

Omtool™ Healthcare Suite

- AccuRoute® Document Capture and Handling Platform
- ADT eForms™ Production System
- eForms Station™ Electronic Forms Library
- Image-In™ Direct Capture System
- Image-In™ Queue Document Processing
- ObjectArchive™ Electronic Archive

Suite Benefits

- A better patient experience
- Increased patient safety
- Faster claims-processing and shortened revenue cycles
- Reduced accounts receivable and claim denials
- Dramatically lowered pre-printed forms costs
- Complete and accurate forms
- Better HIPAA compliance
- Smoother workflow processes
- Smarter records-retention



The Paper-Intensive Challenges of Healthcare

At every step of the healthcare continuum, providers face increasing pressure to deliver greater clinical quality and improved patient safety – while reducing costs and ensuring patient privacy and confidentiality. But in the paper-intensive world of the hospital, those goals have remained elusive.

From admission through discharge, hospitals and healthcare providers must carefully manage a daunting array of complex forms, patient documents and charts, verification data, and much more – all of which are carefully governed by clinical practices, strict patient confidentiality, regulatory frameworks, and reimbursement issues. What's more, as the drive to electronic health records (EHR) continues to gain momentum, these facilities need smart strategies to manage the inevitable mixture of paper and electronic information.



From Registration to Point-of-Care to the Back Office: The Omtool Healthcare Suite

Responding to these challenges, a growing number of hospitals, medical centers, and healthcare facilities are turning to the Omtool Healthcare Suite, the industry's only set of comprehensive tools – designed expressly for healthcare providers – that efficiently manages the medical document lifecycle and integrates with other healthcare applications and devices (e.g. healthcare information systems, business office systems, multi-function printers).

Leveraging Omtool's acclaimed AccuRoute document capture and handling platform, the Omtool Healthcare Suite encompasses solutions to streamline registration, inpatient care, and post-discharge reimbursement.

Omtool's Healthcare Suite eliminates redundant and wasteful forms and processes, improves productivity through electronic forms, enhances the patient experience, increases patient safety, strengthens confidentiality, and accelerates the revenue/reimbursement cycle.

AccuRoute® – The Distributed Document Capture and Handling Platform

The Omtool Healthcare Suite is based on AccuRoute, our flagship document handling platform that captures, processes, and distributes paper and electronic documents to virtually any enterprise information management system. Conceptually similar to a network router, AccuRoute is the document routing hub that converts and compresses both paper and electronic documents and routes the information within and outside a healthcare organization.

AccuRoute lets you:

- Capture paper and electronic information for efficient document handling with distributed user access.
- Achieve compatibility with any network-enabled scanner, scan-enabled digital printer, copier, fax, or multi-function printer (MFP).
- Convert paper and electronic documents into a variety of formats including a text-searchable PDF, TIF, JPG, DOC, XLS, and TXT file.
- Combine paper and electronic information to create "mixed-mode" documents.
- Create personal and public document routing rules that may be saved for reuse.
- Compress documents up to 80 percent of original file size, reducing electronic transmission (band width) and storage requirements.
- Communicate and route to various destinations and recipients simultaneously, such as desktop PCs, faxes, e-mail, network folders, printers, document management systems (DMS) or other document repositories — even hand-held devices.
- Collaborate on documents that were previously difficult to share.
- Use a consistent and intuitive desktop interface that directly leverages existing applications and eliminates the need to learn proprietary systems.
- Comply with record-retention requirements, government regulations, and industry mandates.

ADT eForms™ – Documents, Forms and Labels – Right from the Start

When patients check-in, hospitals need to capture a vast amount of information and generate a range of forms, documents, and labels – quickly and accurately. Omtool's ADT eForms production system combines forms automation, identification and document capture, and scripted document and image workflows for more efficient patient registration. Using rules-based logic, ADT eForms provides a comprehensive, customized, barcoded document set using carbonless forms, card stock, wrist bands, or labels. ADT eForms assembles it all, pulling patient demographic information from the appropriate health information system (HIS), and prints it to any location in any quantity.

By getting all the information – right from the start – ADT eForms increases patient safety through barcoded forms and ID bracelets, reduces errors arising from missing or incorrect information, and shortens revenue cycles. It also dramatically reduces the incurred costs of maintaining a vast inventory of pre-printed forms throughout the hospital and can eliminate the use of outdated embossers and imprinters.

eForms Station™ – A Complete and Accurate Library of Clinical Documents and Forms

When patients are receiving medical care, a hospital's clinical team needs fast access to the right forms to capture clinical information, initiate medical orders, process discharges, and more. eForms Station is a comprehensive library of electronic forms for clinical departments, right at the point of service. Clinicians can select and print the right combination of forms that combine scripted automation and digital patient IDs (with barcodes). eForms Station eliminates the need for pre-printed documents and forms, freeing up nursing and administrative time.

