



ADDON SERVICES

DOCUMENT MANAGEMENT SOLUTION

Upgrade your operations to maintain a completely paperless and worry-free workflow. We provide our clients with high quality outsourcing services that aim to streamline and automate your clinical and administrative processes.

Reduce fax, labs, & records queues today!

EMR Data Entry is significantly reduced

50% of a provider's day is spent facing an EMR. We'll scrub documents, properly assign them to your onsite personnel with the right level of urgency, and manage both new incoming and non-addressed task management.

Avoid HIPAA Violations and Fines

Clinics may send you multiple patient documents in a combined file. If you don't sort them and attach them to appropriate patient record, you risk up to \$1.5 million in fines and loss of credibility and patient retention.

Save time, Increase patient outcomes & experience

Your virtual healthcare medical assistant can become an expert in your EMR and expedite up to 80-150 documents per day so you and your staff can focus on the patient experience and avoid burnout and possible delays.



15+

YEARS HELPING
CLIENTS SUCCEED



120M+

COMBINED
CLIENT REVENUE

TAT FAX SORTING WITHIN 24 HOURS





With our documentation management service, we check for faxes daily and attach them to the appropriate patient's chart within your PMS accurately and in a timely manner.



REVENUE CYCLE MANAGEMENT

LEADERS SINCE

2006



What you can expect:

- › Checking of faxes daily within the fax module of the PMS
- › Routing of documents to the appropriate staff for review
- › Assigning a status based on urgency
- › Completing of daily faxes within 12-24 hours of received date
- › Daily report on received vs. completed.
- › Coordination with local staff

The goal of documentation management is to ensure the turnaround time in assigning incoming faxes to patients' charts is as minimal as possible and the description of each document is clear to admin, clinical, and billing staff. This helps clinical staff and providers focus more of their attention on patient care.

