Power*Flow* ™
DIGITAL DOCUMENTS NOW

Are paper files limiting your practice?

PowerFlow is a feature-rich yet uniquely simple and cost-effective document management software solution designed to free your practice from a wide range of paper and electronic document-related business problems: lost and misplaced documents, limited storage space, and wasted search time causing lost productivity and poor patient service.

The ability to effectively scan, capture, index, store, archive, and retrieve practice documents and communications is critically important to the competitive and financial health of your business. Employees and patients benefit from practice communication processes that are digitally enhanced and not "bound" by the countless limitations of the traditional paper file folder.

PowerFlow provides access to the right information by the right people at the right time so that your practice can work, respond, grow, and act on healthcare opportunities at the speed of business today. How you gather, manage, and use information can put distance between you and the competition.

PowerFlow is simply a **Better File Folder**™.

Who uses PowerFlow...
- ✓ Acute Care Facilities
- ✓ Ambulatory Surgery Centers
- ✓ Group Purchasing Organizations
- ✓ Hospitals and Health Systems
- ✓ Imaging Centers
- ✓ Independent Diagnostic Testing Facilities
- ✓ Laboratories
- ✓ Managed Care Organizations
- ✓ Multi-Specialty Physician Practices
- ✓ Rural Health Clinics
- ✓ Single Specialty Physician Practices
- ✓ Sleep Centers

Sample uses...
- ✓ Digital Medical Records
- ✓ Patient Registration
  - Patient History
  - Insurance Cards
- ✓ Reimbursement
  - Lockbox Remittances (checks/EOBs)
  - Payer Contracts
- ✓ Payer Credentialing
- ✓ Human Resources
- ✓ Accounts Payable
- ✓ Payroll

The PowerFlow Metaphor

PowerFlow is simple to configure, deploy, and use because the design incorporates and digitizes traditional office paper flow. The customized indexing capabilities and "user-friendly" screen layout of the PowerFlow software minimizes user training requirements, eliminates confusion, and allows PowerFlow to be seamlessly integrated into any practice process environment.

The PowerFlow work metaphor is simple in design.

PowerFlow incorporates a secure software vault that contains virtual file cabinets. The cabinets store and index digital folders that organize and hold an *unlimited* number of documents and items. PowerFlow vaults, cabinets, and folders are structured and customized to your specific practice processes and terminology.

Vaults: A *vault* is the highest level of the PowerFlow metaphor. The vault replaces the physical space occupied by file cabinets, file boxes, and paper storage containers with secure digital "square footage". Think of the PowerFlow vault as a safe, secure, cost-effective storage place that contains virtual file cabinets.

Cabinets: *Cabinets* are the virtual storage locations for information. A cabinet represents the collection of three PowerFlow components—folder, document, and item—and provides the indexing information necessary to quickly locate your documents. Examples of cabinet naming could include *Patient Information*, *Accounts Receivable*, *Remittances*, and so forth.

Folders: A *folder* is the highest level of indexed and searchable information represented by a database table. Folders

Vaults
Cabinets
Folders
Documents
Items

maintain user-definable lists of end-user index fields based on practice and workflow needs—searchable fields allow for quick location of any folder by keyword or combination of index keys. A folder can contain an unlimited number of documents and items, separated by dividers such as *Pathology*, *Test Results*, *Insurance Billing*, and so forth.

Documents: A *document* represents the detail of a folder in a one-to-many folder-to-document relationship. Each document may consist of one or more items.

