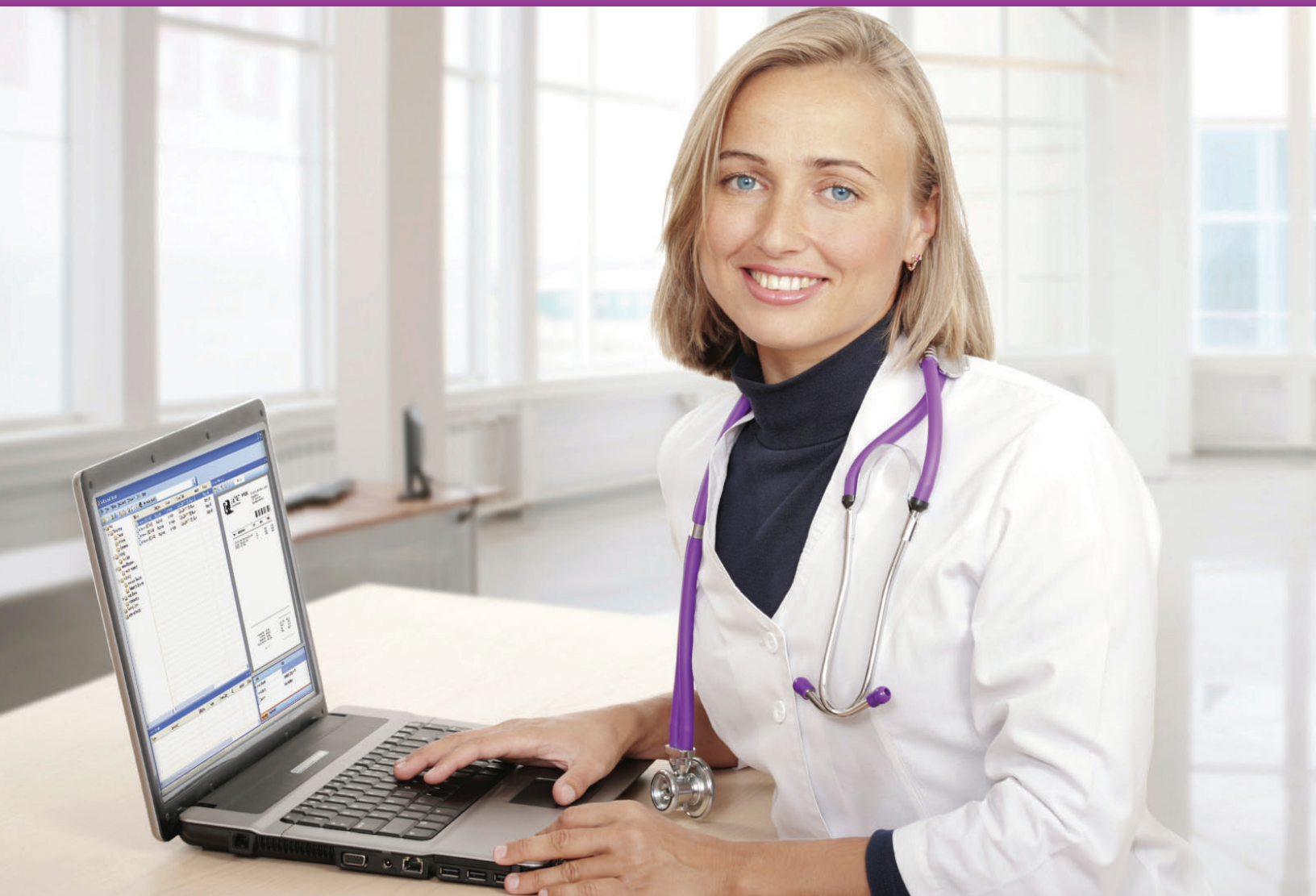




KONICA MINOLTA

# HealthFlow



## HealthFlow<sup>®</sup>

Solutions for Healthcare



Electronic Forms & Records Creation  
Electronic Document Processing and Workflow  
Records and Document Management & Archiving

*Paperwork Reduction and Elimination*

# HealthFlow®

**Significantly improves document processing efficiencies and substantially reduces operating costs.**

HealthFlow is software for the reduction and elimination of paperwork utilizing electronic workflow within the healthcare facility. HealthFlow is comprised of DocForm, DocSystem, and DocRecord.

