

# Document Management with Advanced Auto-Indexing



**Kryptiq Corporation**

3600 NW John Olsen Place, Suite 300, Hillsboro, Oregon 97124

[www.kryptiq.com](http://www.kryptiq.com)

503.906.6300

# A Complete Indexing Solution for Enterprise-Wide Cost Savings and Efficiencies

## Benefits of a Complete Indexing Solution :

Automate the process of indexing and importing documents or manually index as needed

Seamless integration with Centricity EMR or PM

Reduces per document labor costs by over 60%

Automatically captures text from image files and imports it to the EMR chart document

Scan documents directly to Document Management

Rapidly index EOBs regardless of the number of patients

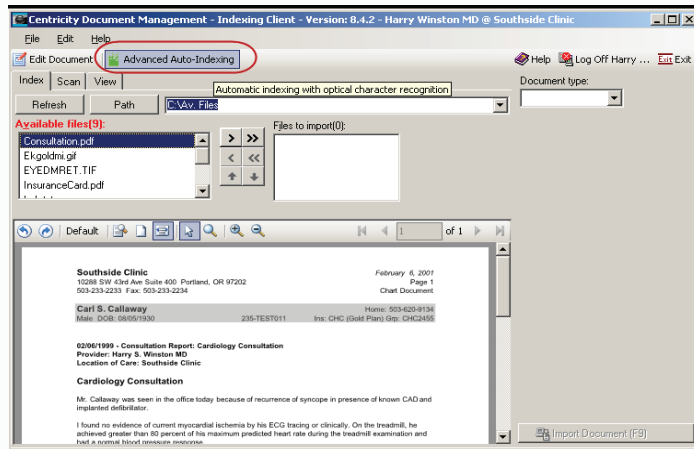
## Meeting the Document Demands of GE Centricity™ Users

The adoption of health information technology (HIT) is creating new opportunities and challenges for your practice. The rapid flow of documents, both digital and paper, can be leveraged by your Centricity® Electronic Medical Record (EMR), Practice Management (PM), or file system to deliver better patient care and service but that flow has to be managed. You need a flexible, comprehensive solution that can quickly handle the volume and diversity of documents you receive on a daily basis and eliminate the need for paper files.

### Key Benefits

- Save 60% in 60 days
- Eliminate up to 80% of manual indexing
- Index EOB statements with a single click

Built to work in concert with GE's Centricity® Document Management system and fully integrated with the latest version 8.4, Kryptiq's Advanced Auto-Indexing (AAI) adds the power of InDxLogic's automated indexing system to Document Management's explanation of benefits (EOB), front desk scanning, and manual indexing capabilities. This complete, easy-to-use and scalable solution saves clinical staff valuable time while drastically reducing the costs of managing and indexing documents.



AAI now integrated within DM

## Transform your Productivity

Kryptiq's Advanced Auto-Indexing enhances the Document Management experience with built in service level tools for proactive problem resolution, enterprise-wide document standardization and an indexer-based tool set for streamlined document content and clinical observation mapping. Delivering cost savings to clinical practices of any size, providers have saved **60% in 60 days** with Advanced Auto-Indexing.

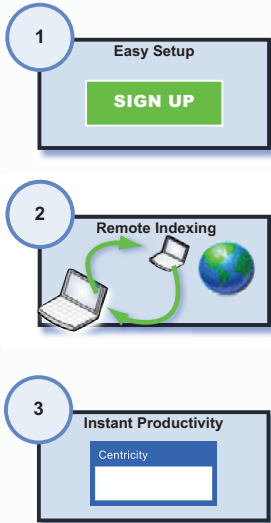
InDxLogic™

**KRYPTIQ**

## Advanced Auto-Indexing

In an enterprise-wide rollout, staff must be able to quickly and accurately map large volumes of diverse document types. Advanced Auto-Indexing adds increased ease and flexibility to Document Management by completely automating the indexing and importing of any scan, fax or image file while standardizing filing criteria across the organization. Advanced Auto-Indexing delivers 6 key features:

*Quick and easy setup in as little as 60 minutes:*



- Unlimited Document Mapping - Create automation strategies based on content to consistently map all unique documents.
- User Metrics - Monitor staff productivity and automation success with customized user reports.
- Indexer Tool for Mapping - Easy to learn and flexible tools for document mapping by the indexing staff, at the point of indexing.
- Indexer Tool for Obs term Mapping - Achieve HEDIS goals using Obs term mapping by the indexing staff, at the point of indexing.
- Standardize Document Management - High automation rates result in “touchless” work flows and enterprise-wide standards.
- Preview Document - Providers are able to preview document content without having to open the attachment.



