

Clement F. Shearer EDA Micro-Grant Program

Client Application/Information

Business/Organization Name: Northfield Physical Therapy

Type of Business: Out Patient Physical Therapy Clinic

Business Owners: JB Dudley

Contact Person: JB Dudley Title: PT, COMT, CPed, owner

Phone: 507-581-2452 Fax: 507-645-8953

E-mail Address: northfieldphysicaltherapy@msn.com

Yearly Sales: \$ 500K No. of Employees: 11 Average Wages Paid: \$12-60/hour

Employee Benefits Offered: BCBS Health insurance

Have you utilized the Micro-grant Program in the past? No

Amount Requested: \$ 5K What type of assistance is needed?

Business sign for the front of our new space, technology updates - scanners, computers, printers/copiers, new phone system, credit card terminal, conversion of current paper patient files to digital

What is the expected impact of the assistance? How will you evaluate this impact?

Improved patient care services resulting in increased revenue and option for adding additional staff.

Have you contacted the Small Business Development Center or SCORE for these services? No

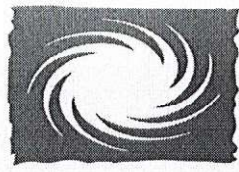
Have you identified a consultant/organization willing and able to provide assistance? No

If Yes, please provide the name and address of the provider and the cost of the assistance.

Client Signature

A handwritten signature in dark ink, appearing to read "JB Dudley".

Date 1/5/15



Northfield PHYSICAL THERAPY

Phone: 507-546-8325

FAX: 507-545-8953

January 5, 2018

Dear members of the Northfield EDA,

I am resubmitting my application for the Clement Shearer micro - grant. Since submitting my last application in September of 2016, our clinic has grown significantly. We have added 2 additional full-time therapists and 1 on call therapist, as well as 2 additional support staff. Our total number of staff is now at 11, including therapists and support staff.

While this growth is exciting, it creates additional financial and technology challenges for the business. I have enclosed a list of estimates for additional building signage, a credit card terminal and technology upgrades - computers, printers/copiers, high-quality scanners, an upgraded phone system and a conversion of our current paper patient files to a digital format.

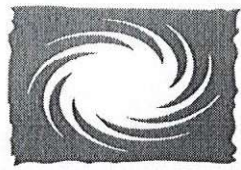
The purpose of improved building signage is that some of our patients have had difficulty locating our business due to poor visibility and a shared entrance to our clinic with our neighboring business. An improved entrance sign will present a much better 1st impression for our patients and alleviate their frustration about trying to find out how to enter our clinic.

We have previously not accepted credit cards for patient payment portions, but we have had complaints over the last several months that we do not offer this service. Money from this grant would be used to purchase a credit card terminal and allow us to process credit, debit and HSA card payments.

During the years of 2016 and 2017, we have already implemented some technology upgrades. We have converted to a computer based online scheduling software system. We have also recently upgraded to an automated reminder call system. These business improvements, combined with the additional technology improvements we are requesting in this grant, will allow our office support staff more time to be focused on activities that will increase Northfield Physical Therapy's revenue. Our support staff has previously been inundated with filing patient documents, searching for patient files through paper filing cabinets, making patient reminder calls and scheduling patients using an inefficient paper system.

The overall effect of our outdated technology systems, has made it difficult for the support staff to keep up with the true revenue generators for this business - addressing overdue patient and third-party payer billing accounts, obtaining/answering insurance company authorizations/appeals for care, and providing our billing company with the information needed in a timely manner to facilitate more rapid claims processing.

Our profit and loss sheets from 2015 shows our gross business income at \$280,000. After implementing the technology improvements in 2016, our revenue increased up to \$328,000. The full effect of the improvements from 2016 was realized in 2017 when our gross revenue climbed to \$530,000. I would fully anticipate that if the EDA grants Northfield Physical Therapy this \$5000 microgrant, we would be able to increase our gross revenue into the \$600-650,000 range for 2018. This increased revenue will allow us to continue to expand our staff by potentially adding an additional therapist and other additional support staff members.



Northfield
PHYSICAL THERAPY

Phone: 507-546-8325

FAX: 507-545-8953

Please note that the business overall net income was negative in the year 2016 because of the expenses incurred from moving from our previous 750 ft.² space in the just food co-op building, to an 1800 ft.² space in the Phoenix building. Part of this net loss was also the result of increased expenses that the business incurred from adding the 2 additional therapists in the last quarter of 2016. We realized the increased profits from adding those 2 additional therapists on the 2017 profit and loss sheet.

Thank you for your consideration of my application for the micro grant.

Sincerely,

JB Dudley



Phone: 507-546-8325

FAX: 507-545-8953

Clement Shearer Microgrant Application

<i>Item requested</i>	<i>Cost</i>
Conversion of current paper patient files to digital by Indigital	\$3265
2 High quality used Scanners from Indigital	\$400
Exterior Storefront sign – Brushwork Custom Crafted signs	\$452
Exterior sign installation – Northfield Construction	\$400
New paper shredder – Amazon	\$111.12 (already purchased – our old one died last week!)
2 new copier/printer/fax combo units from Amazon	\$466.26
Credit Card terminal from Avalon	\$329.00
Digital Manual Muscle Testing System	\$995
Y balance test Kit	\$349.95
Jump and reach vertical test	\$69.95
Long Jump Mat	\$79.99
Wall mounted vertical challenger	\$267.84
Hands free phone headset	\$289.95
New phone system	\$70.19
2 New Laptop Computers	\$559.58
Outpatient Therapy Compliance Program from BCMS Inc.	\$2250
Total Cost	\$10,355.83