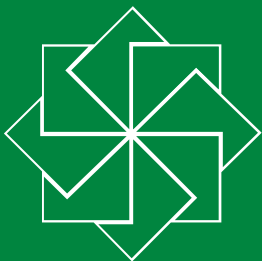


# Full Line Catalog

*Continuing to offer you more!*



GNF

888.320.7630

[www.gfnw.com](http://www.gfnw.com)

# Full Color Printing Capabilities

Let GNF® assist you in communicating with your customers and marketing your business. Our marketing specialists work with you to design and print:

- Brochures
- Newsletters
- Business Cards/Stationery
- Booklets
- Direct Mail Pieces
- Reminder Cards
- Presentation Folders
- Announcement Cards
- Logo Design
- And More!

## Booklets



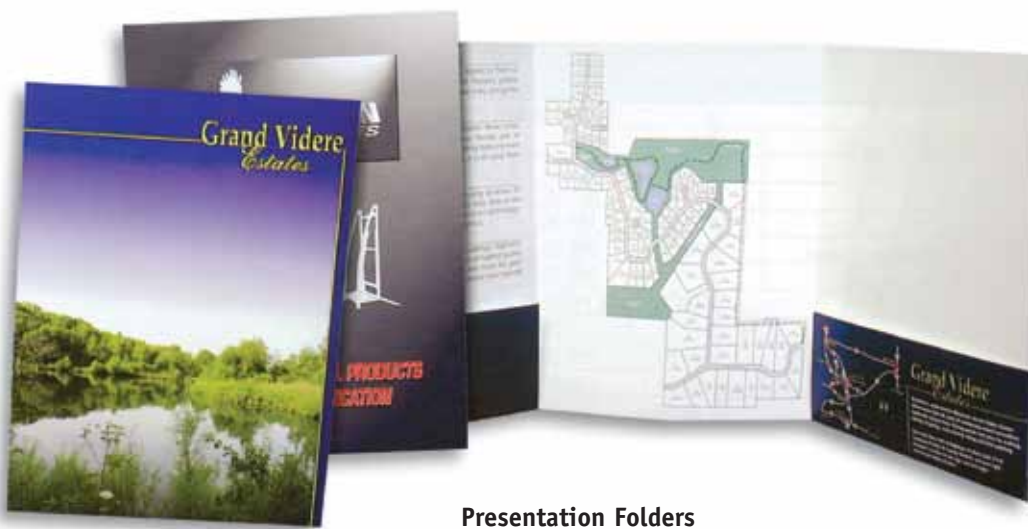
Large format printing up to a 28" x 40" sheet!

## Postcards



Direct Mail

## Presentation Folders





Stationery



Brochures



Promotional Calendars



Seasonal/Recall Cards



Stuffers and Inserts

# Mail Services



**When you let GNF® do it all, you save time and money, and get the results you expect.**

- **Make the Process Easy**  
Concepts. Design. Mailing lists. Printing. Collating. Stuffing. Mailing. Delivery. We take care of it all for you.
- **Expert Mailing**  
Our mailing experts ensure you meet all postal regulations for complete confidence and maximum postal discounts.
- **Increase Your Return on Investment**  
Eye-catching designs, thoughtful messages, interesting offers and targeted mailing lists maximize your marketing dollars by drawing stronger response rates.



888.320.7630

## Use GNF® Mail Services to:

- Announce new business changes
- Introduce new products or services
- Promote special offers
- Extend invitations to open houses
- Share moving/new office notifications
- Announce new policies

## Reach the Right People. Achieve Remarkable Results.

Let us supply you with general or specialized mailing lists that target your current and future clients by identifying demographics such as:

- income level
- geography
- presence of children
- age



### *Are you tracking the results of your mailing campaign?*

Make sure you have a plan in place to track the results of your investment in all of your direct mail projects. GNF® can provide you with tracking sheets to monitor your success.

Ask your account executive about our post-it note envelopes and mailed-on magnet postcards. Unique products that produce results!

# Statement/Invoice Processing



## Why Choose Statement/Invoice Processing?

### If you print them in your office:

- **Save Money**  
It's surprisingly cost-effective to outsource your patient or customer statements/invoices.
- **Get Paid Quickly**  
Statements are mailed in 24-48 hours, which means payments return to you faster.
- **Save Time**  
Simply upload your billing data from your computer. We take care of the rest.
- **Save Labor**  
No more printing, folding, inserting, stamping or mailing statements.
- **Save Postage**  
Save up to 15% on postage alone!

## If you already outsource:

- **Custom Look**

Our process allows you to modify where data prints. Your statements and invoices are the #1 viewed item coming from your business, make it stand-out by using colors and logos.