*Expand automated indexing capabilities with AAI*

## Customer Success

The combination of Document Management with Advanced Auto-Indexing powered by InDxLogic has been used at the Rockwood Clinic in Spokane, Washington—a multi-specialty with six primary locations that see more than 160,000 patients a year . “Rockwood has been using the powerful combination of Kryptiq and InDxLogic for the last 3 years and it has brought tremendous value to our Health Information Management (HIM) community,” said Lyn Willett, Director HIM, Rockwood Clinics. “Our staff can automate the indexing and data management of scanned and imported documents into our electronic health record much more accurately, quickly and reliably than manual indexing alone, reducing our costs and increasing our efficiency.”

## Document Management

Document Management not only allows practices to access the premium service of Advanced Auto-Indexing, but also integrates with Centricity® Electronic Medical Record, Practice Management, or file system to deliver complementary workflows and a single interface for indexing. Combined with Advanced Auto-Indexing, office staff can easily scan and index patient documents, manage and store incoming faxes and efficiently index EOBs to multiple patients. Plus, this system provides a valuable stepping-stone for practices who may move toward an EMR in the future. By indexing patient documents, practices are able to prepare for and accelerate their EMR implementation.

### Benefits of Document Management :

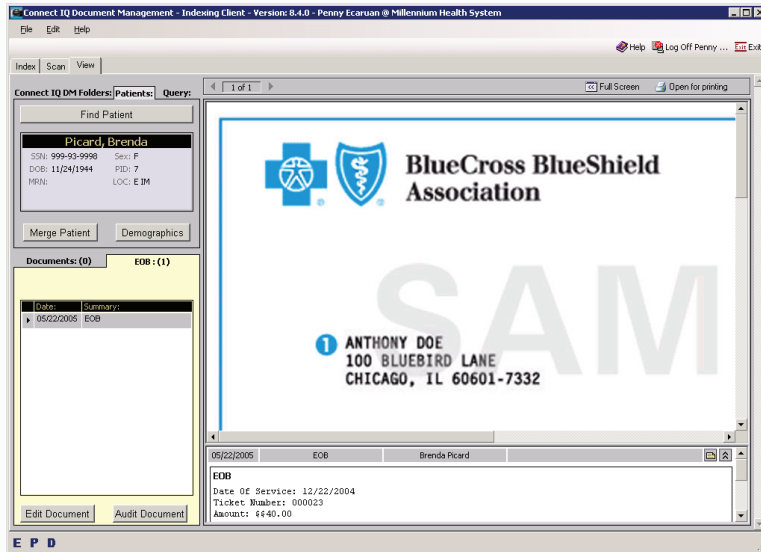
Index faxes without printing and eliminate the paper-based process

Search scanned documents based on keywords, patient or customized file cabinets

Simplify the retrieval of documents and digital files

Attach indexed documents to secure messages both to and from the Document Management system

Cross-reference indexed documents to an existing system



*Eliminate paper storage and simplify document retrieval*

## What's New with Document Management 8.4

The latest version of Document Management is now available for all GE Centricity® Document Management users. Fully integrated with Advanced Auto-Indexing, go to [www.support.kryptiq.com](http://www.support.kryptiq.com) today to upgrade or contact GE Healthcare for a new purchase.

- You can now record your index history. Every file you index is stored in the Document Management database providing an audit trail to correct human error.
- Streamlined administrative control to efficiently delegate access to your GE Centricity® EMR or PM users.
- Easily create document type categories within your Document Management database with a more intuitive interface.

## Explanation of Benefits Indexing

It is easy to rapidly index Explanation of Benefit (EOB) statements with Document Management and link them to the Visit Level in Centricity's® Practice Management (PM) software. Document Management automatically indexes the EOB to every patient listed and to the Visit in the PM where payments are posted. This allows staff to retrieve EOB information directly from the PM with one click using the Document Management button within the Visit window while the data is stored within Document Management to optimize storage space. Workflow indexing requires no staff retraining because the workflow and user interface is the same as indexing a clinical document to the EMR.

