



# topsOrtho Valuation Data Kit for Bentson Clark & Copple, LLC

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## Finding the valuation numbers in topsOrtho

### Financial—

#### Yearly doctor hours worked

- \* Please view your Time Clock for this information.

#### Yearly doctor days worked

- \* From the 'Reports' menu in topsOrtho select 'Practice Monitor'.
- \* Open an individual Practice Monitor for each month of the year.
- \* Total the amount listed in the field 'Patient Days'.

# Sched. Appointments	64
# Failed Appointments	2
# Sched. Emergencies	0
# Unsched. Emergencies	0
# New Patient Exams	0
# Patient Days	5

#### Annual practice production Annual collections, net

- \* From the 'Reports' menu in topsOrtho select 'Production/Collections'.
- \* Select 'By Office'.
- \* Provide a date range and click 'Run Report'.

A total of the Production and Collections for the office for that date range will appear and the bottom of the report.

Production and Collections by Doctor					
1 May 2008 – 31 May 2008					
Date	Production	Fees	Collections	[+] Contract Adj	[-] Contract Ad
▼ Dr. Eugenio Martins	990.00	15,875.54	2,222.00	507.00	
▶ Main	475.00	7,076.14	2,000.00	507.00	
▶ Satellite	515.00	8,799.40	222.00		
<b>Total</b>	<b>990.00</b>	<b>15,875.54</b>	<b>2,222.00</b>	<b>507.00</b>	

#### Contracts receivables (C/R)

- \* From the 'Reports' menu in topsOrtho Select 'Active/New Contracts'
- \* Provide the desired date range and click 'Run Report'.
- \* Collapse the open tables two items to view the dollar amount of New Contracts for that date range.

Existing Active/New Contracts				
1 Jan 2007 – 31 Dec 2007				
Patient	Account	Activated	Amount	
128 Existing Active Con...			501,321.41	
▶ 191 New Contracts			663,314.03	
<b>319 Total</b>			<b>1,164,635.44</b>	



**Accounts receivable, gross**  
**Accounts receivable > 60 days**

- \* From the topsOrtho 'Reports' menu select 'Accounts Receivable'.
- \* Select 'All Orthodontists' and 'All Offices'.
- \* Provide the desired date and click 'Run Report'. The topsOrtho A/R report gives a snapshot of any given moment in time. If you wish to see the A/R for a particular year; choose the last day of that chosen year.

Accounts Receivable			
All Orthodontists, All Offices, 05/17/07			
<b>Accounts Receivable</b>	<b>480364.94</b>		
Expected Insurance	175352.83	Total Past Due	16305.94
Future Due	293719.35	0-30	10070.58
Prepaid	(5013.18)	30-60	1582.25
		60-90	42.21
		90+	4610.90

**Operational—**

**New Patient Exams**

- \* From the Reports menu select the 'Appointments by Month Summary' Report.
- \* Enter the date you wish to view.
- \* A listing of each type of appointment will appear with totals for a 12-month period and a break down of totals per month in that reporting period.

Appointment Types by Month Summary												
06/07 - 05/08												
Appointment Type	12 Mo. Total	06/07	07/07	08/07	09/07	10/07	11/07	12/07	01/08	02/08	03	
Adjustment	23	0	0	0	0	0	0	1	0	0		
Records	8	1	0	0	0	0	0	0	0	0		
Full Banding	4	0	0	1	0	0	0	0	0	0		
Consultation	4	0	0	0	0	0	0	0	0	0		
Repo Brackets	3	0	0	0	0	0	1	0	1	0		
Band Lower	2	0	0	0	0	0	0	0	0	0		
New Patient Exam	2	0	0	0	0	0	0	0	0	0		
Separators	1	0	0	0	0	0	0	0	0	0		
Band 7s	1	0	0	0	0	1	0	0	0	0		
Band Uppers	1	0	0	0	0	0	0	0	0	0		
Deband 2	1	0	0	0	0	0	0	0	0	0		
Deband 3	1	0	0	0	0	0	0	0	0	0		
Quad Impression	1	0	0	0	0	0	0	0	0	0		
<b>Total</b>	<b>52</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	



The following statistics can be found using the topsOrtho Practice Monitor, found under the 'Reports' menu.