Use eForms Station to manage online libraries of critical, up-to-date documents and forms, obtain point-of-service charts and forms where and when needed, and print blank or pre-populated, barcoded forms. The result: dramatically lowered costs, improved productivity in clinical settings, and increased patient safety through better accuracy.

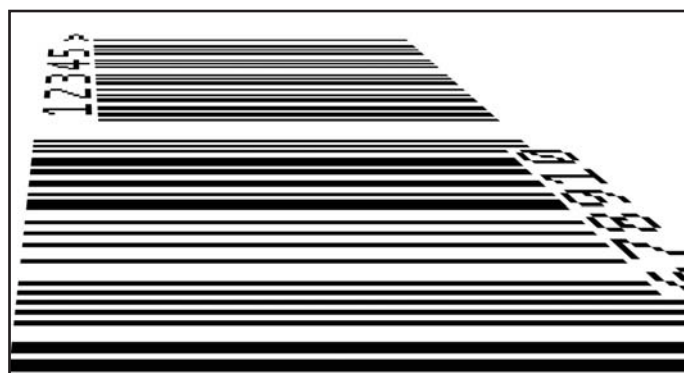
Image-In™ Direct Capture (ID Capture) – Scanning Clinical & Non-Clinical Documents

This solution provides front-desk personnel with an efficient, prompted application to capture patient-provided documentation during the registration process. Image-In Direct Capture automatically prompts registrars to capture required patient-related documents and signatures, such as IDs, insurance cards, payer authorizations, consents, eligibility notifications, and other forms. It eliminates the need to re-capture valid documents obtained during previous visits and also verifies critical identification numbers (subscriber ID, insurance plan number, group number, driver's license number, etc.), improving claim-reimbursement rates.

Image-In Direct Capture also supports critical compliance requirements when capturing items such as Advanced Directives, signed HIPAA Notice of Privacy, etc. By efficiently capturing these necessary documents, Image-In Direct Capture lowers denial-of payments from insurers and payers, improves HIPAA compliance, and shrinks revenues outstanding in accounts receivable, while improving the patient experience during registration.

Image-In™ Queue – A Better Way to Manage Inbound Documents

Image-In Queue is the indexing and document review desktop application of Omtool's Healthcare Suite, enabling proper document imaging, processing and deficiency management (e.g. patient medical record, document approval, e-signature), and distribution methods based on the rules associated with specific document imaging workflows (e.g. medical records scanning, prescription routing, and business office remittance processing). Image-In Queue acts as a central dispatching point for document indexing, routing, and collaboration.



For example, instead of scanning patient records and associated billing information from different departments into multiple disparate systems and managing the documents accordingly, Image-In Queue can help automate the entire process in a controlled, tracked, and secure manner.

Image-In Queue manages scanned documents, faxes, and e-mails, extracting key indexing data from barcodes where available. The solution reads those barcodes and retrieves the associated demographic profile data from the organization's HIS or other data source and displays it for the operator to approve/reject before dispatching it to the intended recipient. Alternatively, if the document does not contain a barcode (such as a fax from outside the hospital), Image-In Queue prompts the operator to enter indexing data for that document prior to dispatch. Indexing fields can be configured as optional or required.

Image-In Queue can also be a significant tool in helping to reduce print output as well as help eliminate lost or misdirected documents because the documents all route through one central location from virtually any digital on-ramp (scan, fax, email, etc.) There is no need to make multiple copies or manually deliver documents. Image-In Queue can simply send the documents to all authorized recipients - automatically. What's more, there are no hard-copies to file - they can be stored in one central HIPAA-compliant electronic archive.

ObjectArchive™ – File System Keeps it Together

A high-volume document archiving system designed to store data in its final form using a Web-based electronic file cabinet. This high-performance file system stores documents, forms, images and information captured with the Omtool Healthcare Suite in virtually any type or file format. It also provides a general-purpose archive, fax, and

e-mail storage solution. With ObjectArchive, healthcare organizations have immediate access to documents, forms, and medical records where and when they are required – with full support for record-retention policies.

A Complete Suite of Support and Professional Services

The Omtool team of customer service professionals can help derive the maximum value from any Omtool product deployment. Healthcare customers can take full advantage of the following Omtool professional services:

- **Advantage Support and Maintenance** – Omtool offers three levels of technical support to meet different organizations' needs. Our knowledgeable support professionals are trained to efficiently address a wide array of Omtool issues and concerns. Support questions can also be answered by e-mail or fax for greater convenience. For software downloads, updates, or documentation, utilize our secure FTP site. Our 24/7 online Knowledge Base contains technical notes, updates, advisories, and general technical information.
- **Training** – Omtool offers regularly scheduled, multi-day training sessions for administrators and trainers. In addition, we offer fast-paced 45-minute Webinars for user training.
- **Professional Services** – For a customized implementation, our expert engineering resources can design solutions to meet an organization's specific requirements. Our team is adept at anticipating issues, adapting systems to diverse environments, and identifying opportunities to achieve cost savings and streamlined workflows.

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