Complete Healthcare Solution for e-Forms, Workflow, and Archiving

- > e-Forms design, collaboration, approval and deployment
- > e-Forms and e-Documents digital library management
- > e-Signatures for electronic documents
- > Workflow, processing, and routing
- > Management tracking and reporting
- > Electronic document management and archiving

## HealthFlow®

HealthFlow substantially reduces costs and improves efficiencies by eliminating paper use and dependency in three key areas of the healthcare facility: forms, manual workflow processes, and the storage and archiving of completed forms, documents and other records. HealthFlow converts these three paper-based processes into electronic processes. HealthFlow accomplishes this through its three-product suite: DocForm, DocSystem, and DocRecord.

## Benefits

- > Eliminate paper forms and documents
- > Eliminate ordering and inventorying costs of paper forms
- > Substantially reduce operating costs
- > Improve processing efficiencies
- > Reduce labor costs
- > Eliminate completed forms and records on-site and off-site storage/archiving
- > Instant electronic access to completed forms and records
- > Easy and quick to deploy / easy to train

## Utilize Electronic Forms & Documents | Eliminate Paper Forms

*Converting your paper forms to electronic forms (e-Forms) is the first step to substantially reducing your costs and greatly improving your facility's operating efficiencies. You can create a near-endless range of e-Forms and e-Documents dynamically, on-the-fly, and on demand.*

Paper forms require time consuming ordering, expensive inventorying, and inefficient retrieval and departmental distribution. Most importantly, paper forms require the inefficient manual addition of data and subsequent processing.

### e-Forms & e-Documents

e-Forms and other electronic documents are instantly accessible to your staff and eliminate the problems, costs and inefficiencies of paper forms. Many organizations already have PDFs of their paper forms and these can be used by HealthFlow as a substitution for paper forms. If the facility does not have PDFs then these can be easily created from the paper forms.

### Design & Collaboration

Creating new e-Forms is easy with HealthFlow's DocForm. DocForm allows a forms administrator to invite others to the forms creation process and provides an electronic environment for the iterative creation of these e-Forms.

### e-Forms Library

Once a new e-Form has been created it is stored in the e-Forms library and can easily be accessed from either the network or the Internet and then deployed to the electronic document workflow process. e-Forms can be made available to select departments or individuals based upon need, security, and authentication.

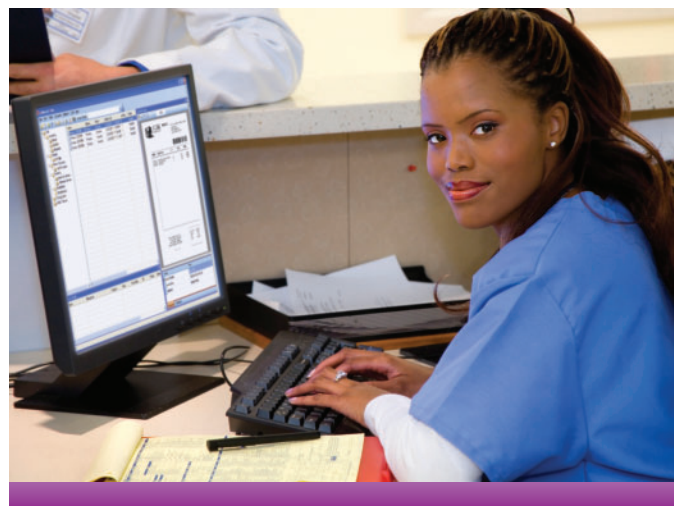


## Automatic e-Forms Workflow & Processing | Eliminate Manual Processing

*Electronic routing and workflow of e-Forms and e-Documents is significantly faster, less costly, and more efficient than manual routing. Electronic document workflow is nearly instant and reduces errors.*

### Auto-fill of e-Form and e-Document Fields

Selected e-Forms, from the e-Forms library, allow the manual addition of data by users. They also allow for the automatic addition and auto-population of data, such as patient information, from multiple and simultaneous sources. This can be prompted by merely entering a key identifier such as a patient ID. These other data sources may include Cerner, Meditech, Oracle, flat data files, and many others. All data communications can be accomplished through HL7 protocol. e-Forms can also dynamically create real-time charts and graphs on the e-Form. Both 2-D and 3-D barcodes can be dynamically created and added anywhere on the e-Form.