Practice Monitor					
May 2008					
All Offices					
All Doctors					
# Accounts with Balance	372	% Case Acceptance	0.00%	\$ Prev Accts Rec	592,485.95
# Accounts Overpaid +	10	% Accept 3 Mon Avg	0.00%	\$ Production +	990.00
# Accounts Total =	382	# New Starts	0	\$ Collections -	222.00
# Delinquent Accounts	267	# Case Finishes	0	\$ [+] Contract Adj +	507.00
% Del Accts/Accts w Bal	71.77%	# Starts/Finishes	0	\$ [-] Contract Adj -	0
				\$ [+] Adjustments +	0
				\$ [-] Adjustments -	20.00
# Active Adults	1097	# Active Cases	877	\$ Accounts Rec =	593,740.95
# Active Children	808	# Adult Full Tx Cases	0/116	% Collection/Production	22.42%
# Extended Tx	446	# Child Full Tx Cases	0/109	% Accts Rec/Production	59973.84%
# Past Due Recalls	373	# Child Phase II Cases	0/0		
# Recall Patients	2	# Child Phase I Cases	0/1	\$ Accounts Rec	593,740.95
# Active Pts - No Appt or No Recall	1452	# Invisalign Cases	0/0	\$ Expected Ins	189,467.22
		# Limited Cases	0/29	\$ Future Due	190,804.45
# Referrals-In	0	# SureSmile Cases	0/1	\$ Pre-Paid	(3,932.00)
# Dentist Referrals-In	0	# Surgical Cases	0/1	\$ Current & Past Due	217,401.28
% Dentist Referrals-In	0.00%	# TMD Cases	0/0	\$ 0 - 30	19,970.90
% Dent Refer-In 3Mon	0.00%			\$ 30 - 60	22,293.72
		# Contracts	234	\$ 60 - 90	22,882.40
# Sched. Appointments	64	Avg Adult Fee-Full Tx	0	\$ 90+	152,254.26
# Failed Appointments	2	Avg Child Fee-Full Tx	0	\$ Charges	15,875.54
# Sched. Emergencies	0	Avg Child Fee-Phase II	0	\$ Charges 6 Mon Avg	30,266.02
# Unsched. Emergencies	0	Avg Child Fee-Phase I	0	\$ Collections	222.00
# New Patient Exams	0	Avg Invisalign Fee	0	% Collection/Charges	1.40%
# Patient Days	5	Avg Limited Tx Fee	0	% CurAccRec/Charges	3739.97%
		Avg SureSmile Tx Fee	0		
		Avg Surgical Tx Fee	0		
		Avg TMD Tx Fee	0		

\* Case Starts—PM # New Starts

\* Total Case Completions/Debands—PM # Case Finishes

View December Practice Monitor for each year desired, For these Practice Monitor fields the first number is the number of each added that month. The second number is the total up at that moment.

\* Active Patients Phase I or Limited Tx—PM # Child Phase I Cases

\* Active Phase II—PM # Child Phase II Cases

\* Active Comprehensive—PM #Child Full Tx Cases and #Adult Full Tx Cases

\* Total Active Patients—PM Total # Active Adults and # Active Children

\* Av.g. number of patients seen per day—PM Total patient days divided by total # patients



- \* **% Adult patients in active treatment**—PM # Active Adults plus # Active Children divided by # Active Adults
- \* **Percent dentist referrals**—PM # Referrals-In divided by # Dentist Referrals
- \* **Percent patient referrals**—PM # Referrals-In minus # Dentist Referrals divided by total of # Referrals plus # Dentist Referrals
- \* **Percent other referrals**—PM 100% minus % Dentist Referrals-In
- \* **Average comprehensive treatment fee-Adolescent**—PM Avg. Child Fee-Full Tx
- \* **Average comprehensive treatment fee-Adult**—PM Avg. Adult Fee-Full Tx
- \* **Average Phase I Fee**—PM Avg. Child Fee-Phase I
- \* **Average Phase II Fee**—PM Avg. Child Fee-Phase II

**The following statistics can be found using the topsOrtho List menu and selecting the ‘Patients’ option.**

- \* **Active Patients Paid in Full**—LIST Custom Search/Any Tx Status/Active Patients/Change one column to show Future Due. Sort header to put list Future Due in order from least to greatest.

The screenshot shows the 'Patient List' window with the following search filters:

- Office: All Offices
- Orthodontist: All Orthodontists
- Tx Status: Any Tx Status (checked)
- Minors/Adults: Any Age
- Tx Type: Any Tx Type
- Extended Treatment
- Birthday: Any Month
- Active/Inactive: Active Only (checked)

Chart ID	Patient	Birthday	Future Due	Address
272	Elizabeth Blank	June 30 19-10	A: 0 B: 0	443 Centennial Drive Atlanta, GA 30313
610	Ross Osborn	June 30 19-10	A: 0 B: 0	2305 Lilac Lane Atlanta, GA 30310
1411	Jeffrey Vanhouten	June 30 33-10	A: 0 B: 0	1675 Dieter Atlanta, GA 30306
26	Lynn Besky	July 01 24-10	A: 0 B: 0	2835 Merrill Street Atlanta, GA 30313
500	Sean Hengesteg	July 01 17-10	A: 0 B: 0	523 Wildwood Avenue Atlanta, GA 30310
585	Aubrey Meidlinger	July 01 28-10	A: 0 B: 0	15505 Zodiac Street Atlanta, GA 30325

- \* **Patients on recall status**—Verify Growth and Development recall or recall patients; G&D or retention recall-LIST/PATIENTS//TX STATUS: GROWTH AND DEVELOPMENT/ALL PATIENTS/ THE LIST WILL GIVE A TOTAL.
- \* **Patients in retention**—LIST/PATIENTS/TX STATUS/RETENTION/ALL PATIENTS.THE LSIT WILL GIVE A TOTAL