



## **STREAMLINES BUSINESS PROCESSES**

- Reduces turnaround time for secondary claims submission through enhanced workflow and imaging
- Sends automated alerts when deadlines are exceeded to speed up posting times for charges and payments
- Makes every patient's insurance, driver's license and remittance advice information accessible from the desktop for immediate, simultaneous, but secure access

## **INCREASES PRODUCTIVITY**

- Automates scheduling and patient registration to reduce manual processes and increase accuracy

## **IMPROVES PATIENT CARE AND SAFETY**

- Provides doctors with instantaneous access to accurate patient data, especially in emergency cases
- Gives documents the ability to monitor the treatment of a patient and compare it with similar cases

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## **Why is DocuClass a good fit for Healthcare?**

The healthcare industry is currently faced with the challenge of meeting government security and privacy compliance regulations (HIPAA) and providing superior customer-patient service while still remaining profitable. This increasingly demanding situation is forcing healthcare organizations to look for open, scalable and flexible document management solutions that enable them to lower operating costs, improve security, obtain real-time access to eligibility, enrollment and claim status information, and increase efficiency by managing records according to enforced standards.

## **IMPROVES HIPAA COMPLIANCE**

- Ensures the integrity and confidentiality of personal patient information
- Establishes and enforces P&P (policies and procedures) that control and limit the disclosure of protected information (PHI)

## **REDUCES COST**

- Saves money on paper and storage space
- Reduces the time and costs associated with important administrative functions
- Avoids costly fines or penalties for non-compliance with HIPAA regulations

"DocuClass was the number one improvement in our business systems last year."

— Mary Ann Papst, CFO, Association of Specialty Physicians, Beaver, PA



"DocuClass helped us to become more efficient in our record keeping and daily operations. We are extremely pleased with the ease of use and the support we receive."  
— Mary Ann Papst, CFO, Association of Specialty Physicians, Beaver, PA



Consolidates all employee information and paperwork

## CUSTOMER SERVICE

Improves patient and employee satisfaction  
Gives patient service employees immediate access to EOBs to resolve patient questions why the patient is on the phone

## Applying DocuClass in the Healthcare Environment

### BILLING

Streamlines the billing process and revenue cycle  
Decreases the time it normally takes to perform manual exception processes (such as managing denials and secondary billing) with business process management tools provided by workflow technology

### PATIENT INFORMATION

Creates electronic patient folders and enters all demographic and insurance information that is customarily gathered from a patient face sheet  
Scans documents such as insurance cards, driver license and consent forms and include them in the patient's electronic folder instantly  
Captures every addition to patients' medical records and adds them to their existing file

### MEDICAL RECORDS

Minimizes the creation of patient records and eliminates the duplication of charts by scanning medical records

Uses workflows to flag incomplete charts before they get to the coding stage, as well as provides a level of productivity reporting not typically possible with manual processes

### ACCOUNTS PAYABLE

Enables Accounts Payable departments to capture, access and manage all purchase-related documents (POs, vendor invoices, etc.).  
Makes invoices and supporting documents immediately available  
Routes vendor invoices through the approval process, significantly reducing the invoice processing time  
Helps manage exceptions and alleviate bottlenecks

### HUMAN RESOURCES

Streamlines the hiring process by automatically capturing and routing applicant information (i.e. resumes, references, clearances, etc.) through the review process  
Provides fast, accurate multi-user search and retrieval  
Streamlines the employee evaluation process by providing instant access to certifications, position changes, etc.