### Business Rules Used to Automatically Create Related Documents

Other e-Documents that are related to your primary e-Form can be automatically created from business rules and conditional tests. These rules and tests can be defined to automatically create related documents, create a document package of these related documents, send e-mails or notifications to others, automatically print select documents on local or remote printers, and much more.

### Scan other Documents

Other documents and records can be scanned – either through a stand-alone scanner or multifunction printer (MFP) – and added to the collection of records. These scanned documents can be automatically image-corrected – such as despeckling and auto-rotating – before they are added to the collection of electronic documents.



### e-Signatures

e-Documents and e-Forms can be electronically signed – e-Signatures – through a signature pad or Tablet PC. e-Signatures capture the biometric data associated with that electronic signature and is automatically embedded into the e-Document for security. The e-Signature cannot be altered nor forged.

### Kiosks

e-Forms can also be displayed on free-standing kiosks. Patients or employees can enter data into the e-Forms and electronically sign via a signature pad or the touch screen.

### Routing & Workflow

Completed and electronically signed e-Forms and e-Documents are then sent to others for further processing. Copies of the e-Documents can be automatically created and sent to others for their review or printed for the patient's record.

### Management Reporting

Management can track, through their Internet browser, electronic documents throughout the complete workflow document creation processes. Management can define their own reports that include both the status of complete and incomplete patient processes and records. One can also track usage by e-Form, e-Signatures, printed e-Forms, user, time and date of documents, department, cost center, e-Forms creation and revisions, e-Forms library use, and more. All tracking data is stored in a Microsoft SQL Server database for later retrieval and use, and reports can be output to web, print or e-Mail.

## Electronic Records & Document Management | Eliminate Paper Storage

*On-site and off-site archiving of the completed paper forms is even more costly. HealthFlow provides instant deposit and access of completed electronic documents. Eliminate the costs of on-site and off-site paper storage, inefficiencies of time-consuming paper document search and retrieval, and lost documents.*

### Automatic Document Management & Archiving

Completed electronic documents are then automatically routed to HealthFlow's DocRecord – a complete and powerful document management system. DocRecord allows users to search and retrieve documents from their network-connected PC or over the Internet through their browser.

### Complete Document Management System

DocRecord is a complete document management system with advanced features and capabilities. In addition to storing the workflow-related e-Forms and e-Documents, DocRecord can also store documents entered by scanning, automatically deposited e-Mails, documents from Microsoft Office applications (Word, Excel, PowerPoint and Outlook), and other methods.

Other DocRecord features include: audit controls, optical character recognition (OCR), viewing of over 300 document types, document previewing, Bates stamping, check-in and -out controls, version controls, key-word searching and highlighting, document retention policies, automatic processing of batch scans, and much more.

As DocRecord is a stand-alone and full-featured document management system you can also allow other departments to utilize it: HR, finance, accounting, legal, medical affairs, marketing, and others.

### Capture Data

Data on the completed e-Forms can be selected and automatically entered into other databases. Auto-capturing and routing this data eliminates the need for operator data entry to other data systems within your facility.

## Advanced Personalized Communications | Eliminate Obsolete Communications

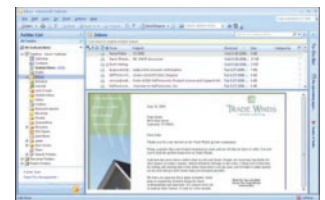
*HealthFlow also permits advanced one-to-one electronic and print communications with patients, employees, and others. DocForm can retrieve information from the same data sources it uses for e-Forms and populate other methods of direct communication. All your communications can be coordinated for both design elements and timing.*

### HTML e-Mails

Send personalized and easy-to-design HTML-based e-Mails to your patients and employees from DocForm.

### PURLs

Personalized web landing pages (personalized URLs / PURLs) provide a method of personalized Internet-based communication that brings the user to your web site. Display a custom web page within a one-of-a-kind and personalized URL address.



### Print

Use DocForm to print your personalized communications such as employee handbooks, rules and regulations booklets, invoices, postcards, reminders, advertising, and marketing pieces.

### Additional Information

To learn more how HealthFlow can save your healthcare facility money and greatly improve operational efficiencies please contact Prism Software at [sales@prismsoftware.com](mailto:sales@prismsoftware.com) or visit us at [www.prismsoftware.com](http://www.prismsoftware.com).



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Easy to Use  
and Deploy

- > Windows-based
- > Minimum client software to install
- > Graphical workflow design
- > WYSIWYG e-Forms design
- > Rapid deployment
- > Intuitive