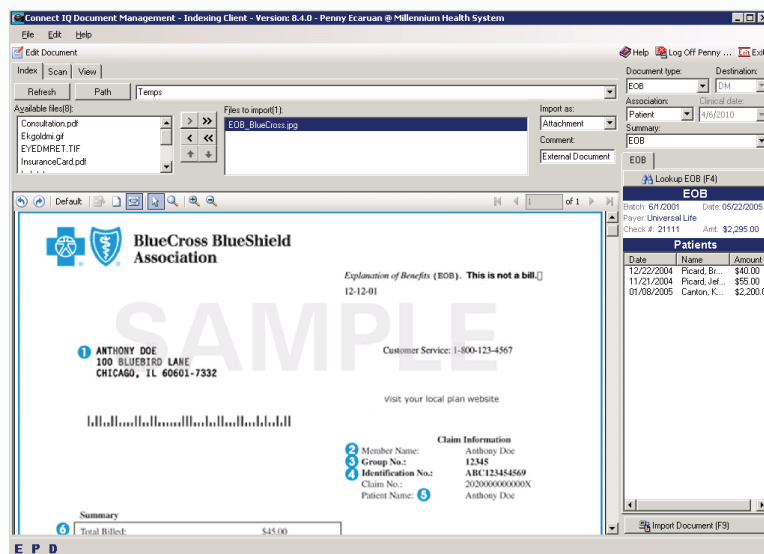
### Benefits of EOB Workflow :

No retraining of staff with single interface and familiar workflow

EOBs indexed in matter of seconds

Single click from visit in PM to EOB

Large EOB images are easily accessible but do not take up valuable space in the PM database



*Index all patients associated with EOB with one click*

## Index to Custom DM File Systems and Folder Security

Practices can also use DM as a secure filing system for non PM or EMR related documents by creating file cabinets on-the-fly or setting them up directly in preferences ahead of time. Access is controlled by granting specific users view rights to specific folders. Quickly find a document or set of documents within Folders by using the Query Tab and searching for a key index value or term. These features reduce paper storage and provide quick, secure retrieval from anywhere staff have access to the network.

## Front Desk Scanning

Document Management incorporates all front desk workflows with intuitive and integrated PM functionality. Capturing and indexing multiple insurance and identification forms for every patient is a time consuming and paper heavy process. With Document Management, staff can click the “Scan into DM” button which automatically launches the DM client, logs the user in, and brings them to the scan tab with the patient already highlighted.

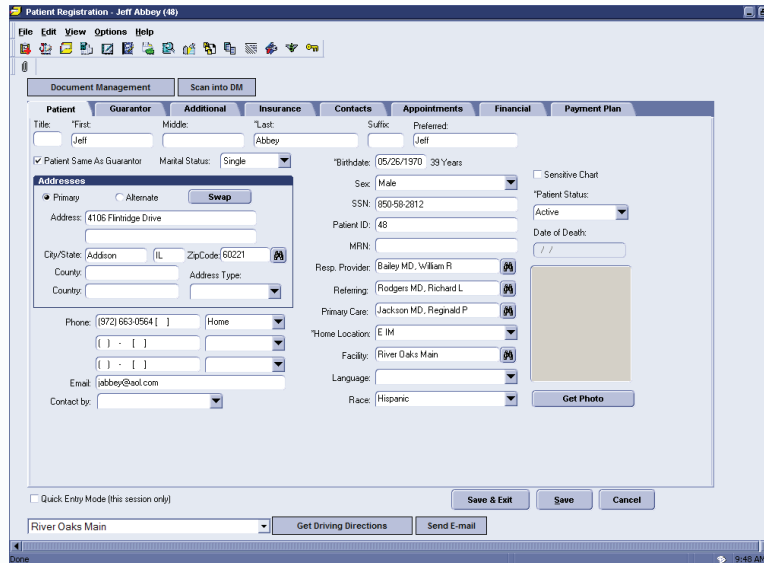
### Benefits of Front Desk Scanning :

Easily capture and index patient identification and insurance cards

One click access to a list of all patient documents

Save PM storage space to prevent system slowdown

View images from within the PM



### Embedded Document Management Functionality with PM

Once the files have been entered, they can be viewed by simply launching the DM viewer directly from the registration window in the PM. Those files are also stored on the DM database to save space within the PM system.

## Image Exporter

Many GE Centricity® PM users have saved image files to their PM databases which can slow down the system. The Image Exporter tool retrieves those images and stores them in the DM database freeing up the PM system while keeping the images readily available.

**For More Information:** Contact [sales@kryptiq.com](mailto:sales@kryptiq.com), 503.906.6300

### Kryptiq Corporation

3600 NW John Olsen Place, Suite 300, Hillsboro, Oregon 97124  
[www.kryptiq.com](http://www.kryptiq.com)  
 503.906.6300