

# Omtool™ Healthcare Suite

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

## Suite Benefits

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



## The Paper-Intensive Challenges of Healthcare

At every step of the healthcare continuum, providers like you 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, you 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 medical records gains momentum, you'll 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 health facilities are turning to the Omtool Healthcare Suite, the industry's only set of comprehensive tools – designed expressly for healthcare providers – that efficiently manage the medical document lifecycle.

Leveraging the acclaimed Omtool AccuRoute document handling platform, the Omtool Healthcare Suite encompasses solutions to streamline registration, inpatient care, and post-discharge reimbursement. Omtool eliminates redundant and wasteful forms and processes, improves productivity through electronic forms, improves the patient experience, increases patient safety, strengthens confidentiality, and accelerates the revenue/reimbursement cycle.

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

When patients check-in, you 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 you 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 your MEDITECH HIS and printing 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 costs you incur maintaining a vast inventory of pre-printed forms throughout the hospital and can eliminate the use of outdated embossers and imprinters.

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

Give your front-desk personnel 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 need to re-capture valid documents obtained during previous visits and also verifies critical identification numbers (subscriber ID, insurance plan #, group #, driver's license number, etc.), improving claims-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 your revenue outstanding in accounts receivable.

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

When patients are receiving medical care, your 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 your clinical departments right at the point of service. Your 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 and frees 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: you dramatically lower your costs, improve productivity in clinical settings, and increase patient safety through better accuracy.

## **Image-In™ Clinical – The Efficient Way to Scan, Store and Control Your Medical Records**

Image-In Clinical is a document imaging and management system that transforms traditional paper-based medical records into electronic images. With Image-In Clinical, you can capture, index, present and store those images for your entire facility – and enable attending physicians to electronically sign those documents as well. This improves your records-management and retention and simplifies claims processing by ensuring your staff captures and electronically stores the correct forms, and dramatically speeds up claims processing – and reimbursement. You also achieve improved patient safety and HIPAA compliance through a more thorough document capture sequence.

## **Image-In™ Business – High-Performance Solution to Handle Business Documents**

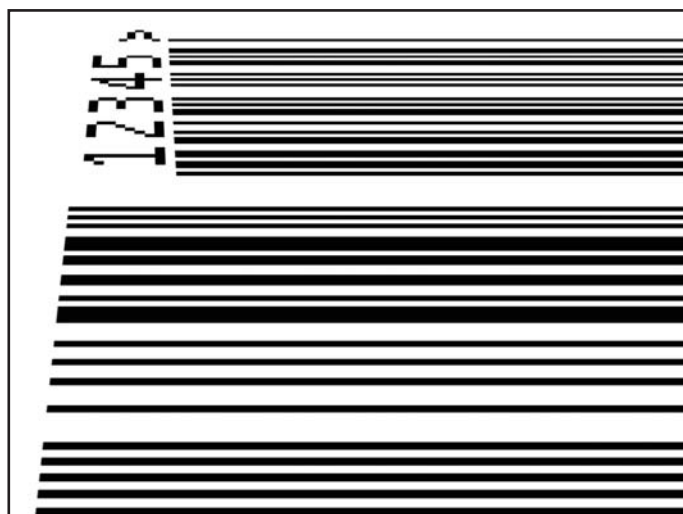
Hospitals must manage an entirely separate – but equally important – set of documents that don't directly affect patient care from accounting, HR, marketing, materials management, legal, and other areas. Image-In Business responds to these growing requirements with a high-performance imaging solution expressly tailored for non-clinical, business-operations documents – complete with full capture, indexing, archival and retrieval.

Image-In Business streamlines and accelerates the business workflows of the hospital, reduces paper costs and improves efficiency and productivity of non-clinical staff.

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

Image-In Queue is the electronic document delivery component of the Omtool Healthcare Suite that acts as a central dispatching point for document routing and communications. For example, instead of sending and receiving fax communications using a traditional fax machine and managing the documents manually, Image-In Queue can automate the entire process – using your existing e-mail system to efficiently deliver faxes right to the recipient's desktop.

Omtool-managed faxes, e-mail, and scanned documents contain barcodes. Image-In Queue can read those barcodes and retrieve associated demographic profile data from the HIS and display it to the operator to approve/disapprove 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 profiling and routing instructions for that document prior to dispatch. Image-In Queue eliminates lost or misdirected documents because they all route through one central location. There's 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 hardcopies to file – you can keep them all in one central HIPAA-compliant electronic archive.



## ObjectArchive™ – File System Keeps it Together

This high-performance file system stores the documents, forms, images and information you capture with the Omtool Healthcare Suite in virtually any type or format. It also provides a general-purpose archive, fax and e-mail storage solution. With ObjectArchive, you have immediate access to documents, forms and records needed where and when they are required – with full support for record-retention policies.

## AccuRoute® – The Distributed Document Handling Platform

The Omtool Healthcare Suite is based on AccuRoute, our flagship document-handling platform that captures, processes and distributes paper and electronic documents. Conceptually similar to a network router, AccuRoute is the document-routing hub that transforms both paper and electronic-based documents and routes the information within and outside an organization. AccuRoute lets you:

- Capture paper and electronic-based information for efficient document handling with distributed end-user access.
- Achieve compatibility with any networked scanner, scan-enabled digital printer, copier, fax, or multi-function peripheral (MFP).
- Convert paper and electronic documents into a variety of formats including a text-searchable PDF, TIFF, JPEG, DOC, and TXT file.
- Combine paper and electronic-based 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 with 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 a vast range of corporate record-retention requirements, government regulations, and industry mandates.

## A Complete Suite of Support and Professional Services

The Omtool team of customer service professionals helps you derive maximum value from your Omtool deployment. Through the following services, customers can take full advantage of Omtool’s professional services:

- **Advantage Support and Maintenance** – Omtool offers three levels of technical support to meet different organizations’ needs. You can speak to our knowledgeable support professionals who are trained to efficiently address a wide array of Omtool issues and concerns. You can also get questions answered by e-mail or fax for greater convenience. If you need software downloads, updates or documentation, you can utilize our secure FTP site. You can also access our online knowledge base containing 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 end-user training.
- **Professional Services** – If you need a customized implementation, our expert engineering resources can design solutions to meet your 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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