

PinPointHealthCare

Documents Now 



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EXECUTIVE SUMMARY

Today, Healthcare organizations of all sizes are forced to keep up with competitive economic procedures in regards to their document management. In order to stay competitive and effective, organizations need to have the ability to quickly access files and documents for quality patient care. Typical healthcare organizations handle thousands of documents each day, requiring a lot of staff time so the ability to manage and control documents and files is crucial.

LSSP Corporation enjoys over 13 years in the Document Management Business serving over 20,000 users world-wide. In 2006, LSSP began our Web-Based solution called PinPoint Document Management. Through Pinpoint, your company will have the ability to define fields and types of documents, even change screen field names without programming to match your organizational procedures. Allow patients or staff to view only what you allow them to or do not allow any outside access at all, it is all defined by your organization. PinPoint is easy to use and easy to set up with full security settings and rights, with content, version, workflow, retention and forms management all built-in. Built-in Multi-Document processing in batches to file automatically. LSSP Corporation follows certification specifications with DOD, HIPAA, OSHA, SOX, FACTA, FDA, SEC, and compliance is supported and updated as the rulings are updated or changed.

Most healthcare organizations have implemented an electronic document management solution to help store and catalogue their information, but effective easy to use solutions have proven themselves to be FAR too expensive for organizations to use. Using new technology and the reduction in EDMS hardware, LSSP has opened the door to all business types and sizes. PinPoint can be accessed from any location in the world, including from iPhones, iPads, Android, MAC and other tablet devices. Users can scan directly from IE (Internet Explorer), Chrome, FireFox, Opera, and Safari.

Key Features:

- ✓ Direct Scanning
- ✓ Immediate access to patient information
- ✓ Productivity tracking and accountability
- ✓ Faster response time for quality patient care
- ✓ Reduce paper and paper storage costs
- ✓ Improve security and document integrity
- ✓ OCR with Content Management
- ✓ Document Recognition & Processing
- ✓ Batch and Multiple Document Type Processing
- ✓ Archival and Share Functions
- ✓ Full Security and Audit Trails, including quick view of complete document lifecycle
- ✓ Workflow with automatic notification and supervisor monitoring
- ✓ Document Retention Management
- ✓ HIPAA Compliant
- ✓ Check-in/Check-out Functions
- ✓ Document Version Management
- ✓ Annotations and Redactions of any document format (scanned or electronic files)
- ✓ Mail-Merge with content of documents or subjects

PATIENT CARE

PinPoint HealthCare enables your facility a full range of configurations that will fit your type of Patient Care Management, as well as a way to better manage Medical Billing for Managed Care Organizations. Although this information focuses on the Patient Care side of your facility, for the Non-Direct Patient Care Document Control Centers, please ask if you need any additional information on those.

PinPoint HealthCare allows you to create new cabinets, and folders to be defined by your organization. Your organization is not limited to the types listed below. The system includes built-in workflow for ensuring documents and files are processed timely and tracked in the audit file for compliance. Record retention and Purging is defined based on your record guidelines and administrative reporting can produce reports as needed. Documents and reports are also content searchable at any time, which allows your users to find documents based on the actual content of the document.

HIPAA complaint and audit tracking ensure audits and visits go smoothly. Policy and Procedures and regulation compliance for staff review and confirmation save staff time as your facility is prepared.

PinPoint HealthCare includes the following Document Control Centers (Use any or all of the DCC's).

Non-Direct Patient Care:

- ✓ Business Office and Billing including EOB, COB, Forms
- ✓ Accounting office
- ✓ Purchasing
- ✓ Human Resources
- ✓ Board of Directors and Packets
- ✓ Financial Reporting
- ✓ Communications and Marketing
- ✓ Accreditation and Tracking
- ✓ Carrier Contracts
- ✓ Physician Credentials

HOSPITALS

Complete and defined documentation, signed forms tracking from the intake of information, consent forms to the Peer Reviews, and discharge reports are completely contained in one unlimited file room with 24/7 security for the access to your PinPoint HealthCare system.

HIPAA compliant for Patient information and administrative audit logs to have available upon an audit or review. Outpatient, Day Care, or Inpatient reports, lab, medication, and all supporting documents can file directly without human intervention directly from your HIS system.

PinPoint HealthCare allows for much easier access to information from patient demographics to the complete patient stay all located within one system and accessible from anywhere in the world.

GROUP PRACTICE

Define and track referrals for your patients, along with Lab results, Special Requests, Insurance, Consents, and all reporting and other correspondence, such as emails, even voice messages can be kept within PinPoint HealthCare.

PinPoint HealthCare for your Medical Group enables an easy to use single access point for you and your staff, without having to move from system to system and look for paper elsewhere.