- **Improve Communications**

Add inserts explaining important business information, specials or other important announcements.

**Have credit card payment information on the front.**

**Add color to your statements so critical information is more apparent.**

**Print only the columns the customers need.**

**Easy to understand expected payment amount.**

**Type a custom message to individual clients. Let them know if they are past due, or just say "Thank You!"**

**Show off your logo as a phantom.**

**Makes sure your name is on the stub that the customer keeps for their records.**

Account Number	Account Name	Statement Date	Pay This Amount

Date	Description of Service	Charges	Adjust	Balance

MESSAGE:

Please Pay This Amount

Page 1 of 1

# Use the Back of the Statement/Invoice for Communication

- Capture important changes in customer information
- Provide answers to frequently asked questions
- Explain the statement to avoid confusion or unnecessary calls
- List office locations
- Provide your financial policy
- Promote new products or services

**PLEASE COMPLETE IF THERE ARE ERRORS OR CHANGES IN ADDRESS OR INSURANCE INFORMATION**

Responsible Person's Name: \_\_\_\_\_ Home Phone Number: ( ) \_\_\_\_\_ Work Phone Number: ( ) \_\_\_\_\_ e-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MARITAL STATUS:  SINGLE  MARRIED  SEPARATED  DIVORCED  WIDOWED

Subscriber Birth Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Subscriber Identification Number: \_\_\_\_\_ Group/Plan Number: \_\_\_\_\_

Primary Insurance Coverage: Policy Holder (Subscriber) Name: \_\_\_\_\_ Insurance Company Name: \_\_\_\_\_ Insurance Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Insurance Phone Number: ( ) \_\_\_\_\_ Plan Name: \_\_\_\_\_ Relationship of Patient to Subscriber:  SELF  SPOUSE  CHILD  OTHER

Secondary Insurance Coverage: Policy Holder (Subscriber) Name: \_\_\_\_\_ Insurance Company Name: \_\_\_\_\_ Insurance Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Insurance Phone Number: ( ) \_\_\_\_\_ Plan Name: \_\_\_\_\_ Relationship of Patient to Subscriber:  SELF  SPOUSE  CHILD  OTHER

**PLEASE UPDATE ANY INFORMATION THAT HAS CHANGED SINCE YOUR LAST STATEMENT**

**ABOUT YOU**

YOUR NAME (Last, First, Middle Initial): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MARITAL STATUS:  Single  Married  Separated  Divorced  Widowed

EMPLOYER'S NAME: \_\_\_\_\_ EMPLOYER'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**INSURANCE INFORMATION**

PRIMARY INSURANCE COMPANY NAME: \_\_\_\_\_

INSURANCE COMPANY'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

POLICY HOLDER NAME: \_\_\_\_\_ HOLDER'S DOB: \_\_\_\_\_ RELATIONSHIP TO INSURED: \_\_\_\_\_

INSURED'S ID NUMBER: \_\_\_\_\_ GROUP PLAN NUMBER: \_\_\_\_\_

SECONDARY INSURANCE COMPANY NAME: \_\_\_\_\_

INSURANCE COMPANY'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

INSURED'S ID NUMBER: \_\_\_\_\_ GROUP PLAN NUMBER: \_\_\_\_\_

**New Online Services**

By logging onto [www.columbusgynecology.com](http://www.columbusgynecology.com) or [www.columbusadultmedicine.com](http://www.columbusadultmedicine.com) and registering as a patient you can now:

- \* Request an appointment
- \* Request prescription renewals
- \* Ask a nurse a question
- \* Ask a biller a question
- \* Pay your bill online
- \* Fill out patient registration forms or update

Date Statement Printed: \_\_\_\_\_

If multiple patients, please write the name of the patient you want the payment applied to.

Date of visit or payment: \_\_\_\_\_

INDIANA SPI GROUP  
14571227979

Please Mail Check Payment to:  
INDIANA SPI GROUP  
PO BOX 375  
GRAND JUNCTION, CO 81502  
PHONE: 970.241.4100  
FAX: 970.241.4101  
WWW.INDIANASPIGROUP.COM

Amount Due: \$1,234.56  
Amount Paid: \$500.00  
Amount Due: \$734.56

**PLEASE UPDATE ANY INFORMATION THAT HAS CHANGED SINCE YOUR LAST STATEMENT**

**ABOUT YOU**

YOUR NAME (Last, First, Middle Initial): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MARITAL STATUS:  Single  Married  Separated  Divorced  Widowed