Items: An *item* is the lowest level data in the PowerFlow metaphor. Each item is represented by a single graphic or other digital file format, including PDF, Word, Excel, JPG, BMP, TIFF, or any Windows file type.
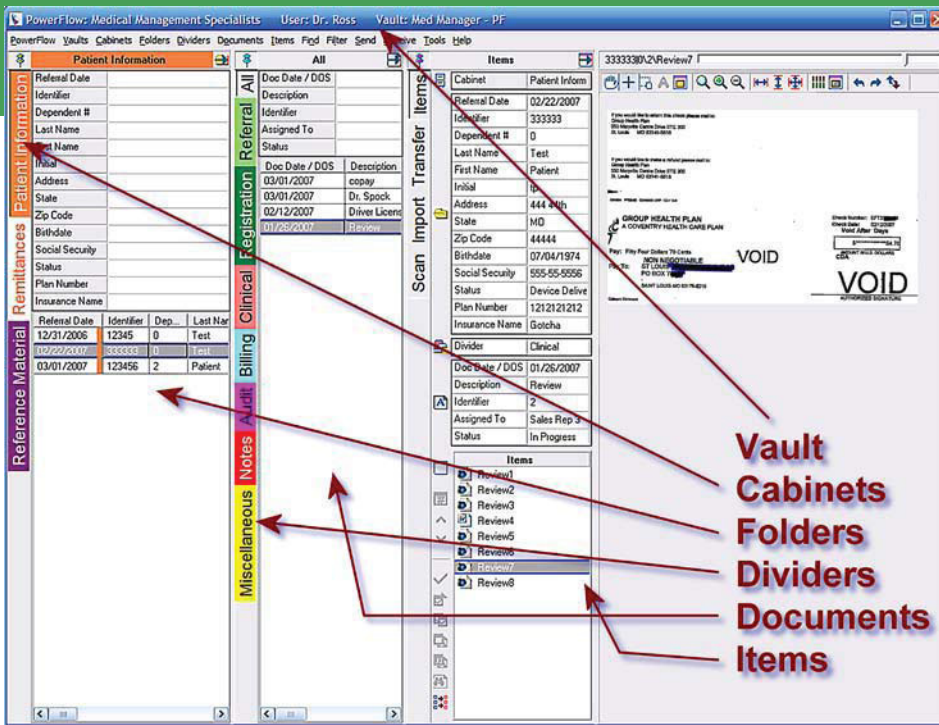
The PowerFlow Desktop

The user interface (desktop) in PowerFlow emulates the way you already work: you go to a file cabinet, grab a folder, flip up a divider, locate the document, and review the items located there.

Use PowerFlow to do the same, but in moments and not minutes. And, without losing or misplacing a single document.

Unique sliding panels let you see exactly what you want with the click of a mouse (or with a keyboard shortcut). No clutter

Vault
Cabinets
Folders
Dividers
Documents
Items

The PowerFlow Package

"I don't hand out praise very often for software packages—or ever—but I like PowerFlow...the entire screen is easy to read, with common terms and verbiage. Other than the word filter, there is not one technical word on the screen. It is easy to use and easy to understand...not intimidating to my people".

— PowerFlow Customer

"What practice inefficiencies does the solution need to solve?"

The implementation of the PowerFlow system incorporates a thorough understanding of your practice document problems, a "build before you buy" review of the planned solution prior to investment commitment, and a comprehensive, customized implementation and training program to ensure that expectations and benefits are delivered as promised.

The installation process is built around a proven 15-step plan to complete the PowerFlow solution package and implement the onsite integration and training for the PowerFlow software.

Post-installation support includes an on-screen comprehensive user help library complete with Flash "how-to" videos, phone support helpdesk, Web-based training, and automatic software updates via the Web.

For more information about PowerFlow, please contact:

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Basic Features

Ease-of-use...
- ✓ Innovative, easy-to-understand product design
- ✓ Easily add and move items within and to other documents
- ✓ Keyboard or mouse operation
- ✓ Customizable workflow filtering
- ✓ Built-in word processor

Business-specific...
- ✓ Customized to practice solution
- ✓ Ease and speed of image management
- ✓ Rapid new document scan/index

Powerful...
- ✓ User-customizable index fields
- ✓ Software Development Kit (SDK)
- ✓ Supports any Windows file type
- ✓ Document templates to facilitate information capture
- ✓ Automatic data field formatting
- ✓ All data and file types stored in SQL database
- ✓ Scan from any scanner device
- ✓ Full text search

- ✓ Create document forms within PowerFlow
- ✓ Bar coding
- ✓ Editable folder and document content templates

Support...
- ✓ Embedded "how-to" help and support library
- ✓ Video "how-to" help
- ✓ Field and screen context help
- ✓ Software update automation

Secure...
- ✓ User and record-level security
- ✓ Supports Windows authentication
- ✓ Internal audit trail of information access and changes
- ✓ Audit review and audit trail
- ✓ Protected deletes remain in database
- ✓ Folder/document/item locking

Adaptable...
- ✓ Export vaults to local database
- ✓ Web client
- ✓ Print, email, fax, export documents