Filing of patients by Physician and by the patient enables HIPAA compliant access to the charts. For covering physicians, they can be allowed “review only” rights if desired. Finalize and electronically sign reports directly in the application. Access from PC, MAC, Smart phones, or iPad from anywhere. Allow for EOB and secondary billing and send via secure transfer reports for your 3rd party to perform the billing and supporting documents.

Allow Patient Chart review access, if you desire, to only the documents and files you decide. Create a form to allow patients to fill out pre-visit information, and notify your staff that the document has been filled out.

Reminders and merge letters are also a portion of the PinPoint HealthCare system, and can be used by staff. A dashboard reminder screen shows the tasks to be performed and notifications.

Instantly search a complete patient chart for any content while and manage your patient documents with automatic filing of all patient reports from your EMR and Billing system.

FAMILY PRACTICE AND SPECIALTY HEALTH

Having just an EMR and Billing system does not resolve bringing all of the documents, paper, reports, labs, contracts, vendor invoices, files and regulations, and more... PinPoint HealthCare for your practice enables easy to use and one access point for you and your staff, without having to move from system to system, and look for some paper elsewhere. Now easy patient, billing, business office, contracting and the entire group can access at one location, without licensing for all the applications, let alone the training to all staff across those platforms.

Define and track referrals for your patient, along with Lab results, Special Requests, Insurance, Consents, and all reporting and other correspondence, such as emails, even voice messages can be kept within PinPoint HealthCare.

Filing of patients within your practice and define the chart you have today, but now electronically and the information is “Funneled” from all internal and external sources. HIPAA compliant access to the charts, and covering physicians can be allowed “Review Only”. Finalize and electronic sign reports directly on your computer. Access from PC, MAC, Smart phones, iPad, etc... from anywhere. Allow for EOB and secondary billing and send via secure transfer reports and billing for your 3rd party to perform the billing, and supporting documents.

Allow Patient Chart review access, if you desire, or to only the documents and files you decide. Create a form to allow patients to fill out pre-visit information, and notify your staff that the document has been filed out.

Reminders and merge letters are also a portion of the PinPoint HealthCare system, and can be used by staff. A dashboard reminder screen, showing tasks to be performed and notifications are displayed.

Instantly search a complete patient chart for any content while on your table and seeing your patients with automatic filing of all patient reports from your EMR and Billing system.

HOME HEALTH

Access patient information and update at the patient location. Fill out forms, have the patient sign, and submit to your PinPoint Healthcare system, where the document and notification is emailed to the appropriate staff member at the office for action, such as verify insurance or billing.

Patient reporting can be performed at the location or elsewhere, and can file automatically into PinPoint, without returning to the facility. Supply access to the Care Giver for their patients, supporting compliance and access based on the needs of the patient.

MANAGED CARE

File reviews, cases, contracts, credentials, brokers and other information. Capture all information into the PinPoint HealthCare System by grouping organizations as needed, even by contract and providers.

Store provider documentation and allow access through your “Client Portal” enabling the documents to be viewed by outside entities. Allow COB’s and other documents to be accessed by these external entities to save your staff repetitive time.

PinPoint HealthCare will file all inbound emails, reports, files, generated reports, and paper automatically without human intervention. Directly from the mailroom, a stack of documents can be scanned into the PinPoint HealthCare System, and the documents will separate and file automatically with full content search and workflow task(s) assigned. Departments and staff are notified by email as well for the task at hand, with supervisor tracking and status updates.

MEDICAL BILLING

Automatically file EOB’s from either the electronic format or from the paper remit. Redaction and secondary billing directly to carriers. Scan paper claims or electronic forms into a processing queue, allowing for top coders and processors to validate and bill. Supervisor tracking to ensure the process flows efficiently and timely. Track missing report information and submit requests for additional information, all within PinPoint HealthCare. Electronic signature is built-in as well. Have facilities drag-and-drop their documents throughout the day or file in batches from their location, where PinPoint HealthCare can separate, file, notify and capture metadata and content. All this can be done without any human intervention. Assign document types record retention rules if needed, and perform automatically.

DME

Durable Medical Equipment tracking along with on-site reporting. Include photos and equipment information, even reminders for preventative maintenance. Track equipment to a client/patient, along with signed documents directly from any location. Can be performed on an iPad/iPhone as well. File billing records to each client/patient and all correspondence. File equipment records with HIPAA, OSHA, and FDA compliancy followed.

BROKERS AND TPA

File all documents and correspondence with your business entities for single location access, from anywhere in the world. Simplify the management of Contracts and Agreements with the ability to send out documents for electronic signature with full audit report and tracking of signature paths. File documents by providers, facilities and all information required to work with your business partners. A view client portal enables the viewing and downloading of specific files to partners without giving access to your PinPoint HealthCare system.