EMPLOYER'S NAME: \_\_\_\_\_ EMPLOYER'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**INSURANCE INFORMATION**

PRIMARY INSURANCE COMPANY NAME: \_\_\_\_\_

INSURANCE COMPANY'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

POLICY HOLDER NAME: \_\_\_\_\_ HOLDER'S DOB: \_\_\_\_\_ RELATIONSHIP TO INSURED: \_\_\_\_\_

INSURED'S ID NUMBER: \_\_\_\_\_ GROUP PLAN NUMBER: \_\_\_\_\_

SECONDARY INSURANCE COMPANY NAME: \_\_\_\_\_

INSURANCE COMPANY'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

INSURED'S ID NUMBER: \_\_\_\_\_ GROUP PLAN NUMBER: \_\_\_\_\_

### How Much Do I Really Owe?

You are responsible for the amount listed in the box PLEASE PAY THIS AMT. As every insurance plan is different, if you disagree with how your insurance paid on your account, please contact them prior to contacting our office.

### Co-Pay:

A dollar amount contracted between you and your insurance carrier, due at time of service.

### Co-Insurance:

A percentage of the insurance benefits that you are responsible for.

### Deductible:

A yearly dollar amount that you are responsible for based on the type of coverage you have selected with your insurance company.

### Adjustment:

A contractual agreement that has been made between our Doctors and your insurance company.

**FOR QUESTIONS OR CONCERNS REGARDING YOUR DEDUCTIBLE, COPAY, CO-INSURANCE OR NON COVERED INSURANCE, PLEASE CALL YOUR INSURANCE COMPANY AT THE NUMBER LISTED ON YOUR INSURANCE CARD.**

due balances. Your account will to pay \$60 prior to checking in. day payment. Failure to show \$50 charge to your account.

**DOS** Not eligible on date of service  
**IR** Patient responsibility  
**EX** Contact your insurance company for possible pre-existing information

if Procedures  
selling  
exams  
substance abuse counseling  
D insertions  
Clinic  
M





# Lifetime Patient/Customer Relations are Built on Great Communication

## Use Statement/Invoice Stuffers To:

- Promote Your Website
- Market New Services
- Announce a New Provider or Location
- Promote Seasonal Offerings
- Send Invitations
- Survey Patients/Customers
- Communicate Insurance Updates



## Benefits:

- Improves Communication with Patients/Customers
- Lowers Mailing Costs
- Increases Revenue

# Use GNF<sup>®</sup> services to design, print and mail recalls, past dues and final notices

## Recall Cards

Communicate with your patients to remind them of scheduled appointments, or just that it's time to come back for a visit. **GNF<sup>®</sup> can design, print and mail your recall cards**, saving you time and money.



## Benefits:

- Encourages Appointments
- Less Cancellations
- Reinforces Quality Care

## Past Dues/Final Notices:

GNF<sup>®</sup> works with you to implement a “past due and final notice” strategy. Together, we can develop a series of **customized** past due and final notice letters that complement your invoice/statement and bring in payments more quickly.



Print Custom Messages

Contact your account executive to learn more about communicating with statements, inserts, recall cards and past due letters.



# Short and Long Run Continuous/Laser Forms

We are experts in printing quality continuous forms. We are equipped to provide custom continuous forms economically in large and small quantities that come with excellent delivery schedules:

- 14", 17", and 22" presses
- Encounter form, superbill, admit form specialists
- Affordable runs as small as 1,000 pieces
- Personalized designs and graphics
- Wide selection of paper and ink colors
- No charge for numbering
- Special telescopic cartons your customers will love



## Easy To Use Snap-sets

Along with being easy to use, snap-set forms make for documents that are easier to read — minimizing illegible writing.

- 14", 17" and 22" presses BUT will trim to any size
- Select the snap-set versions you need
- Provide immediate receipts and other forms
- Wide selection of paper and ink colors
- Standard shrink wrap at no charge
- Wrap around books, triad and fly leaf specialists
- No charge for numbering



# Cut Sheet & Padded Forms

Bring us your ideas and watch our talented group of designers create a great-looking, professional document. Whether it's a standard form, generic to your field or a custom project, we can handle it for you. Let us provide cost-savings, consistent quality and crisp images to your specifications.

