your financial security. Project future living expenses and determine the value of your required, current and future investment base to cover your expenses.	\$197	___	___

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

ORDER TOTAL \$ _____

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

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