

Gaining a Clear Picture

We have all heard the saying, "A picture is worth a 1,000 words." When was the last time you took a 'picture' of your office? Assessing your current situation is the first step in your journey toward personal and professional prosperity. Gaining a clear picture confirms what you may already suspect and illuminates issues that you are unaware of. This is a powerful starting point.



Time is Money

Many business owners do not have the time or desire to regularly assess the strengths and weaknesses of their office. Instead, they focus on putting out fires. This leaves little time to handle the ongoing issues such as improper billing and collecting that can, in the long run, do serious financial damage to the business.

The most valuable service we can offer is time. We look forward to taking 'pictures' of your office and offering our insight on how to improve efficiency and cash flow. This initial assessment is the starting point for your Positive Office Solution.

**Do not wait;
the time will never be
'just right.' Start where
you stand, and work with
whatever tools you may
have at your command, and
better tools will be found as
you go along.**

-Napoleon Hill



**Let us be one of the
tools you use to grow
a successful future.**

**Positive
Office
Solutions,
LLC**

**Positive Solutions to
Unlock Success**

119 W. Grand Traverse
Big Rapids, MI 49307

**Phone: (231) 796-3754
Toll Free: (888) 834-1040**

Fax: (231) 796-3430

**Positive Office Solutions, LLC
Phone: (231) 796-3754
Toll Free: (888) 834-1040**

Email: JenniferProctor@BakersManagement.com
Web: www.BakersManagement.com

Assessment is Critical

There are several areas that we focus on in our assessment. They are what we commonly refer to as bottlenecks, which are items or procedures that slow or stop the flow of production and cash in the office. Common bottlenecks are:

1. Cash Flow
2. Employee performance
3. Client/Patient Flow
4. Product Flow

Cash Flow

Cash flow is the blood running through the veins of your office. It allows you to reward positive staff performance, add additional services or equipment, and invest in your future. Positive cash flow alleviates stress. Our goal is to make you financially invincible.

We specialize in accounts receivable analysis, billing and collection policies and procedures, and ways to increase revenues.



Employee Performance

Do you work for your employees, or do your employees work for you? Employees are the foundation on which any business is built. They have the ability to lift a business to the heights of success, or tear it down. They are your mental health team.

Learning how to motivate and empower your staff is essential to obtaining prosperity, freedom from worry, and the ability to choose how you spend your time.

“Be not afraid of growing slowly, be afraid only of standing still.”

-Chinese Proverb

Client/Patient/Product Flow

Do you have standards of procedures in place? Standards of procedures are a blue print for employees to follow. They spell out, in writing, every step of a specific office procedure.

Developing standards of procedures reduces miscommunication and misunderstandings. This in turn, leads to better working relationships within your office.

Stepping into Success

You will receive a customized plan that is tailored to the exact needs of your office. We meet with you to discuss the bottlenecks that you feel are present in your office. Your personal and professional goals are our top priority.

After your assessment, we will present a Positive Office Solutions plan for you to review. Once you are comfortable with the changes we have suggested, we will bring your employees on board.



Implementation is done in a series of steps to avoid overwhelming you, your staff, and your clients/patients. Our focus is on your needs and goals. We will be with you every step of the way during this exciting time of change to assist you and your staff in achieving positive changes in your office.

“Plan for the future, because that is where you are going to spend the rest of your life.”

-Mark Twain