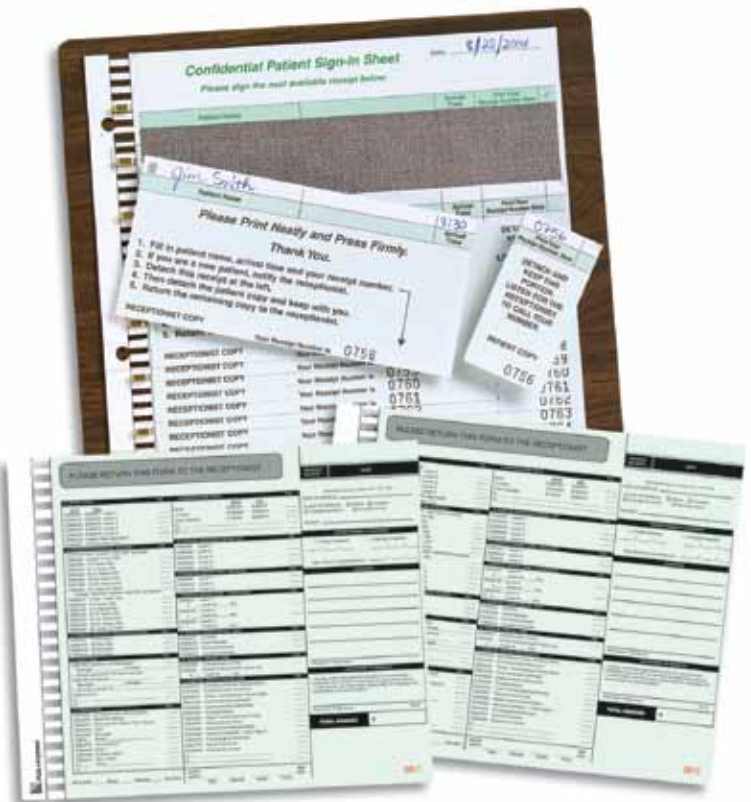
- Infinite choices of size, shape and color
- Flexible press runs as low as 500 pieces
- Choose single or multipart padded forms
- Enhanced graphics capabilities for a more professional look at no extra cost



# Pegboard System

Our Pegboard System brings together professional quality and convenient documents with a complete line of Pegboard holders to organize your office.

- Medical, dental and other applications
- Six different punch styles
- Wide component selection
- On-demand shipping and premier customer service
- Large number of stock forms



# Chart Dividers/Tabs

**We offer the best in color chart dividers**

because we customize them to fit your exact requirements.

- Original and fileback dividers
- Numerous custom tab configurations and colors
- Affordable, short press runs with quick turnaround
- Imprinted to your specifications

Just give us a sample and we'll match it exactly, print it quickly and deliver it conveniently.



**Fileback dividers allow you to add and remove documents without disturbing the rest of the files.**



**Copy print is also available on the face of your chart dividers.**

## Tab Colors

MY-106 Clear
MY-115 Gray
MY-125 Light Gray
MY-205 Red
MY-225 Warm Red
MY-305 Yellow
MY-315 Light Yellow
MY-405 Dark Blue
MY-415 Light Blue
MY-425 Blue
MY-505 Orange
MY-525 Coral
MY-515 Light Amber
MY-605 Dark Green
MY-615 Light Green
MY-625 Medium Green
MY-645 Writable (clear)
MY-705 Pink
MY-805 Purple
MY-915 Brown

## Neon Tab Colors

MY-410 Vibrant Yellow
MY-418 Jungle Green
MY-420 Raging Green
MY-430 Electric Blue
MY-440 Shocking Violet
MY-450 Hot Pink
MY-455 Burning Red
MY-460 Fire Red
MY-470 Flame Orange
MY-480 Sun Yellow

# Envelopes That Fit Your Office Needs

Whatever you are mailing, we have the envelope that fits your needs. We create colorful, stylish and professional looking custom imprinted envelopes that communicate your image and convey success.

- Regular or convenient Touch-and-Seal flaps
- Coordinated color stocks
- A huge stock of predesigned envelopes

Statement/payment envelopes have return envelopes preinserted to save you time and help speed payment!



# Continuous and Laser Checks

For the ultimate in convenience, efficiency, and security, you will truly appreciate this offering: laser checks; 8 1/2 x 11 checks with vouchers or 3-up.

- Marble or Void pantograph
- Personalized information per office specifications
- 24 lb. MICR Bond
- Guaranteed software compatibility
- Security features
  - True paper machine watermark
  - Security screen backer resists copier/scanner counterfeiting
  - Features listed on warning bands and backprint
  - Visible fibers
  - Microprint lines and borders
  - Chemical reactivity protection
  - Padlock icon
- Marble available in blue, green, or burgundy pantograph
- Void available in blue or green pantograph
- Check 21 compatible



# Premium Quality Stationery

We can design coordinated letterhead, envelopes and business cards for you. When you combine quality paper stocks with your ink color and design, you communicate that you are a professional.

- Trained graphic designers to design just the look you want
- Fast turnaround on orders
- Raised or flat printing
- Foil and embossing capabilities

Our matching letterhead, envelopes and business cards tell your customers you mean business!



## Need a New Logo?

Let our design team enhance your image today by creating three different looks at one low price (examples shown).



Giving your business a recognizable brand sends a powerful message to customers.

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