INTEGRATION

PinPoint integrates with all other business applications, including those found in Microsoft Office. The system gives you the ability to route documents from your applications directly without printing or scanning and without human intervention. With a built-in sweeper application running 24/7, PinPoint has the added capability of batch processing and has an OCR engine that can sweep any and all file types. This makes it very easy to integrate PinPoint with the programs you already use, with just a click of a button.

- Integration with all other applications, including Dropbox, Google Drive, OneDrive, Salesforce, QuickBooks, SharePoint, Adobe Create Suite, GP Dynamics, AutoCAD
- Direct Importing and Exporting of documents

- Route documents from your applications directly to PinPoint without printing and scanning
- Built-in sweeper application running 24x7 with batch off-hours processing
- OCR for over 400 file types
- XML, ODBC, CSV Importation
- Automatic search and locate from Other applications

CAPTURE

Capture any and all file types whether paper or already electronic. PinPoint captures metadata and content directly from the file to determine the location within your folders. Batch and multiple type documents can be scanned or imported and automatically broken up and filed properly. Users can scan directly into PinPoint or route electronic documents directly without physically printing or scanning. Through the use of its automatic sweeper application (ARIE), users can drag-and-drop files directly into the PinPoint system and have them filed automatically. ARIE will identify the data and break-up the pages to file them into the proper location using Distribution Rules that you create. With a built-in OCR engine, PinPoint produces full-page and zonal OCR for electronic documents. You can also have the system merge documents automatically for you based on metadata and content. Any and all files (including audio and video) are accepted into PinPoint, including over 400 file formats.

SECURITY

Each user must pass authentication and based on that authentication are what rights they have and where they can process and work with documents. Through PinPoint, you determine the security rights at both the User and User Group levels. You can set specific security rights for a specific Group of users, and you can also set individual User rights within any group. For example, a particular User in the a Group may have rights to add or delete certain documents, even though all other Users in the Group have rights to add, modify, or delete certain documents. PinPoint can restrict access to content or area based user roles within the system. Based on the types of subjects, as well as the types of documents, you determine which users have access to specific categories or document types. Once a User passes the login authentication, they will only have the access and abilities you set for them.

WORKFLOW OPERATIONS

Built-in forms processing enables you to fill out forms and even file them within the system with the ability to attach workflow and tracking for the form to be completed. PinPoint can automatically assign a workflow based on a document type and route to users to notify them that there is a task waiting for them to perform. Once they have completed their task, the workflow will go on to the next user in the sequence order. Your workflows can be set to be parallel or serial, meaning you can assign subtasks that must take place before the next user receives his/her notification. You also have the ability to update status and comments along the way, and can reassign workflow tasks at any time. Supervisor reports ensure that the workflow continues to move and is not delayed. You can assign workflow to groups and users as needed. PinPoint lets you add comments to content throughout the workflow using tools such as sticky notes or metadata notes to the document and workflow notes that are associated with any particular document. The assigned Supervisor for a given workflow can review any and all documents that are not completed and in progress.

SEARCH AND RETRIEVE

Retrieval is fast and very easy to look up information and files, and does not take up the time that you need to spend on your core responsibilities at your job. Acquire your files anytime from any location with multiple search screens. Within your search, users can filter and drill down based on metadata and content making it very easy to locate any specific document. Once a document is up, users can view the history pertaining to that document and can view any and all versions to that document.

All files and documents are stored in their native format and can be exported by any authorized user. PinPoint creates a viewable image in a PDF format for comments and markups without having to launch the native application. If any updates to documents such as word files are needed, the user can check-out the document and make all necessary updates to the native file then check the document back in.

MOBILITY

As a mobile ready document management system, PinPoint can be accessed from all smartphones (including iPhones, Androids, and Windows Phones) and tablets (including iPads, Android Tablets, and Kindle Fire). If your phone or tablet has a web browser and access to the internet, PinPoint will provide easy access to your data. PinPoint offers flexibility in which users can access data quickly from any location. Based on the permission you have set, each user can obtain file information with their mobile device and can follow through with their assigned tasks. Using the PinPoint Mobile App is fast and easy and is a great solution for doing your work on the go.

VERSION CONTROL

Complete versioning is built into the PinPoint application which gives users the ability to review all versions of any particular document that they have the rights to view. Users have the ability to add versions of documents, and have the option of replacing the original or saving multiple versions. Easy retrieval of all and any versions using quick access retrieval screens.

MS SQL back-end enables limitless growth with no degradation to the performance. Robust for any number of active users as well as a view portal for your clients or non-staff to look at the documents you have allowed.